



# Contract User Guide for FAC86

## FAC86 Solid Waste and Recycling Services Statewide Contract

UPDATED: 9/21/2017

<b>Contract #:</b>	FAC86
<b>MMARS MA #:</b>	FAC86*
<b>Initial Contract Term:</b>	02/14/15 – 02/13/2018
<b>Maximum End Date:</b>	Three (3), 3 year options to renew 02/13/2027
<b>Current Contract Term:</b>	02/14/15 – 02/13/2018
<b>Contract Manager:</b>	Michael Woods, 617-720-3191, <a href="mailto:michael.woods@state.ma.us">michael.woods@state.ma.us</a>
<b>UNSPSC Codes:</b>	76-12-15

\*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 Solid waste and Recycling Services. This contract covers a wide range of solid waste and recycling services, with each contractor providing one or more of the following services for Free or for a Fee. More detailed information on the availability of services in each region can be found in the FAC86 Contractor Service Chart within the MBPO on COMMBUYS.

## Contract Categories

This contract includes 22 categories as listed below.

- Category 1: Municipal Solid Waste (MSW)
- Category 1A: Pay As You Throw (PAYT) Bags
- Category 2: Bulky Waste, incl. Mattresses
- Category 3: White Office Paper
- Category 4: Mixed Paper
- Category 5: Paper Shredding/ Secure Document & Media Destruction
- Category 6: Old Corrugated Cardboard
- Category 7: Metal Cans & Containers
- Category 8: Glass Containers
- Category 9: Plastic Bottles & Containers
- Category 10: Organic--Leaves, Yard Waste, & Floating Vegetation
- Category 11: Organic--Food Waste
- Category 12: Textiles
- Category 13: Street Sweepings
- Category 14: White Goods
- Category 15: Construction & Demo (C & D), including Clean Gypsum Wallboard
- Category 16: Asphalt, Brick, Concrete (ABC)
- Category 17: Wood
- Category 18: Tires
- Category 19: Mattresses
- Category 20: Redeemable Bottles & Cans
- Category 21: Scrap Metal

## 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.

- **Contractor Competition** – The contract provides access to a wide range of contractors and services across 9 regions of the State, and enables users to obtain quotes and negotiate competitive rates.
- **Additional Categories over the previous contract-** including wood, scrap tires, floating vegetation, redeemable bottles and cans, and mattress recycling.

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- **Bundled Pricing** - Haulers may provide recycling collection with refuse collection as a bundled service (single price) so that the cost of collecting source separated recyclables is embedded in the cost of the collection of refuse.
- **Free Services - As indicated by vendor on the Contractor Service Chart. More free services may be added throughout the duration of the contract.**
- **Rebates** – As indicated by vendor on the Contractor Service Chart. Rebate details must be obtained directly from each vendor.
- **Beneficial Contract Terms: including no surcharges, prompt pay discounts, and allowable agreements 1 year beyond the expiration date of contract.**
- **Event Recycling and Single Stream Recycling.**
- **Resource Management Agreements** – The contract enables users to establish creative “resource management” agreements that incentivize contractors to reduce solid waste disposal through facility assessments resulting in plans to reduce waste at the source, or through increased recycling. The goal of such agreements is to reduce the overall cost of managing waste materials, and share a portion of the savings with the contractor as an incentive to lower the costs further.
- **NAID Certified Vendors** – NAID certification is a voluntary certification, that sets the standards for document destruction, more information on NAID certification can be found online at: <http://www.naidonline.org/nitl/en/cert/history-purpose.html>

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for FAC81 to find related Master Blanket Purchase Order (MBPO) information.
- 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;

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## Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

### 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 higher 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; and
10. Other entities when designated in writing by the State Purchasing Agent.

For FAC86, “other entities” will include all awarded contractors on DCAMM’s Integrated Janitorial Maintenance Services contract, Document Number: IFM1505-AD1.

## 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.

## Pricing, Quote and Purchase Options

**Purchase Options:** The acquisition method for this contract is fee for service; except for Pay As You Throw (PAYT) Bags see “Pay As You Throw Bags” section below. The contract also allows for the outright purchase of containers and equipment (if applicable).

**Pricing and buying details:** Service pricing for each facility is established based on the contractors’ responses to requests for quotes issued by Eligible Entities.

**Quotes:** While Eligible Entities are not required to solicit proposals from multiple contractors, OSD strongly encourages Eligible Entities to request pricing and service information from at least three (3) contractors to compare pricing and obtain the best value. In soliciting waste or recycling services, Eligible Entities should, wherever possible, prepare in writing for contractors the following information:

- Specific location of facility or facilities for which service is being requested
- A description of such facilities (e.g. office building, school campus, small home, etc.)
- A detailed list of the types of services and products being requested (e.g. solid waste collection, recycling, paper bins, dumpsters, etc.)

