

FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies Statewide Contract

UPDATED: 1/04/18

Contract #:	FAC85
MMARS MA #:	FAC85*
Initial Contract Term:	03/15/2015 – 03/15/2018
Maximum End Date:	Four 1 year extension(s) to 2022
Current Contract Duration:	03/15/2015 – 03/15/2018
Contract Manager:	Michael Woods, 617-720-3191, michael.woods@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business
UNSPSC Codes:	See Appendix C
Notes:	This is an ALL green contract – all products on the contract are required to meet environmentally preferable specifications.

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- **[VENDOR LIST AND INFORMATION](#)**
- [Appendix A: Detailed Listing of Products and Services](#)
- [Appendix B: Environmental Specifications](#)
- [Appendix C: UNSPSC Codes](#)

❖ **TIP: To return to the first page throughout this document, use the CTL + Home command.**

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/2018

Page 1 of 16



Contract Summary

This is a statewide contract for environmentally preferable cleaning products, programs, equipment and supplies, including green cleaning technologies. This is a multi-state contract available to Connecticut, New York, Rhode Island, and Vermont in cooperation with the lead state of Massachusetts. (The states of New Hampshire and Maine are also eligible to join).

All the green chemicals and janitorial paper products included in this contract are required to be “Independently Third-Party Certified;” which means that the environmental claims, as well as the product performance, have been tested and certified by an established and legitimate, nationally-recognized third party certification program. Contract users do not have to analyze technical data and may be assured that the product will perform well. (The only chemicals without such certification are the disinfectants and various sanitizers, for which no certification is available). In addition, vendors were selected for their ability to provide assistance in transitioning eligible entities to a green cleaning program.

UPDATES: Since last update, made changes to some of the vendor contact information.

Contract Categories

This contract includes 12 Categories of products/service as listed below. Detailed listing of product sub-categories may be found in [Appendix A](#).

Category 1:	General Purpose Cleaners
Category 2:	Other Floor Maintenance Chemicals
Category 3:	Disinfectants and Sanitizers
Category 4:	Specialty Cleaners
Category 5:	Powered Janitorial Equipment & Service
Category 6:	General Cleaning Supplies, Equipment, and Service
Category 7:	Hand Soaps, Hand Sanitizers, and Personal Care Products
Category 8:	De-Icing and Snowmelt Products
Category 9:	Waste/Recycling/Composting Liners
Category 10:	Disposable Janitorial Paper Products
Category 11:	Entryway and Other Matting Systems
Category 12:	Microfiber Cleaning Service

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.

Getting the Best Value and Pricing

MA State Agency Departments may obtain quotes to compare pricing, product selection and training opportunities from one or more vendors through COMMBUYS and must use COMMBUYS to purchase. Other MA departments and eligible entities may purchase directly from the vendors, but are encouraged to use COMMBUYS to make purchases. Eligible entities are encouraged to review the qualifications for each vendor to perform training and offer tools to help departments track their purchases and the benefits of switching to green cleaning program.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 2 of 16



Services at No Additional Charge

Under the terms of the contract, all vendors awarded in Categories 1-5 must offer and perform an initial facility assessment as part of transitioning their customers to a green cleaning program and on-site training to users of the products.

Cost Savings Opportunities

- Competitive pricing across all categories
- Product Consolidation: A single green cleaning product may permit the end-user to eliminate the need to purchase multiple standard cleaning products
- Product Elimination: Some green cleaning equipment eliminates the need to purchase chemicals
- Safer Cleaners: Safer cleaners contribute to a healthier environment for employees

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, the FAC85 Approved Products List and other attachments, visit COMMBUYS.com and search for FAC85 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for FAC85 and can be accessed directly by visiting <https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-0000003619&releaseNbr=0&parentUrl=contract>
- To find vendor-specific MBPO's and documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page below.

