

How to Use the Statewide Contract for Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products

Contract #: FAC79	Contract Duration: 06/01/2013 to 06/30/17
MMARS #: FAC79*	Options to Renew: none
Contract Manager:	Katherine Morse - 617-720-3153 – katherine.morse@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Small Business, Purchasing Program (SBPP) and Supplier Diversity Office SDO Contractors
UNSPSC:	10-15-20, 49-24-15, 49-22-15, 56-10-16, 30-10-29, 46-16-15
Last Change Date:	10/27/2016

Contract Summary

This contract covers the acquisition of landscaping products, playground equipment, site amenities and related products. There are nine (9) categories available:

Cat #	Category Name	Regional or Statewide Coverage
		*Check the region listing (on page 6) to determine the region for your city or town.
1	Nursery Products, Including Native Plants	Regional & Statewide
2	Turf and Landscape Products: Seed, Sod, Fertilizer, Pesticide and Related Products	Regional & Statewide
3	Compost and Mulch	Regional
4	Soil Aggregate Products	Regional
5	Green Roof and Living Wall Materials and Supplies	Statewide
6	Playground Equipment and Surfaces	Statewide
7	Benches, Tables, Receptacles and Site Amenities	Statewide
8	Fencing, Railing, Decking, Partitions and Lockers	Statewide
9	Related Specialty Environmentally Preferable Products	Statewide



Benefits and Cost Savings

- Competitive discounts for smaller orders under \$10,000
- Multiple quote process for orders over \$10,000 to drive additional discounts
- Generous Prompt Payment Discounts

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies
4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Compliance with Construction Law

This contract may be used for construction related services as limited herein. It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. If installation of the system is deemed to include construction, then installation work done under this contract is limited to \$50,000 or less.

Prevailing Wage

The Eligible Entity has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](http://www.mass.gov/dols) at www.mass.gov/dols. Any Eligible Entity that uses the contract must request a prevailing wage schedule at the time of the engagement of the contractor for specific services or projects. In addition, Vendors must agree to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS Website at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at (617) 626-6953.

Pricing

All published contract pricing, including but not limited to firm pricing, contract discounts and all other pricing published under this contract is ceiling (not-to-exceed) pricing. Any published rebates are minimum rebates.



By Category

Price structure varies among the categories. Specific price structure for each category is included below:

Categories	Product Pricing	Delivery Pricing
1 & 2	Pricing for orders up to \$10,000 is based on vendor catalog or commercial price list, whichever is lower. Discounts based on size of order. Pricing for orders over \$10,000 is based on quotations.	Maximum delivery price is based on order amount and delivery region and is included in the price file.
3 & 4	Regional prices for specific products provided in the Vendor's price file.	Delivery is included in the price listed in the price file.
5, 6, 7, 8, 9	Pricing is based on a discount off the Vendor's catalog or commercial price list, plus a separate delivery charge (if any) to be negotiated between the Vendor and the Eligible Entity for each project. Category 6 does not include playground safety inspection services.	Delivery charges (if any) are to be negotiated between the Vendor and the Eligible Entity for each project. Delivery charges must be included in the quote and may not be marked up by more than 1% .

Labor Rates

Depending on the category, Vendors have provided hourly rates for non-prevailing wage positions and mark-ups over prevailing wage for prevailing wage positions. Mark-ups over prevailing wage and hourly rates are both ceiling not to exceed. Vendors may offer Eligible Entities additional rate discounts on a case-by-case basis.

Additional Information

Surcharges

No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract(s).

Pre-payments

Vendors must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity's satisfaction.



Summary of Where to Obtain Important Contract Information in COMMBUYS

To obtain in depth contract information please go to the [COMMBUYS](http://www.commbuys.com) (www.commbuys.com) website, click on “Contracts & Bid Search” located near the bottom of the page, then select Contract/ Blankets, and enter FAC79 in the Contract/Blanket Description field.

This contract has been set up as a zero line item catalog in COMMBUYS.

There are 22 vendors on this contract and each vendor has been assigned a unique MBPO. Vendor specific files including price lists are located in the attachments tab on each MBPO in COMMBUYS.

