



# Contract User Guide for FAC80

## FAC80 - Water Treatment Chemicals and Systems Statewide Contract

<b>Contract #:</b>	FAC80
<b>MMARS Doc ID #:</b>	<a href="#">FAC80000000000000000000000000000000</a> *
<b>Initial Contract Term:</b>	11/1/2013 – 10/31/2017
<b>Maximum End Date:</b>	one – one year extension to 2018
<b>Current Contract Duration:</b>	10/31/2016 – 10/31/2017
<b>Contract Manager:</b>	Lisa Westgate, 617-720-3112, Lisa.Westgate@state.ma.us
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	49-24-17, 47-10-00, 47-10-15
<b>Last change date:</b>	<b>December 9, 2016</b>
<b>Notes:</b>	
*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).	

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### **Contract Summary**

This is a Statewide Contract for water treatment chemicals, alternative treatment systems and related services. Service categories include swimming pool, boiler plant & cooling tower, and drinking & wastewater.

#### **Water Treatment Technologies, Alternative**

This statewide contract offers alternative water treatment technologies, systems, and related services. Service categories include swimming pool, boiler plant and cooling tower, and drinking and wastewater. The contract includes a chemical-free system for cooling towers, a salt water generation technology and ionization system for swimming pools, as well as an outdoor water fountain treatment system that may reduce the use of chlorine by 70%. The acquisition method for this contract is outright purchase.

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### **Case Study: Enzymes Help Reduce Chlorine Use**

Over-chlorination is common in public swimming pools because of the high levels of phosphates, which reduce chlorine effectiveness. Phosphates occur naturally in some water but are commonly added by water treatment plants to prevent corrosion in municipal water pipes. Adding a food-grade enzyme to the water reduces the phosphate level and allows chlorine to do its work. Not only is less chlorine needed, it also lasts longer. Recently, Maine DEP tested the enzyme technology. Previously, the Portland, Maine YMCA (the Y) used 5-7 gallons of chlorine a day. Now that it adds the enzyme, the Y uses 2-3 gallons of chlorine, resulting in a monthly savings of about \$350 a month on chlorine, which is more than enough to offset the \$190 monthly cost of the enzyme.

**Pool Ionization**, already in use in some commercial/public swimming pools in Massachusetts, is an environmentally preferable alternative to the traditionally heavy use of chlorine and other chemicals. Ionization as it relates to swimming pools is the process of using a low-voltage current to disperse positively charged copper and silver ions into the water. Since bacteria are negatively charged, the silver and copper ions penetrate the cell walls and help destroy microorganisms. Ionization systems result in a reduction of up to 80% in the use of chlorine.

**Pool Ozonation** breaks down chloramines and mineral and sediment buildup while assuring the elimination of 100% of all bacteria, viruses, algae, and fungi. Ozone is made by passing oxygen through a corona discharge (an electrical discharge that indicates ionization of oxygen and the formation of ozone in the surrounding air). Ozonation technology significantly reduces chlorine use.

**Salt Water Chlorination** is a technology that replaces the use of the hazardous and costly sodium hypochlorite (also known as chlorine bleach) with sodium chloride (also known as salt). Using salt to produce chlorine for pools is safer and cheaper. Salt water chlorination systems are already at work in Massachusetts



## Contract Categories

This contract includes 5 categories of products/services as listed below.

- Boiler Plant
- Drinking Water
- Swimming Pool
- Cooling Tower
- Wastewater

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- **Ceiling Pricing** – The contract establishes a ceiling price for each chemical line item. Pricing from each contractor is offered side-by-side on the combined price list for easy comparison. Monthly programs that include both chemicals and services may be negotiated by the contract user directly with the supplier; cost shall not exceed the cost of chemicals needed as per the product price list.
- **Free Services** – Free services are being offered by some contractors in conjunction with the purchase of chemicals. Please see Services tab on the Combined Price List for details.
- **Containers** – Contractors may not charge container deposits.
- **Protection from Surcharges** – No surcharges of any type (fuel, transportation, insurance, or other) are allowed on the contract.
- **Delivery Schedule and Emergency Delivery** – Delivery schedules of three (3) days or less are being offered by most contractors; delivery within five (5) Commonwealth business days after receipt of an order is mandatory. Some items may be emergency items which require faster or after-hours delivery; a list of those contractors offering free emergency delivery can be found on the Combined Price List.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, go to the following Master Blanket Purchase Order (MBPO) link for FAC80.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, go to [COMMBUYS.com](http://COMMBUYS.com). Select the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for [C164138-vCurrent](#).