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;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage. In addition, Statewide Contracted Janitorial Services contractors under FAC81 or any subsequent contract have been added to the list of eligible entities.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. Subcontractors may be useful in helping vendors meet their supplier diversity goals. The Awarded vendor employing the subcontractor is responsible for all of the subcontractors' quality of work, products used, and ANY other concerns arising from the subcontractor. All subcontractors must be listed in the "FAC85 Approved Subcontractors List" which is located in the Master MBPO. All quotes, invoices, and all other documentation must include the prime vendor's name and contact information they are representing.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 3 of 16



Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

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

Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price or the vendor catalog price.
- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found two ways:

1. Viewing the **FAC85 Approved Products List** that may be located in the [Master Blanket Purchase Order PO-15-1080-OSD01-OSD10-00000003619](#). This list contains all of the products offered on FAC85 and was compiled to assist users in finding and comparing green cleaning products, supplies, and equipment. NOTE: If there are any discrepancies in pricing between this list and the pricing indicated for a vendor on COMMBUYS, the COMMBUYS pricing takes precedence.
2. Entering a search into COMMBUYS for a specified product.
3. See the [vendor information](#) page, where links to each vendor MBPO's are provided and includes specific price sheets for that vendor.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. 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. Make sure to reference FAC85 when contacting vendors in order to receive contract pricing.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu. All products that have your search term in the “description” will be shown.

How to Purchase From The Contract

Please use one of the following ways to purchase from FAC85.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 4 of 16



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

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.
 - For quick purchases, find the specific items to add to your requisition, enter vendor name and product item number per column Q of the FAC85 Approved Products List New Template. You may also enter other unique identifiers such as the SKU # or product name to the specific product. Before selecting a line item **PLEASE NOTICE** the 6th column labeled “Vendor Name” and the 7th column labeled “Segment-Family-Class.”
 - To find and use one of the generic line items into the “Item Description Field”: FAC85, vendor name and “Generic Line” then:
 - For cleaning and janitorial supplies select the line item that reads the following in the 7th column: “47-13 - Cleaning and janitorial supplies” and enter quantity,
AND/OR
 - For equipment select the line item that reads the following in the 7th column: “47-12 - Janitorial equipment” and enter quantity.
AND/OR
 - For Category 5 powered janitorial equipment and service repair and replacement parts not included in the catalog.
AND/OR
 - For Category 6 general cleaning supplies, equipment and services not included in the catalog.
 - Select click “Add to Req & Exit.” If there are multiple products select “Search Items.” This process need to be repeated PER PRODUCT. Example, if there are 3 different types of products, steps 2 - 4 will need to be repeated 3 times before moving on to the next steps.
 - For specific line items, enter quantity and repeat for each specific line item.
 - Complete this Release Requisition as usual here forward; refer to the link above if you need guidance in completing this. Please remember to attach any quotes or estimates associated with this Requisition

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a*

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 5 of 16



Release Requisition job aid or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

- Follow the directions from above to “Directly purchase fixed price items through COMMBUYS” through the second to last step.
 - For each \$0 product line item click “Enter Info” in the column labeled Catalog Price/Unit Cost. Then using the catalog of the vendor you are purchasing from, accurately fill in the correct price for the single unit/item:
 - Delete the information in the “Description” field and enter the Description information in column T of the vendor catalog into this field;
 - In the “Price Reference #” field type in the product SKU # or OEM # provided in column F of the vendor catalog;
 - Leave ALL other fields blank or as is, and click “Save & Continue.”
 - Repeat this step for each previously selected \$0 line item.
- Complete this Release Requisition as usual here forward; refer to the link above if you need guidance in completing this. Please remember to attach any quotes or estimates associated with this Requisition.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers who use the same service/commodities repeatedly – to easily re-purchase those items and is known as a Request for Payment Authorization (RPA) Release. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference FAC85 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. When calling more than one vendor on the contract to compare products and pricing, ask the vendor for full details on the Green Purchasing Program provided as part of this contract. It includes various free services (such as a facility assessment) and also involves tools and/or software to assist customers in tracking and recording valuable data concerning their cleaning practices as a means of increasing the efficiency of the overall operations.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Product Trials, Pilots, and Demonstrations