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- A description of the materials being targeted for specific services (e.g. collection of MSW, recycling of mixed paper and containers and cardboard)
- The specific time frame for which service and pricing is being requested
- Details on the number of collections being requested from which specific locations within the site
- If available, the number and size of dumpsters or other containers currently in place and/or being requested from the contractor
- Available dates and times for a site visit prior to submission of a proposal (if required by the department)

When soliciting responses from Contractors, Eligible Entities should ask for the following information:

- Total price for the services being requested for the required time frame
- Description of the services being offered
- Description of initial training services being offered
- Any alternative proposals to establish or increase recycling programs
- Any other information required by the department to evaluate contractor proposals

Prior to soliciting proposals from contractors, Eligible Entities should examine the Contractor Service Category Chart found under the MBPO on COMMBUYS to determine which contractors offer services in the region for which the department needs a hauler or recycler, and that the services being requested by the department are actually offered by the contractors being contacted. Please note that Eligible Entities should always check with specific contractors to ensure that the required services are offered.

Eligible Entities may solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is needed is that Eligible Entities *contact* the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

**Price Adjustments:** Once pricing quotes have been submitted and accepted by the contract user department, this pricing, including any escalator clauses agreed to by the contract user department, shall remain in effect for the length of the agreement unless both parties agree to such an amendment in writing. Contract users may also choose to amend the terms of the agreement and either add or delete services provided to their facility at any time during the term of the contract. Such amendments may be accompanied by a mutually agreed upon price changes by the contractor and contract user.

#### **Pay As You Throw Bags Purchase and Pricing Instructions**

Purchasers should contact the awarded contractors directly to order products. The contract offers Imprinted Plastic Trash Bags with minimum 20% recycled content. Bags are made of 100% LDPE plastic and are available in various colors. All prices associated with this contract are posted in the PAYT Bags Price List in COMMBUYS,

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however, contract users may request that Contractors provide a lower price based on volume, collection frequency, or willingness to accept an alternative collection schedule. Retail Inventory and Distribution System Programs are available. Contract users are advised to contact more than one Contractor to ask for a price quote on the specific services required by their facilities.

Pay As You Throw (PAYT) Bag Vendors –

<b>Bags and Boxes Unlimited</b> Jeff Marcotte 8006966702 <a href="mailto:bags528@aol.com">bags528@aol.com</a> 2% for 10 days of PPD	<b>Waste Zero, Inc.</b> Courtney Forrester 781-504-5604 <a href="mailto:cforrester@wastezero.com">cforrester@wastezero.com</a> 1% for 10 days of PPD	<b>Mansfield Paper Co.</b> Scott Parent 800-225-4641 <a href="mailto:rsp@mansfieldpaper.com">rsp@mansfieldpaper.com</a> 1% for 10 days of PPD
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### 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](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference FAC86 to receive contract pricing.

### 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.

### How to Purchase From the Contract

This contract has been set up as a distributor model Master Blanket Purchase Order in COMMBUYS. All vendors may be found under the MBPO, on the Vendor tab, Distributor sub-tab.

There is one general category line item for all vendors, for the full range of waste & recycling services offered. Pricing can be obtained directly from the vendor based on the project scope, and entered into this general category line item for ordering.

### How to place an order

1. Start with a New Requisition, on the General Tab, Fill in all required information and **make sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click ‘Search Items’; then click the plus sign next to Advanced Search to do an advanced search. Use FAC86 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field, or in the *Item Description* field search” Solid Waste”

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3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
11. The vendors will then do a walk through as specified in the SOW and submit their response through COMMBUYS and the bid can then be awarded.

### Obtaining Quotes

Contract users should always reference FAC86 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

### 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.





## Additional Information/FAQs

### Maximizing Recycling

A key component of this contract is the ability of Eligible Entities to select contractors who may provide improved and cost-effective recycling services from one or more of the approved contractors. Eligible Entities should note that some contractors offer specialized services in the recycling arena, focusing on just a few or even one commodity. For example, there are contractors on this contract who specialize in the collection and recycling of food and yard waste, construction and demolition waste, or paper shredding and recycling, as well as in other specific or multiple categories.

While there is no overriding reason to select more than one contractor to provide all of a department's waste and recycling needs, it may be prudent for Eligible Entities to contract with more than one contractor to provide collection services for different materials. In so doing, a department may be able to receive more personal attention for a specific set of recyclable materials and may, in fact, obtain better pricing from certain contractors for identified materials.