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- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

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

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Eligible Entities and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education, AND educational institutions holding active membership with the Massachusetts Higher Education Consortium (the joint solicitor of this contract).
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. 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. Subcontractors

If the awarded vendor is employing a subcontractor, the vendor is responsible for the subcontractor's work quality, products used, and ANY other concerns arising from the subcontractor. Subcontractors may be useful in helping vendors meet their supplier diversity goals.

## Construction Requirements

On November 7, 2016, procedures for soliciting quotes were amended which raised the thresholds for conducting both invitations for bids and requests for proposals. The threshold for small-scale construction projects was raised to \$50,000 (from a \$10,000-\$25,000 threshold). It is the responsibility of the Eligible Entity to consult their legal counsel to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](http://mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

See [Quotes Including Construction Services Requirements](#) for information on quoting these types of projects.



## Pricing, Quote and Purchase Options

### Purchase Options

Purchases made through this contract will be direct, outright purchases.

### Price Structure

An alphabetical list of chemicals in ascending order of container size is provided on the Combined Price List. For each line item, pricing may be offered by multiple contractors, in which case side-by-side pricing is provided for easy comparison. The Combined Price List spreadsheet may be sorted by chemical, category use, or contractor. Buyers should pay particular attention to the Unit of Measure to determine container pricing. Prices will remain fixed for the initial term of the contract. Contractors may submit price changes at the time of contract renewal, for consideration and approval by the Strategic Sourcing Team. Price decreases will be retroactive to the dates of such decreases. All pricing is FOB Destination and includes any transportation and unloading charges. No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract. For chemicals sold in bags, Contractors are allowed to offer one or more bag sizes. However, the price (e.g. per pound) charged by the Contractor may not be dependent on the bag size. Contractors may not charge container deposits for 55-gal drums, doldrums, carboys, gas cylinders and any other standard containers. of

**Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and should be further negotiated.

**Quote/Statement of Work:** This contract does not contain specific pricing, but requires at least 3 quotes from the list of vendors.....

### Obtaining Quotes

Contract users should always reference FAC80 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

### Quotes Including Construction Services

Eligible Entities must solicit quotes from at least three (3) vendors, though you are not required to *receive* responses from all contacted vendors. Please note specific requirements that apply, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor 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.

### Product/Service Pricing

Product pricing list may be found by on each vendor’s individual MBPO.

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## Purchasing Through COMMBUYS

If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

This contract has been set up as a zero dollar line item catalog in COMMBUYS. Each vendor has been assigned a unique Master Blanket Purchase Order. There is one Combined Price List containing pricing from all vendors. The price list is located in the attachments tab on each Master Blanket Purchase Order. Each vendor has one catalog line containing the list of service categories offered.

## How to place an order P.O.

### For One-Time Services

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

- Initiate a new requisition
- Search for Water Treatment Chemicals or Water Treatment Systems (Use FAC80) in the item description
- Select the vendor you will be placing an order with
- Select the vendor's catalog line
- Enter the total price
- In the Line item Description, use the Line Item Number from the Pricing File and the description of the product. Fill in a complete description of the item that is clear to what is being order. This is what the vendor will see on the purchase order. Use one line per item
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

### 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." Environmentally Preferable Products (EPP)

Further direction is available in the "How to Complete a Partial Receipt in COMMBUYS" Job Aid.