Once a particular vendor has been selected it is acceptable to request that a product cleaning trial be conducted before a major purchase is made. This ensures that the customer is getting the right cleaning product for the job and that the vendor thoroughly understands the cleaning needs of their client.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 6 of 16



Transitioning to a Greener Cleaning Program

If your cleaning program has not implemented a green cleaning program, the contracted vendors can help you to establish one. Here are some tips to finding a program/vendor that will work with you:

- There are 15 Vendors on this contract. Talk to more than one; ideas and services can vary
- Ask for references
- Check their Green Program – inquire about the quality of their staff, training capabilities
- Ask how they conduct the FREE facility assessment and what this entails
- Identify the vendor expertise in choosing comparable products
- Ask to “pilot” products in areas of concern

Services at No Additional Charge

Under the terms of the contract, all vendors awarded in Categories 1-5 **must** offer and perform an initial facility assessment as part of transitioning their customers to a green cleaning program and on-site training to users of the products.

Instructions for MMARS Users

For agencies that use the Massachusetts Management Accounting and Reporting System (MMARS) see the [Vendor List and Information](#) page below to identify each vendors MMARS number and line. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

Importance of Third Party Certification

“Independent/Third-Party Certified” means that cleaning products have been certified by an established and legitimate, nationally-recognized program developed with the purpose of identifying environmentally preferable products. Any such certification program shall verify all green claims and test for the actual performance of the product. This final point is essential as it provides clear assurance to purchasers that the products really work.

Required Certifications for this Contract

See Appendix D for a list of certifications required for this contract. In addition, [Attachment A: Mandatory Specification and Desirable Criteria](#) of the RFR outlines in detail the specification required for this contract by contract category.

Alternative Approval for New or Innovative Products

Existing vendors may receive an alternative approval for specialty products or innovative technologies or services to allow for use on FAC85 which OSD has established in cooperation with the Toxics Reduction Task Force. To be eligible for review, the product/technology/service must have a compelling reason to be considered for an alternative approval – it either falls outside the existing specifications or specific categories. The product/technology/service must be in existing use in the marketplace. Additional information regarding this process may be found on the [Toxics Use Reduction Task Force Alternative Approval process](#) webpage.

Contract Exclusions and Related Statewide Contracts

Because this is an all green contract, all products must meet environmentally preferable specifications outlined in **Attachment A: Mandatory Specification and Desirable Criteria** of the RFR. This document may be found in the FAC85 “Conversion Vendor” MBPO for FAC85 and can be accessed directly in COMMBUYS by visiting

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 7 of 16



<https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-0000003619&releaseNbr=0&parentUrl=contract> and is also found on the [EPP Green Cleaning Webpage](#).

The contract sets strict specifications for safer sanitizers and disinfectants. If a sanitizer or disinfectant is needed by regulation that is not on this contract, you may check the [FAC94: Maintenance, Repair and Operations statewide contract](#), or some of the [Health Care statewide contracts](#).

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Geographical Service Area

See the [Vendor List and Information](#) for states covered.

Delivery

Delivery is FOB (free on board).

Returns

- Vendors must resolve all requests to return non-custom items in original condition within 7 - 10 business days. Items should be picked up and credited by the Vendor within five business days at no cost to the Eligible Entity. No restocking fees should be charged.
- In the event that a buyer orders the wrong item, the Vendor must agree to take back any unused and unopened stocked product if the request for return is made within 90 days of delivery.
- For non-stocked products ordered at the request of the buyer, the charge cannot exceed the manufacturer's restock charge. The Commonwealth reserves the right to request documentation of any restocking charge billed to the user department. However, if the wrong products are ordered at the advice of the Vendor, no charge will be assessed to the buyer regardless of whether the product was special ordered or not.
- If the buyer orders the wrong item, it is their responsibility to pay for its return. If the Vendor delivers the wrong item, it is their responsibility to pay for the return.

Additional Information/FAQs

Frequently Purchased Items on the Contract

Cleaning products, janitorial paper supplies, and hand sanitizers are frequently purchased through this contract.