When trying to maximize their recycling, Eligible Entities should attempt to adhere to the following guidelines when approaching potential service providers:

- **Designate someone** in your facility to act as the recycling coordinator and identify, if possible, what recyclable items are generated in large quantities that should be the focus of a recycling program;
- Ask your contractor to explain how they might help develop a **recycling program that works and is cost-effective**, including specific suggestions on the types of materials to recycle and the collection and storage system that would work best for you;
- **Include the janitorial staff** when discussing waste management options and ask contractors to propose training and educational activities to promote and sustain a recycling program;
- Ask contractors to **visit your site** prior to providing a quote and proposal;
- Get **top management support** for the recycling program, through a memo, email or other department-wide communication;
- Make sure to request an **initial training session** from your contractor for custodial and facility staff to explain the recycling program, the associated benefits and any specific procedures that need to be followed;
- Work with your contractor to **provide education to all departmental employees**
- **Retain flexibility** with your contractor to alter the recycling program to change or add materials during the agreement time frame;
- Ask contractors to **provide credits** or rebates for recyclable materials that are uncontaminated and have a market value (hint: the more segregated a material the more value it has);
- Even when looking for a single contractor to provide all waste and recycling services, ask them to bid on the waste and recycling components separately to see if pricing might differ between companies;

Eligible Entities should note that there are several state regulations and policies in place which guide all state activities with regard to recycling. These include Massachusetts Waste Ban Regulations, DEP Waste Ban

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Requirements 310 CMR 19.017, and MA Commercial Organics Waste Disposal Ban. Eligible Entities should make every attempt to begin efforts to reach this statewide goal by or even prior to the deadline set in the plan.

### Containers

All contractors offer appropriate containers relevant to the services they provide. However, not all contractors offer all types of indoor and outdoor containers. Eligible Entities should request Contractors to provide information on which containers are available and the cost of such containers as part of a waste and/or recycling service. Alternatively, Eligible Entities may purchase recycling containers and equipment from contractors outright.

When considering such purchasing decisions, Eligible Entities should also refer to Statewide Contract FAC87designatedDEP, which provides a wide range of waste/recycling containers and compost bins. FAC87designatedDEP will be more relevant for municipalities and larger facilities as some of the products on it include minimum order requirements.

### State Surplus Property Disposal

When an agency decides that a piece of office equipment is surplus, a determination is made by the agency whether the equipment is usable or worthless. Usable equipment is posted on the Massachusetts State Surplus Property Office (SSPO) web site and offered to State agencies, political subdivisions and non-profit organizations in accordance with the Massachusetts policies and procedures governing the distribution of state owned surplus property. If the equipment is not transferred to any eligible entity, a decision is made (by SSPO and the agency) to either sell the item or consider the item scrap/worthless.

If an agency determines their scrap furniture to be worthless, the agency **must** first submit a list of their worthless equipment to SSPO along with a cover letter stating the equipment has been deemed worthless property. The cover letter must be signed by three people from the agency. SSPO will review and response to the agency's request to dispose of the equipment.

A *State Surplus Disposal Services Form* has been developed to assist agencies in soliciting quotes for scrap furniture disposal. It is located on the Conversion Vendor MBPO in COMMBUYS. Once the quotes have been received, a contractor has been awarded and a removal date set-up, it is the responsibility of the department to notify the contractor if there is any change to the disposal form. If additional office furniture needs to be removed and the contractor was not notified, it is at the discretion of the contractor whether the additional furniture will be removed or will need a new scheduling date.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.



## Other Contract Provisions

The following terms and conditions were included in this RFR and are part of the contract requirements:

1. Contractors must collect all waste and recyclable materials in accordance with the Massachusetts Waste Ban Regulations, DEP Waste Ban Requirements 310 CMR 19.017, and MA Commercial Organics Waste Disposal Ban and inform Eligible Entities of said regulations and of any incidences of non-compliance.
2. When providing service to any Department of Corrections facility, contractors must **meet all DOC rules** and regulations.
3. Products related to waste collection and disposal/recycling services that may be offered for purchase, rental, or lease through this contract are containers (indoor/outdoor), dumpsters, compactors, food waste disposers, other products or equipment with approval of the SSST.
4. While no specific products will be listed on contract, Contractors may provide quotes to eligible entities upon request.
5. For all appropriate services, **contractors must provide containers** which are fully enclosed, leak proof, fire retardant, labeled and in good condition (for all outdoor containers).
6. Contractors must **clean containers** on a schedule to be agreed upon by the contractor and contracting facility.
7. No contractor may collect **gravel and fill materials** in connection with public construction projects pursuant to M.G.L. chapter 149, S27.
8. The recycling of **street sweepings** must be done in accordance with the Massachusetts “Final Policy for Reuse and Disposal of Street Sweepings” in order to be used for landfill cover, fill in public ways or as compost.
9. For all **white good collections**, contractors must be capable of (either directly or through a subcontractor) fully removing and recovering all CFCs in accordance with all applicable state and federal regulations and have been EPA certified for CFC Handling.
10. All contractors offering **secure document destruction / shredding services** must be able to offer on-site and/or off-site shredding services, and must provide a certificate of destruction to Eligible Entities for all shredded materials; all contractors or subcontractors have **NAID certification** to ensure security of document handling.
11. All contractors must agree to **reduce collection frequency** at department facilities at any time during the agreement period should a facility request such a reduction as a result of greater recycling and/or waste prevention activities. Such reductions in collections should result in associated reductions in price.
12. Contractors must provide a **certificate of recycling**, upon request by a facility or the SSST, which certifies that all materials collected for recycling were actually recycled and not otherwise disposed of.
13. Contractors must be able to provide collection services within **two business days** of a request by a facility and should be prepared to provide on-call collection within 24 hours.
14. Following an agreement to provide waste and/or recycling services to a facility, contractors must provide, at no cost, **initial training/education and assessment services** which include:
  - a. initial facility assessment to identify the most effective and efficient waste and recycling program
  - b. advice on the types of equipment, supplies and other appropriate materials
  - c. an initial training session to explain the collection system(s) to facility staff