### Where to find complete FAC80 contract information on COMMBUYS

If full statewide contract details are required please refer to FAC80 files listed under the Conversion Vendor "C164138-vCurrent" link, found by performing an advanced search for Contracts/Blankets by entering the document number ("FAC80") in the Description field. This link provides:

- Contract User Guide – the latest version of this document

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- Combined Price List – a spreadsheet document containing 5 tabs: Vendor Information, Chemical Price List, Services Price List, Alternative Treatment Price List, and Region Table.
- Request for Response (RFR) FAC80 – the original solicitation document containing complete service specifications for this contract.
- Purchase Order Form for Cities and Towns – a form designed to help Eligible Entities document their service relationships with Contractors. Additional Information/FAQs

### Geographical Service Area

Statewide coverage – Price list can be sorted by the nine regional coverage areas.

### Other Discounts

- Prompt Pay Discounts

Company Name	Percentage discount if paid by day:			
	9	14	19	29
Barclay Water Management, Inc.	5%	3%	2%	
Borden & Remington Corp.	1%			
Cascade Water Services, Inc.	5%	4%	3%	2%
Holland Company Inc.	1%			
Neponset Chemical & Eng., Inc.		5%	4%	
Puraqua Pool Service, Inc.	2%	1.5%	1%	0.5%
The Metro Group	3%	2%		1%
Univar USA Inc.				

- Volume Discounts are listed in the Price list if applicable
- Free Emergency Delivery listed in the Vendor details list

### If the Needed Product Can Not be Found

All products available under FAC80 are listed on the Price List.



OPERATIONAL SERVICES DIVISION

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code & Vendor Line		Contact Person	Phone #	Email	Regions	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Free Emergency Delivery (yes/no)	List any other important items
**Conversion Vendor	<a href="#">C164138-vCurrent</a>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Barclay Water Management, Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000000572</a>	VC6000163277	2	Lyanne Claudio	617-926-3400 x254	<a href="mailto:lclaudio@barclaywater.com">lclaudio@barclaywater.com</a>	1 - 9	See Price List	N/A	yes	See price List
Borden & Remington Corp.	<a href="#">PO-14-1080-OSD01-OSD10-00000000575</a>	VC6000162855	3	Tracy Resendes	508-675-0096x220	<a href="mailto:tresendes@boremco.com">tresendes@boremco.com</a>	1 - 9	See Price List	N/A	no	See price List
Cascade Water Services, Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000001388</a>	VC0000215542	10	Bob Mazzotti	617-828-8771	<a href="mailto:rmazzotti@cascadewater.com">rmazzotti@cascadewater.com</a>	1 - 9	See Price List	N/A	yes	See price List
Holland Company, Inc	<a href="#">PO-14-1080-OSD01-OSD10-00000000577</a>	VC6000160508	7	Patrick Burke	413-743-1292	<a href="mailto:pat.burke@hollandcompany.com">pat.burke@hollandcompany.com</a>	1 - 9	See Price List	N/A	yes	See price List
Neponset Chemical Eng., Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000000578</a>	VC6000166418	4	Richard Donovan	781-762-3466	<a href="mailto:nepchem@norwoodlight.com">nepchem@norwoodlight.com</a>	1 - 9	See Price List	N/A	yes	See price List
Puraqua Pool Service, Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000001309</a>	VC6000161436	1	Cheryl Lawn	781-893-6300	<a href="mailto:cheryl@puraquapools.com">cheryl@puraquapools.com</a>	1 - 9	See Price List	N/A	yes	See price List
The Metro Group Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000000580</a>	VC0000381588	5	Vinny O'Reilly	781-932-9911	<a href="mailto:voreilly@metrogroupinc.com">voreilly@metrogroupinc.com</a>	1 - 9	See Price List	N/A	no	See price List
Univar USA Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000001401</a>	VC6000264053	9	Jodi Spina	401-781-5600 x6629	<a href="mailto:jodi.spina@univarusa.com">jodi.spina@univarusa.com</a>	1 - 9	See Price List	N/A	no	See price List

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