Warranty

All products or equipment are required to offer the original manufacturer warranty if one exists. Contact the Sourcing Lead to view additional warranty information submitted by vendors.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Updated: 1/04/18

Page 8 of 16



Other Discounts

See the [Vendor List and Information](#) for specific discounts below. In addition, all pricing may be negotiated further depending on volume.

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** A discount is negotiated by buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock and may be viewed on the vendor list and information.

If the Needed Product Can Not be Found

If a product cannot be easily found in the vendors catalog, price sheet, or FAC85 Approved Products List, it is recommended to contact the vendor directly to inquire if it is available under this contract. If the product meets the scope of the product category, which means that it meets all the specifications identified in Attachment A: [FAC85 Mandatory Specifications and Desirable Criteria](#) (this document may also be accessed by visiting the Master Blanket Purchase Order (MBPO) for FAC85 at <https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-0000003619&releaseNbr=0&parentUrl=contract> it may be added with OSD's approval. A few times per year vendors will be permitted to add products that meet the required specifications.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sources Lead to inquire whether the product may be added. You also may contact one of the contract team members for advice on finding a green alternative and/or to provide assistance to locate what you need.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 6 months beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Strategic Sourcing Team Members

- Julia Wolfe MA – Operational Services Division
- Sara Urato MA - Operational Services Division
- Robert Zalucki CT - Dept. of Administrative Services
- Cindy Miner NY - Office of General Services
- Cheri McCullough NY - Office of General Services
- Elizabeth E. Meer NY - Dept. of Environmental Conservation
- Brian Berini VT – Dept. of Buildings and General Services
- John Cowell RI – Division of Purchases
- Jeremy Caron MA – DCAMM
- Sally Miller MA – DCAMM
- Mel Klayman MA – DCAMM
- John Bianchi MA - Department Of Corrections
- Elise Pechter MA - Department Public Health
- Sharon Lee MA - Department Public Health
- Tolle Graham MA – MassCOSH
- Rick Reibstein MA - Office of Technical Assistance
- Ken Wertz MA - Sharon Public Schools
- Heidi Wilcox MA - Toxics Use Reduction Institute
- Alicia Culver Responsible Purchasing Network

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/2018

Page 10 of 16



Contract User Guide for FAC85

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	States	Discounts (PPD, Dock Delivery)	MBE WBE VBE	Minimum Order
**Conversion Vendor - Master MBPO (All contract documents)	PO-15-1080-OSD01-OSD10-00000003619	N/A	Michael Woods	617-720-3191	michael.woods@state.ma.us	N/A	N/A	N/A	N/A	N/A
Carey Wiper & Supply Company	PO-16-1080-OSD03-SRC02-00000007268	VC0000770241 Line 16	Marilyn Allen	800-759-4737	info@careyonline.net	1-7, 9, 11	MA, CT, RI, NY, VT	PPD 1% DD 1%		\$250
Casey Engineered Maintenance, Inc.	PO-16-1080-OSD03-SRC02-00000007269	VC6000188188 Line 8	Craig Smith	800-333-4385	craigs@caseyemi.com	All	MA, CT, RI	PPD 1% DD 1%		None
Clean Cut Solutions	PO-16-1080-OSD03-SRC02-00000007270	VC0000486748 Line 12	Richard Raskind	844-207-7219	rich@cleancutsolutions.com	1-7, 9-11	MA, CT, RI, VT	PPD 1% DD 2%		\$250
Conlon Products	PO-16-1080-OSD03-SRC02-00000007271	VC6000160549 Line 10	Courtney Archambeault	800-772-8482	courtney@conlonproducts.net	1-11	MA, RI	PPD 2% DD 2%		\$350
Corr Distributors, Inc.	PO-16-1080-OSD03-SRC02-00000007272	VC0000469995 Line 7	Carol Corr	800-536-8323	ccorr@corr distributors.com	1-11	MA, CT, RI, NY, VT	PPD 1% DD 2%		\$100
EBP Supply Solutions	PO-16-1080-OSD03-SRC02-00000007276	VC6000200009 Line 6	Loretta Tranfaglia Susanne Trotta	800-287-3323 ex.2505 Ex.2202	ltranfaglia@ebpsupply.com strotta@ebpsupply.com	1-7, 9-11	MA, CT, RI, NY, VT	PPD 1% DD 2%	WBE	\$500
Hillyard, Inc. (DBA Rovic)	PO-16-1080-OSD03-SRC02-00000007319	VC0000537011 Line 5	Dermot Pelletier	800-832-1013	dpelletier@hillyard.com	1-11	MA, CT, RI, NY, VT	PPD 1%		\$250
Imperial Bag & Paper llc	PO-16-1080-OSD03-SRC02-00000007320	VC0000743649 Line 3	Bill Millar	800-794-7273	bmillar@imperialbag.com	5-7, 9-11	MA, CT, RI, NY, VT	PPD 2% DD 2%		\$250
Likarr Maintenance Systems	PO-16-1080-OSD03-SRC02-00000007273	VC6000171740 Line 2	Cathi Taeger	888-288-5839	ctaeger@likarr.com	1-7, 9-11	MA, RI	PPD 3%		\$300
M.D. Stetson	PO-16-1080-OSD03-SRC02-00000007360	VC6000156599 Line 4	Michael Glass	800-255-8651	mike.glass@mdstetson.com	All	MA, CT, RI, NY, VT	PPD 1%	WBE	\$300