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Contractors may offer additional, more in-depth training, for additional fees.

15. **Invoices may be submitted on a monthly or quarterly basis** and the SSST encourages contractors to include copies of weight slips with each invoice, or itemized tonnage weights for each collection or an estimate of such weights based on volume. Invoices should be mailed to Eligible Entities no later than 14 days following the close of the billing period.
16. Purchasing Eligible Entities will issue a statement of work to Contractors and upon receipt of a quote, may submit a Purchase Order form to the Contractor with project parameters (ex. size of containers, frequency of pickup) and price.
17. Contractors are **not allowed** to request or require any signed contractual documents from purchasing entities, and no paperwork generated by the Contractor will be signed by the purchasing entity. Eligible Entities cannot be held to any terms beyond what is specified in the Commonwealth terms and conditions and the RFR.
18. Automatic renewals of services are also **not allowed** on this contract without prior written approval from the purchasing entity.
19. Eligible Entities may at any time terminate a service agreement without penalty. This contract allows purchasing entities to change vendors at any time, and no vendor can restrict an Eligible Entity from changing their service provider.
20. No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract.
21. Upon request, contractors must provide purchasing entities with weight reports for the types of materials collected.

### Other Discounts

- **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.

### 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 12 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

Name	Department
Dana Cerrito	Operational Services Division
David O'Neill	Department of Conservation & Recreation
Dmitriy Nikolayev	Operational Services Division
John Bianchi	Department of State Police
Julia Wolfe	Operational Service Division
Max Feldpausch	Department of Transportation
Ruth Alfasso	Department of Public Health
Sara Urato	Operational Services Division



# Contract User Guide for FAC86

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Prompt Pay
Master MBPO	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	N/A	Michael Woods	617-720-3191	<a href="mailto:michael.woods@state.ma.us">michael.woods@state.ma.us</a>	N/A	N/A	N/A
A1 Dashred, LLC	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000879470 / 26	Patrice McClintic Elizabeth Bianco	978-858-0200	patrice@a1dashred.com ebianco@a1dashred.com	See Appendix A	See Appendix A	30 days – 4%
Capital Paper Recycling, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000174724 / 1	Daniel P. Buonagurio	781-340-9425 x331	danb@cprecycling.com	See Appendix A	See Appendix A	30 days – 2%
Casella Waste Management Of Massachusetts, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000362936 / 10	Liza Casella	802-772-2282	elizabeth.casella@casella.com	See Appendix A	See Appendix A	10 days- 3% 15 days – 2.5% 20 days – 2% 30 days – 1%
Cavossa Disposal Corporation	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000314442 / 11	Scott MacNevin	508-563-5070	scott.macnevin@cavossa.com	See Appendix A	See Appendix A	10 days- 2% 15 days – 2% 20 days – 1% 30 days – 1%
Charter Environmental, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000763163 / 15	Jon Simpson	857-246-6801	jsimpson@charter.us	See Appendix A	See Appendix A	10 days- 3% 15 days – 2% 20 days – 1%
Dave Wickles Trucking	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000165852 / 7	Stephanie Moynihan	413-247-9231	stephtm18@gmail.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 1% 20 days – 1% 30 days – 1%
E.L. Harvey & Sons, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000164319 / 5	Nicole Turnblom	508-836-3016	nturnblom@elharvey.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 0.5%
EOMS Recycling, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000181905 / 2	Robert A. Boucher Jr	508-587-9686	bboucher@eomsrecycling.com	See Appendix A	See Appendix A	30 days – 2%
EOS Approach dba Proshred Security	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000138153 / 16	Joseph A. Kelly	413-596-5479 or 877-767-4733	joe.kelly@proshred.com	See Appendix A	See Appendix A	15 days – 3.5% 30 days – 3%