The Conversion Vendor is a Solicitation Enabled MBPO with all awarded vendors listed in the Distributors tab. Eligible Entities should use this MBPO when soliciting quotes under the contract. General procurement files including the RFR are located in the attachments tab.

How to Use the Contract

Process for Ordering

For orders up to \$10,000 Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes. Although not required for orders under \$10,000 OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors to obtain the best value.

For orders over \$10,000 Eligible Entities are required to solicit multiple quotes from Vendors of their choice prior to issuing an order.

Quotes including construction services:

- Where the construction services are less than \$10,000: Select a contractor based on sound business practices/best value.
- For construction services valued from \$10,000-\$50,000: Must receive two written responses; award to lowest responsible bidder

How to Place an Order in COMMBUYS

SOLICITING QUOTES

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance.



P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC79) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Further direction is available in the [“How to Create a Release Requisition and Purchase Order”](#) Job Aid.

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services (monthly pickups, etc.), then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: “ This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt in COMMBUYS”](#) Job Aid.



Region Listing

Region 1	Region 2	Region 3	Region 4	Region 5	Region 5	Region 6	Region 7	Region 8
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTON	BELCHERTOWN	CHESHIRE
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMONT	BRIMFIELD	DALTON
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	GREAT BARRINGTON
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HANCOCK
DEDHAM	HAMILTON	DUXBURY	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON	HINSDALE
DOVER	HAVERHILL	EAST BRIDGEWATER	PROVINCETOWN	BOXBOROUGH	SOUTHBRIDGE	GILL	EAST LONGMEADOW	LANESBOROUGH
EVERETT	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE
HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	HADLEY	MOUNT
LINCOLN	MANCHESTER	HALIFAX		CLINTON	SUTTON	LEYDEN	HAMPDEN	WASHINGTON
MALDEN	MARBLEHEAD	HANOVER		CONCORD	TYNGSBOROUGH	LUNENBURG	HATFIELD	NEW ASHFORD
MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NEW MARLBOROUGH
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	NORTH ADAMS
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	OTIS
NEEDHAM	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	LONGMEADOW	PERU
NEWTON	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	PITTSFIELD
NORWOOD	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	RICHMOND
QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SANDSFIELD
RANDOLPH	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SAVOY
REVERE	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	SHEFFIELD
SAUGUS	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	STOCKBRIDGE	STOCKBRIDGE
SOMERVILLE	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	TYRINGHAM	TYRINGHAM
STONEHAM	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	PLAINFIELD	WASHINGTON
WAKEFIELD	SALEM	NORTON		HOPEDALE		TOWNSEND	RUSSELL	WEST STOCKBRIDGE
WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTH HADLEY	WILLIAMSTOWN
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHAMPTON	WINDSOR
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER	SOUTHWICK	
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	SPRINGFIELD	
WESTWOOD	WENHAM	PLYMPTON		LEICESTER			TOLLAND	
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON			WALES	
WILMINGTON		REHOBOTH		MARLBOROUGH			WARE	
WINCHESTER		ROCHESTER		MAYNARD			WEST SPRINGFIELD	
WINTHROP		ROCKLAND		MEDWAY			WESTFIELD	
WOBBURN		SCITUATE		MENDON			WESTHAMPTON	
		SEEKONK		MILFORD			WHATLEY	
		SHARON		MILLBURY			WILBRAHAM	
		SOMERSET		MILLIS			WILLIAMSBURG	
		STOUGHTON		MILLVILLE			WORTHINGTON	
		SWANSEA		NATICK				
		TAUNTON		NEW BRAINTREE				
		WALPOLE		NORTH BROOKFIELD				
		WAREHAM		NORTHBOROUGH				
		WEST BRIDGEWATER		NORTHBRIDGE				
		WESTPORT						
		WHITMAN						
		WRENTHAM						