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/2018

Page 11 of 16



Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	States	Discounts (PPD, Dock Delivery)	MBE WBE VBE	Minimum Order
Richco Products, Inc.	PO-16-1080-OSD03-SRC02-00000007278	VC6000156511 Line 15	Shara Audet	800-343-3221	info@richcoproducts.com	1-7, 10	MA, CT, VT	PPD 1%		None
Simplex Janitorial Supplies	PO-16-1080-OSD03-SRC02-00000007290	VC6000165623 Line 13	Nicole Bernardo	800-222-2621	nbernardo@simplexjanitorial.com	1-7, 9-11	MA, RI	PPD 1% DD 2%		None
Staples Contract & Commercial Inc.	PO-16-1080-OSD03-SRC02-00000007280	VC0000173028 Line 1	Bob Gleason	781-424-8024	bob.gleason@staples.com	1-3, 5-7, 10-11	MA, CT, RI, NY, VT	PPD 3%		\$50
WB Mason	PO-16-1080-OSD03-SRC02-00000007360	VC6000160898 Line 17	Pat Vacca	508-436-1850	Pat.vacca@wbmason.com	1-7, 9-11	MA, CT, RI, NY, VT	PPD 2% DD 2%		None
XPEDX LLC A Veritiv Company	PO-16-1080-OSD03-SRC02-00000007281	VC6000216107 Line 14	Customer Service Center	800-582-7091	VeritivFacilitiesSupplies@veritivcorp.com	1-7, 10-11	MA, CT, RI, NY, VT	PPD 1%		\$350

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO is the central repository for all common contract files.

List of Categories

- Category 1: General Purpose Cleaners Category
- Category 2: Other Floor Maintenance Chemicals
- Category 3: Disinfectants and Sanitizers
- Category 4: Specialty Cleaners
- Category 5: Powered Janitorial Equipment & Service
- Category 6: General Cleaning Supplies, Equipment, and Service
- Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products
- Category 8: De-Icing and Snowmelt Products
- Category 9: Waste/Recycling/Composting Liners
- Category 10: Disposable Janitorial Paper Products
- Category 11: Entryway and Other Matting Systems
- Category 12: Microfiber Cleaning Service

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Appendix A: Detailed Listing of Products/Services