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**OPERATIONAL SERVICES DIVISION**

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Prompt Pay
Favreau Forestry	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000535498 / 12	Brian Favreau/Lee Laflamme	978-706-1038	Office@FavreauForestry.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 1% 20 days – 0.5% 30 days – 0.5%
J.P. Routhier & Sons Recycling	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000786827 / 21	Jessica Figueroa	978-772-4251	Jessica@jprouthier.com	See Appendix A	See Appendix A	10 days- 2% 15 days – 2% 20 days – 1% 30 days – 1%
Mayer Tree Service Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000189677 / 8	Michael Duchemin	978-768-6999	michaeld@mayerstree.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 0.5% 20 days – 0.5%
Mid City Scrap Iron & Salvage	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000157592 / 20	Jason Fonseca	508-675-7831	jfonseca@midcityscrap.com	See Appendix A	See Appendix A	10 days- 1% 20 days – 0.5%
OPRSystems, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000175244 / 3	Michael Ames	978-694-1450	mames@oprsystems.com	See Appendix A	See Appendix A	10 days- 1%
Organic Waste Management, LLC	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000763161 / 17	Laura Heffernan	978-685-2000	lheffernan@owaste.com	See Appendix A	See Appendix A	10 days- 1%
Republic Services, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000567809 / 9	Sandra Etre	508-832-9001	setre@republicservices.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 0.5%
Shred-It US JV LLC	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000765725 / 18	Sales - Chris Sheehan Customer Service	401-641-4760 1-800-697-4733	chris.sheehan@STERICYCLE.com	See Appendix A	See Appendix A	10 days- 2% 15 days – 2.5% 20 days – 1%
The Institution Recycling Network (IRN)	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000065875 / 23	Mark Lennon	603-229-1962	mlennon@irnsurplus.com	See Appendix A	See Appendix A	10 days- 2% 15 days – 1% 20 days – 1%
Waste management of MA., Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC6000162810 / 4	Cyndie Leonard	508-549-8066	cleonard2@wm.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 0.5%
Wolpert Disposal Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000003365</a>	VC0000763194 / 6	Michael Wolpert	978-463-5400	wolpertdisposal@aol.com	See Appendix A	See Appendix A	10 days- 1% 15 days – 0.5%

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

\*\*The Master MBPO is the central repository for all common contract files.

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# Contract User Guide for FAC86

OPERATIONAL SERVICES DIVISION

## Appendix A:

### FAC86 Solid Waste and Recycling

#### Contractor Service Chart

\*Contract users should check with contractors for any category restrictions

\*Pay As You Throw (PAYT) Bags Pricing and information is in a separate Excel document "FAC85 Pay As You Throw Bags Instructions and Pricing"

Contractor Name	Service Areas - Regions of Service (reference Region Table in tab below)									Bundled Pricing Waste & Recycling Bundled (embedded) Pricing offered?	Event Recyclin Event Recycling offered?	Resource Manage Resource Management services offered?	Single Stream Single Stream Recycling offered?	Trainings Offered Additional Trainings offered above Mandatory - Contact Vendor for	Rebates Offered Rebates offered on PAID Collection - Check with Vendor re: applicable categories
	Statewide (all regions)	1	2	3	4	5	6	7	8						
A1 Datasred, LLC		X	X	X	X	X	X				X			X	
Boxes and Bags Unlimited	X	X	X	X	X	X	X	X	X	X					
Capital Paper Recycling, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Casella Waste Management Of Massachusetts, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Cavossa Disposal Corporation					X						X	X	X	X	
Charter Environmental, Inc.	X	X	X	X	X	X	X	X	X	X					
Dave Wickles Trucking		X	X	X		X	X	X	X					X	
E. L. Harvey & Sons, Inc.		X	X	X		X	X				X	X	X	X	X
EOS Approach dba Proshred Security	X	X	X	X	X	X	X	X	X	X		X	X	X	X
EOMS Recycling, Inc.		X	X	X	X	X					X	X	X	X	
Favreau Forestry	X	X	X	X	X	X	X	X	X	X					
J.P. Routhier & Sons Recycling	X	X	X	X	X	X	X	X	X	X	X				
Mansfield Paper Co.	X	X	X	X	X	X	X	X	X	X					
Mayer Tree Service Inc.	X	X	X	X	X	X	X	X	X	X					
Mid City Scrap Iron & Salvage	X	X	X	X	X	X	X	X	X	X					
OPRSystems, Inc.	X	X	X	X	X	X	X	X	X	X	X		X	X	X
Organic Waste Management, LLC	X	X	X	X	X	X	X	X	X	X			X	X	
Republic Services, Inc.		X	X	X	X	X	X	X	X		X	X	X	X	
Shred-It US JV LLC	X	X	X	X	X	X	X	X	X	X					
The Institution Recycling Network	X	X	X	X	X	X	X	X	X	X					
Waste Management of MA., Inc.		X	X	X	X	X	X	X			X	X	X	X	X
Waste Zero., Inc.	X	X	X	X	X	X	X	X	X	X					
Wolpert Disposal Inc.		X	X			X						X	X	X	