Vendor Information

Vendor Name	Vendor Contact	Vendor Comments	City	State	Zip	Phone	Cont. Email
Lorusso Corporation	Linda Watterson	Category 4 (Regions 1, 3, 4, 5)	Plainville	MA	02762	508-695-3252	linda.watterson@lorussocorp.com
M.E. O'Brien & Sons, Inc. (SDO WBE)	Meghan O'Brien	Categories 6, 7, 9 (Statewide)	Medfield	MA	02052	508-359-4200	mail@obrienandsons.com
Bigelow Nurseries, Inc. (SDO WBE)	Timothy Hay	Category 1 (Statewide)	Northborough	MA	01532	508-845-2143 x14	timhay@bigelownurseries.com
New England Recycling Co., Inc.	Peter Wolski	Categories 3 (Regions 1, 2, 3, 4, 5), 4 (Region 3)	Taunton	MA	02780	508-813-1278	PWolski@glopes.com
Northeast Nursery, Inc.	AJ Demotses	Categories 1 & 2 (Statewide), and Category 4 (Regions 1, 2, 3, 5)	Peabody	MA	01960	978-854-4520	ademotses@northeastnursery.com
Cavicchio Greenhouses Inc	Edward Kassor	Category 1 (Regions 1, 2, 5)	Sudbury	MA	01776	978-443-7177 x268	ekassor@cavicchio.com
Miracle Recreation dba Site Specifics, LLC (SDO W/PBE)	Cindy Maak John Hollerbach	Category 6 (Statewide)	Rochester West Hartford	MA CT	02770 06133	888-551-3155 888-844-7529	cindy@sitespecifics.net john@creativerec.com
New England Recreation Group, Inc.	Charles Ramondo	Category 6, 7 (Statewide)	Westboro	MA	01581	800-861-1209	nerg@nerecgroup.com
MRC, Inc.	James Marturano	Categories 6 and 7 (Statewide)	Spring Lake	NJ	07762	800-922-0070	marturano@gametime.com
Premier Park & Play	Doug Knotts	Categories 6, 7 and 9 (Statewide)	Newton	MA	02458	617-244-3317	premierparkplay@verizon.net



OPERATIONAL SERVICES DIVISION

Vendor Name	Vendor Contact	Vendor Comments	City	State	Zip	Phone	Cont. Email
PlayCore Wisconsin, Inc dba BigToys	Kelly Conely	Category 6 (Statewide)	Chattanooga	TN	37402	423-648-5585	kconely@playcore.com
Earth Safe, Inc.	Stephen Orbe	Categories 6, 7, 8 (Statewide)	Harwich	MA	02645	508-430-0777	steve@earthsafe1991.com
Valley Green Inc.	Joe Goncalves	Category 4 (Region 7)	Holyoke	MA	01040	413-533-0726	j_goncalves@valleygreenusa.com
Harrell's, L.L.C.	Greg Nicoll	Category 2 (Statewide)	Auburn	MA	01501	508-832-5008	gnicoll@harrells.com
Design Built LLC DBA Childscapes	Timothy Pesko	Category 6, 7 (Statewide)	Marshfield	MA	02050	781-837-6412	tpesko@childscapes.net
Amherst Nurseries (John W Kinchla DBA)	John Kinchla	Category 1 (Statewide)	Amherst	MA	01002	413-549-8873	jwk@amherstnurseries.com
Rubbecycle, LLC	Keith Sacks	Category 6 (Statewide)	Lakewood	NJ	08701	732-363-0600 x104	keith@rubbermulch.com
Helena Chemical Company	Louis Bettencourt	Category 2 (Statewide)	Hatfield	MA	01038	800-452-3294	bettencourt1@helenachemical.com
ProBark Industries Inc.	Daniel Mayer	Category 3 (Regions 1, 2, 5, 6)	Essex	MA	01929	978-768-6999	dan@mayer-tree.com
UltiPlay Parks & Playgrounds, Inc	Michael Parody	Categories 6 and 7 (Statewide)	Uxbridge	MA	01569	866-575-7529	mparody@ultiplayus.com
Pioneer Manufacturing Company	Daniel Ford	Category 9 (Statewide)	Cleveland	OH	44136	800-877-1500	dford@pioneerathletics.com



OPERATIONAL SERVICES DIVISION

Vendor Name	Vendor Contact	Vendor Comments	City	State	Zip	Phone	Cont. Email
M. Huberman, Inc	Claire Williams	Categories 1 (Native), 5, 9 (Statewide)	Saugus	MA	01906	781-233-4682	cwilliams@watergripmedia.com