Category 1: General Purpose Cleaners (concentrates, and limited ready-to-use)
A. Concentrated Bathroom Cleaners, Non-disinfecting and Non-sanitizing Only (including concentrated restroom cleaners, tub and tile cleaners, grout cleaners and whiteners, descalers, mold and mildew cleaners, and toilet/urinal cleaners, etc.)
B. Concentrated Carpet, Rug and Upholstery Cleaners (including concentrated pre-spray, spot and stain removers, carpet shampoos and bonnet cleaners, etc.)
C. Concentrated Degreasers (including concentrated cleaner-degreasers, grease trap cleaners, etc.)
D. Concentrated Floor Cleaners (including concentrated neutral floor cleaners, dust and damp mop cleaners, etc.)
E. Concentrated General Purpose Cleaners (including also all-purpose and multi-purpose cleaners, peroxide-based cleaners, etc.)
F. Concentrated Glass Cleaners (including also window, mirror and computer screen cleaners)
G. Concentrated Enzymatic Restroom Cleaners
H. Ready-To-Use General- Purpose and Glass Cleaner
Category 2: Floor Care Products (concentrates and ready-to-use)
Floor Polishes, Finishes and Waxes; floor strippers/removers; and floor polish restorers and maintainers.
Category 3: Disinfectants/Sanitizers (concentrates and ready-to-use)
Antimicrobial Mold and Mildew Remediation Products and Other Types of Disinfectants as well as Food-Contact and Non-Food-Contact surface sanitizers. This category excludes hand sanitizers, antimicrobial hand soaps.
Category 4: Specialty Cleaners (ready-to-use)
Non-antimicrobial abrasive powdered cleaners; air conditioner coil cleaners; appliance cleaners; bathroom cleaners; boat and bilge cleaners; calcium, lime and rust removers/descalers; carpet spot and stain removers; cleaning wipes; coffee maker cleaners; cream cleansers; deck and fence cleaners; deodorizers; dish washing / ware washing detergents and rinse aids (hand, automatic in liquid, gel or powder form); drain cleaners; enzymatic cleaners; furniture cleaners/polishes; graffiti removers; gum and adhesive removers; laundry fabric softeners, anti-static products and stain removers; laundry whiteners and brighteners; laundry/clothes washing detergents; leather cleaners; mold and mildew removers (non-antimicrobial); oven/grill/BBQ cleaners; stainless steel/metal cleaners/polishes; stone cleaners; toilet bowl and urinal cleaners; upholstery cleaners; urinal blocks and screens; vehicle cleaners; and walkway cleaners.
Category 5: Powered Janitorial Equipment
Battery-, propane- and/or electrical-powered equipment: vacuum cleaners, carpet extractors, carpet spotters, auto floor scrubbers, floor burnishers, (propane- and non-propane-fueled), floor sweepers, tile cleaning machines, air movers, power washers, steam cleaners, window washing machines, hand dryers, etc. This category also includes related accessories necessary to operate and maintain powered equipment purchased on this Contract. Accessories include, but are not limited to, vacuum cleaner bags, toolkits, filters, hoses, belts, floor pads, polishing stones, microfiber cleaning

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/2018

Page 13 of 16



equipment such as small washers, etc. It also includes any service fees.
Category 6: General Cleaning Supplies, Equipment and Service
A wide variety of general janitorial supplies such as absorbents; brooms; mops; brushes; dust rags and other cleaning cloths; trash, recycling and composting containers; gloves; sponges and scrub pads; spray bottles; rechargeable batteries and battery chargers; and janitorial carts. It also includes any related service fees.
Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products (concentrated and ready-to-use)
Non-antimicrobial hand soaps, hair shampoos, and body washes, as well as hand sanitizers (liquids, gels and wipes) and related dispensers.
Category 8: De-Icing and Snowmelt Products
De-icers, other snowmelt products (both liquids and solids).
Category 9: Waste/ Recycling/ Composting Liners
Disposable plastic and paper can liners used primarily for janitorial applications in institutional settings, including trash, recycling, yard waste composting, and medical waste bags. It also includes compostable bio-plastic bags designed to collect food and/or yard waste for composting.
Category 10: Disposable Janitorial Paper Products
Toilet paper, paper towels, toilet seat covers, facial tissues, table napkins, paper wipers, and feminine hygiene products as well as related dispensing equipment.
Category 11: Entryway and Other Matting Systems
Entryway and other floor matting systems for indoor and outdoor use excluding chair mats.
Category 12: Microfiber Washing Service
This category includes full-service washing programs for microfiber cloths, pile and mop pads.