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**FAC86 Solid Waste and Recycling  
Contractor Service Chart**

Contractor Name	PAID COLLECTION -- SERVICE FOR A FEE																			
	Solid Waste			Recycling																
	1	1A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	MSW	Pay As You Throw (PAYT) Bags	Bulky Waste, incl. Mattresses	White Office Paper	Mixed Paper	Paper Shredding/ Secure Document & Media Destruction	Old Cong. Crdboard	Metal Cans & Cont.	Glass Containers	Plastic Bot. & Cont.	Yard Waste, Leaves & Floating Veget.	Food Waste	Textiles	Street Sweepings	White Goods	Constr & Demo (C&D), incl. Clean Gypsum Wallboard	Asphalt, Brick, Concrete (ABC)	Wood	Tires	Mattresses
A1 Datashred, LLC				X	X	X	X													
Boxes and Bags Unlimited		X																		
Capital Paper Recycling, Inc.	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Casella Waste Management Of Massachusetts, Inc.	X			X	X		X	X	X	X	X				X	X	X			
Cavossa Disposal Corporation	X		X	X	X		X	X	X	X	X		X		X	X	X			X
Charter Environmental, Inc.			X										X	X	X	X	X			
Dave Wickles Trucking	X		X		X		X			X			X		X	X	X			
E. L. Harvey & Sons, Inc.	X		X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
EOS Approach dba Proshred Security					X															
EOMS Recycling, Inc.	X		X	X	X		X	X	X	X	X				X	X	X	X	X	X
Favreau Forestry										X								X		
J.P. Routhier & Sons Recycling																			X	
Mansfield Paper Co.		X																		
Mayer Tree Service Inc.										X								X		
Mid City Scrap Iron & Salvage																				
OPRSystems, Inc.				X	X	X	X	X	X											
Organic Waste Management, LLC										X	X									
Republic Services, Inc.	X		X								X		X		X	X	X	X	X	X
Shred-It Boston					X										X	X	X	X	X	X
The Institution Recycling Network			X																	
Universal Shredding, LLC					X															
Waste Management of MA., Inc.	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Waste Zero., Inc.		X																		
Wolpert Disposal Inc.	X		X	X			X	X	X	X										

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OPERATIONAL SERVICES DIVISION