Appendix B: Environmental Specifications Listing

- **Green Seal:** www.greenseal.org
 - GS-01 (2013), Sanitary Paper Products
 - GS-08 (2013), Cleaning Products for Household Use
 - GS-34 (2013), Cleaning and Degreasing Agents
 - GS-37 (2013), Cleaning Products for Industrial and Institutional Use
 - GS-40 (2014): Floor-Care Products for Industrial and Institutional Use
 - GS-41 (2013), Hand Cleaners for Industrial and Institutional Use
 - GS-42 (2013), Commercial and Institutional Cleaning Services
 - GS-44 (2013), Soaps, Cleansers, and Shower Products
 - GS-51 (2014), Laundry Care Products for Industrial and Institutional Use
 - GS-53 (2014), Specialty Cleaning Products for Industrial and Institutional Use
- **UL Ecologo:** www.UL.com
 - UL 175 (2013), Standards for Sustainability for Sanitary Paper Products
 - UL 2759 (2011), Standard for Sustainability for Hard Surface Cleaners
 - UL 2776 (2011), Standard for Sustainability for Laundry Detergents and Fabric
 - UL 2777 (2011), Standard for Standard for Sustainability for Hard Floor Care Products
 - UL 2780 (2011), Standard for Sustainability for Urinal Blocks
 - UL 2783 (2011), Instant Hand Antiseptic Products
 - UL 2784 (2011), Standard for Sustainability for Hand Cleaners
 - UL 2791 (2012), Standard for Sustainability for Drain and/or Grease Trap Additives: Biologically-based
 - UL 2792 (2012), Standard for Sustainability for Cleaning and Degreasing Compounds: Biologically-based
 - UL 2795 (2012), Standard for Sustainability for Carpet and Upholstery Care Products
 - UL 2796 (2013), Standard for Sustainability for Odor Control Products
 - UL 2829 (2013), Standard for Sustainability for Laundry Bleach
 - UL 2845 (2013), Personal Care Products
- **US EPA DfE Program, recently changed names to Safer Choice (Category 4 ONLY, and ONLY products that have received an on-site audit)** www2.epa.gov/saferchoice
- **Energy Star:** www.energystar.org
- **Carpet and Rug Institute: Bronze and Gold Seals of Approval :** www.carpet-rug.org/index
- **USDA Bio-Preferred:** www.biopreferred.gov
- **Pacific Northwest Snowfighters Qualified Products List:** www.pnsassociation.org
- **Biodegradable Products Institute:** www.bpiworld.org/BPI-Public/Approved.html
- **CONEG's Toxics in Packaging Guidelines:** www.toxicsinpackaging.org
- **Proposition 65 guidelines:** www.oehha.ca.gov/prop65.html
- **US EPA's Comprehensive Procurement Guidelines:**
<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>
- **LEED – EB:** www.usgbc.org/DisplayPage.aspx?CMSPageID=221

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 15 of 16



Appendix C: United Nations Standard Uniform Product and Services Codes used in FAC85

04-01-00-00-0000
11-12-00-00-0000
14-11-00-00-0000
24-11-00-00-0000
24-12-00-00-0000
26-11-00-00-0000
27-11-00-00-0000
31-19-00-00-0000
40-16-00-00-0000
42-13-00-00-0000
42-28-00-00-0000
43-13-00-00-0000
46-16-00-00-0000
46-18-00-00-0000
47-10-00-00-0000
47-11-00-00-0000
47-12-00-00-0000
47-13-00-00-0000
47-16-00-00-0000
48-13-00-00-0000
52-10-00-00-0000
52-15-16-44-0000
53-13-00-00-0000
56-12-00-00-0000
93-14-00-00-0000

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 1/04/18

Page 16 of 16