Region Chart

FAC86 Solid Waste & Recycling

Region 1		Region 2		Region 3		Region 4		Region 5		Region 6		Region 7		Region 8		Region 9	
ALLSTON	SOMERVILLE	AMESBURY	ANDOVER	ABINGTON	NORTH MARSHFIELD	BARNSTABLE	YARMOUTH	ACTON	MENDON	WHEELWRIGHT	ASHBURNHAM	AGAWAM	VILBERHAM	ADAMS	AQUINNAH		
ARLINGTON	SOUTH WEYMOUTH	ANDOVER	ACCORD	ABINGTON	NORTH MARSHFIELD	BARNSTABLE	YARMOUTH PORT	ASHLAND	MILFORD	WHITINSVILLE	ASHEBY	AMHERST	WILLIAMSBURY	ALFORD	CHILMARK		
ARLINGTON HEIGHTS	STONEHAM	BEVERLY	ACUSHNET	ACUSHNET	NORTH SCITUATE	BREWSTER		AUBURN	MILLBURY	WOODVILLE	ATHOL	ASHFORD	WORCONOCO	ASHLEY FALLS	CUTTYHUNK		
BABSON PARK	WABAN	BOYFORD	ASSONET	NORTON		BULZARDS BAY		AUBURNDALE	MILLIS	WORCESTER	BALDWINVILLE	BELCHERTOWN	WORTHINGTON	BECKETT	EDGARTOWN		
BELMONT	WAKEFIELD	BYFIELD	ATTLEBORO	NORWELL		CATALMET		AYER	MILLVILLE		BERNARDSTON	BLANDFORD		BERKSHIRE	MENEMSHA		
BOSTON	WALTHAM	DANVERS	ATTLEBORO FALLS	OCEAN BLUFF		CENTERVILLE		BARRE	NATICK		BUCKLAND	BONDSVILLE		CHESHIRE	NANTUCKET		
BRAINTREE	WATERTOWN	DRACUT	AVON	ONSET		CHATHAM		BEDFORD	NEW BRAintree		CHARLEMONT	BRIMFIELD		CLARKSBURG	OAK BLUFFS		
BRIGHTON	WAVERLEY	ESSEX	BERKLEY	PEMBROKE		COTUIT		BELLINGHAM	NORTH BILLERICA		COLRAIN	CHESTER		DALTON	SACONSET		
BROOKLINE	WELLESLEY	GEOGETOWN	BRANT ROCK	PLAINVILLE		CUMMAQUID		BERLIN	NORTH BROOKFIELD		DEERFIELD	CHESTERFIELD		DRURY	TISBURY		
BROOKLINE VILLAGE	WELLESLEY HILL	GLOUCESTER	BRIDGEWATER	PLYMOUTH		DENNIS		BILLERICA	NORTH CHELMSFORD		EAST TEMPLET	CHICOPEE		EAST OTIS	VINEYARD HAVEN		
BURLINGTON	WEST MEDFORD	GROVELAND	BROCKTON	PLYMPTON		DENNIS PORT		BLACKSTONE	NORTH GRAFTON		ERVING	CONWAY		EGREMONT	WEST CHOP		
CAMBRIDGE	WEST NEWTON	HAMILTON	BRYANTVILLE	RAYNHAM		EAST DENNIS		BOLTON	NORTH OXFORD		FITCHBURG	CUMMINGTON		FLORIDA	WEST TISBURY		
CANTON	WEST ROXBURY	HATHORNE	CARVER	RAYNHAM CENTE		EAST FALMOUTH		BOXBOROUGH	NORTH UXBRIDGE		GARDNER	EAST LONGMEADOW		GLENDALE			
CHARLESTOWN	WESTON	HAVERHILL	CHARTLEY	REHOBOTH		EAST ORLEANS		BOYLSTON	NORTHBOROUGH		GILL	EAST HAMPTON		GREAT BARRINGTON	Other Island		
CHELSEA	WESTWOOD	IPSWICH	DARTMOUTH	ROCHESTER		EAST SANDWICH		BROOKFIELD	NORTHBRIDGE		GREENFIELD	FEEDING HILLS		HAINCOCK	LANESBORO		
CHESTNUT HILL	WEYMOUTH	LAWRENCE	DIGHTON	ROCKLAND		EASTHAM		CARLISLE	NUTTING LAKE		HAWLEY	FLORENCE		HINSDALE			
COHASSET	WILMINGTON	LOWELL	DUXBURY	SCITUATE		FALMOUTH		CHARLTON	OAKHAM		HEATH	GOSHEN		HOUSATONIC			
DEDHAM	WINCHESTER	LYNN	EAST BRIDGEWA	SEEKONK		FORESTDALE		CHARLTON CITY	OXFORD		LAKE PLEASANT	GRANBY		LANESBORO			
DOVER	WINTHROP	LYNNFIELD	EAST FREETOWN	SHARON		GOSNOLD		CHARLTON DEF	PAXTON		LEOMINSTER	GRANVILLE		LEE			
EAST BOSTON	WOBURN	MARCHESTER	EAST MANSFIELD	SHELDONVILLE		HARWICH		CHELMSFORD	PEPPERELL		LEVERETT	HADLEY		LENOX			
EAST WEYMOUTH		MARBLEHEAD	EAST TAUNTON	SOMERSET		HARWICH PORT		CHERRY VALLE	PETERSHAM		LEYDEN	HAMPDEN		LENOXDALE			
EVERETT		MERRIMAC	EAST WALPOLE	SOUTH CARVER		HYANNIS		CLINTON	PINEHURST		LUNENBURG	HATFIELD		MILL RIVER			
HINGHAM		METHUEN	EAST WAREHAM	SOUTH DARTMOUTH		HYANNIS PORT		CONCORD	PRINCETON		MILLERS FALLS	HAYDENVILLE		MONROE			
HOLBROOK		MIDDLETON	EASTON	SOUTH EASTON		MARSTONS MILLS		DEVENS	ROCHDALE		MONTAGUE	HOLLAND		MONROE BRIDGE			
HULL		NAHANT	ELMWOOD	SOUTH WALPOLE		MASHPEE		DOUGLAS	RUTLAND		NEW SALEM	HOLYOKE		MONTEREY			
HYDE PARK		NEWBURY	FAIRHAVEN	STOUGHTON		MONUMENT BEACH		DUDLEY	SHERBORN		NORTHFIELD	HUNTINGTON		WASHINGTON			
JAMAICA PLAIN		NEWBURYPORT	FALL RIVER	SWANSEA		NORTH CHATHAM		DUNSTABLE	SHIRLEY		ORANGE	INDIAN ORCHARD		NEW ASHFORD			
LEXINGTON		NORTH ANDOVER	FOXBORO	TAUNTON		NORTHEASTHAM		EAST BROOKFIELD	SHREWSBURY		LEEDS	NEW		NEW			
LINCOLN		NORTH READING	FREETOWN	WALPOLE		NORTH FALMOUTH		EAST PRINCETON	SOUTH BARRIE		PELLHAM	LONGMEADOW		NORTH ADAMS			
MALDEN		PEABODY	GREEN HARBOR	WAREHAM		NORTH TRURO		FAYVILLE	SOUTH GRAFTON		PHILLIPSTON	LUDDLOW		NORTH EGREMONT			
MATTAPAN		PRIDES CROSS	GREENBUSH	WEST BRIDGEWATER		ORLEANS		FISKDALE	SOUTH LANCASTER		ROYALSTON	MIDDLEFIELD		OTIS			
MEDFORD		READING	HALIFAX	WEST WAREHAM		OSTERVILLE		FRAMMINGHAM	SOUTHBOROUGH		SHELBORNE	MONSON		PERU			
MELROSE		ROCKPORT	HANOVER	WESTPORT		POCASSET		FRANKLIN	SOUTHBRIDGE		SHELBURNE FALLS	MONTGOMERY		PITTSFIELD			
MILTON		ROWLEY	HANSON	WESTPORT POINT		PROVINCETOWN		GILBERTVILLE	SPENCER		SHUTESBURY	NORTHAMHERST		RICHMOND			
MILTON VILLAGE		SALEM	HUMAROCK	WHITE HORSE BEACH		SAGAMORE		GRAFTON	STERLING		SOUTH DEERFIELD	NORTH HATFIELD		SANDSFIELD			
NEEDHAM		SALISBURY	KINGSTON	WHITMAN		SAGAMORE BEACH		GROTON	STILL RIVER		SUNDERLAND	NORTHAMPTON		SAVOY			
NEEDHAM HEIGHTS		SOUTH HAMILTON	LAKEVILLE	WRENTHAM		SANDWICH		HANSCOM AFB	STOW		TEMPLETON	PALMER		SHEFFIELD			
NEW TOWN		SWAMPSCOTT	MANOMET			SILVER BEACH		HARDWICK	STURBRIDGE		TOWNSEND	PLAINFIELD		SOUTH EGREMONT			
NEWTON		TEWKSBURY	MANFIELD			SOUTH CHATHAM		HARVARD	SUBURRY		TURNERS FALLS	RUSSELL		SOUTH LEE			
NEWTON CENTER		TOPSFIELD	MARION			SOUTH DENNIS		HOLDEN	SUTTON		WARWICK	SOUTH HADLEY		SOUTHFIELD			
NEWTON HIGHLANDS		WENHAM	MARSHFIELD			SOUTH HAVENS		HOLLISTON	TYNGSBORO		WENDELL	SOUTHAMPTON		STOCKBRIDGE			
NEWTON LOWER FALLS		WEST BOSTON	MARSHFIELD HILLS			SOUTH ORLEANS		HOPDEALE	UPTON		WENDELL DEPOT	SOUTH WICK		TYRINGHAM			
NEWTON UPPER FALLS		WEST NEWBURY	MATTAPAN			SOUTH WELLFLEET		HOPKINTON	UXBRIDGE		WEST TOWNSET	SPRINGFIELD		WASHINGTON			
NEWTONVILLE			MEDFIELD			SOUTH YARMOUTH		HUBBARDSTON	VLGE OF NAGOG WOODS		WESTMINSTER	THORNDIKE		WEST STOCKBRIDGE			
NONANTUM			MIDDLEBORO			TRURO		HUDSON	WARREN		WINCHENDON	THREE RIVERS		WILLIAMSTOWN			
NORTH WALTHAM			MINOT			WELLFLEET		JEFFERSON	WAYLAND		WINCHENDON SOUTH	TOLLAND		WINDSOR			
NORTH WEYMOUTH			MONPONSETT			WEST BARNSTABLE		LANCASTER	WEBSTER		WALTON	WALTON					
NORWOOD			NEW BEDFORD			WEST CHATHAM		LEICESTER	WEST BOYLSTON		WARE						
QUINCY			NORFOLK			WEST DENNIS		LINWOOD	WEST BROOKFIELD		WEST CHESTERFIELD						
RANDOLPH			NORTH ATTLEBORO			WEST FALMOUTH		LITTLETON	WEST GROTON		WEST HATFIELD						
READVILLE			NORTH CARVER			WEST HARWICH		MANCHAUG	WEST MILLBURY		WEST SPRINGFIELD						
REVERE			NORTH DARTMOUTH			WEST HYANNISPORT		MARLBOROUGH	WEST WARREN		WEST HATFIELD						
ROSLINDALE			NORTH DIGHTON			WEST YARMOUTH		MAYNARD	WESTBOROUGH		WEST HATFIELD						
SAUGUS			NORTH EASTON			WOODS HOLE		MEDWAY	WESTFORD		WHATELY						

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