Contract User Guide

How to Use the Maintenance, Repair & Operations (MRO) Products, Supplies and Small Hand & Power Tools

Contract #: FAC94	**Contract Duration:** 4/25/2016-9/19/2017
MMARS #: FAC94*	**Options to Renew:** None; new contract will replace
Contract Manager:	Sara Urato – 617-720-3319
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This contract contains: Environmentally Preferable Products (EPP)

UNSPSC: 23-15-00- Industrial process machinery and equipment and supplies
23-27-00- Welding and soldering and brazing machinery and accessories and supplies
24-10-00- Material handling machinery and equipment
27-00-00- Tools and General Machinery
27-11-00- Hand tools
27-12-00- Hydraulic machinery and equipment
27-13-00- Pneumatic machinery and equipment
30-18-00- Plumbing fixtures
30-19-00- Construction and maintenance support equipment
31-16-00- Hardware
31-21-00- Paints and primers and finishes
39-10-00- Lamps and lightbulbs and lamp components
39-11-00- Lighting Fixtures and Accessories
39-12-00- Electrical equipment and components and supplies
40-10-00- Heating and ventilation and air circulation
46-17-00- Security surveillance and detection
47-12-00- Janitorial equipment

Last change date: November 18, 2016

Contract Summary

This contract covers a wide range of products, supplies and equipment necessary to ensure proper function of maintenance, repair and operations of a facility with the availability of specialty hand and power tools. Streamline purchasing experience with a more robust range of categories; making over one million items available with intended crossover within the contract and across contracts. Vendor managed inventory (VMI) solutions including the availability of vending machines in high use locations to quickly purchase. Vendors offer PunchOut catalog purchasing and eQuote functionality. Environmentally Preferable Products (EPPs) searchable

on the Vendors PunchOut catalogs. Vendors provide Technical Support and cross referencing of manufacturer and competitor part numbers.

Product Categories:

- Air Filters
- Batteries and Flashlights
- Cleaning
- Electrical Equipment
- Fasteners
- Hand Tools
- Heating, Ventilation, Air Conditioning/Refrigeration (HVAC)
- Lamps, Ballasts and Fixtures
- Material Handling
- Motors and Accessories
- Outdoor Garden Supplies and Equipment
- Paint and Accessories
- Plumbing
- Pneumatic Tools
- Power Tools and Accessories
- Safety
- Security
- Welding and Soldering

Benefits and Cost Savings

- **Contractor Competition –** The contract provides access to a wide range of contractors across 9 regions of the State, and enables users to obtain competitive rates.
- **Cost Savings -** Significant savings for buyers on industrial/commercial quality products – savings over previous MRO contract pricing shown to be between 23-35%;
- **Additional Categories over the previous contract-** including welding and soldering and hand & power tools, and a more robust range of categories with over a million items; many of which are EPPs.
- **Beneficial Contract Terms:** no freight charges on catalog item orders, 24-48 hour delivery on stock items, prompt pay discounts, special pricing for large volume single orders, training at no charge, vendor managed inventory programs with vending machine options. Option to pick up orders at branch location throughout the Commonwealth.
- **Excellent Disaster Recovery/Emergency Assistance Plans –** The vendors have local, regional, and national experience and resources.

Who Can Use This Contract?

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

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies
4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

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

Pricing and Buying Details

Referencing the Statewide Contract: In order to ensure that you receive all the benefits and savings associated with the statewide contract, please **always reference the statewide contract** and the document number (FAC94) when opening an account or placing an order with a contract vendor.

Price structure: Contract pricing for products is based on a discount off a price list specified for each category. Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing.

Special Pricing: Request special pricing for large volume single orders.

No surcharges: No transportation, fuel, energy, insurance or any other surcharges will be allowed.

No pre-payments: Contractor must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity's satisfaction.

Price files: Price Files (separate files for each award category) are posted for each contractor as attachments to their contract records on COMMBUYS.

Invoicing

Contractors' invoices must be itemized to reflect contract pricing for each item.

Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, free of charge including transportation back to the Contractor's facility, in cases when:

- The wrong item was ordered,

- Product that was not ordered was delivered;
- Unopened product is being returned in the same condition as received for any reason;
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements.

"Installed Product" Sales

Construction Law Compliance: All work performed under this contract must comply with the Massachusetts construction laws. No quote for installed product shall exceed $50,000. Eligible Entities will be required to issue separate construction solicitations outside of Statewide Contract FAC94 for any projects estimated to cost over $50,000.

Contractor Licenses: The Contractor and its personnel performing work under this contract must possess all the necessary licenses and qualifications required to perform the work required under this contract.

Safety Policies and Personal Protective Equipment: The Contractor must ensure that all parties involved in supplying and installing products under this contract observe the applicable safety policies and are trained on safe work practices, job hazards, and applicable Eligible Entity standard operating procedures.

The Contractor is responsible for ensuring the safety of their staff by providing the necessary Personal Protective Equipment (PPE). Whenever required, Contractor staff must wear and have PPE in their possession.

Purchase of Construction Materials without Labor

Some purchases under this contract may fall into the category of Construction Materials without Labor Procurements governed by MGL Chapter 30 Section 39M. To determine whether to use the statewide contract or issue your own procurement under Chapter 30 Section 39M, please follow the following guidelines:

- **The statewide contract should be used if the products are being purchased and/or stocked for:**
    - Use by in-house staff (i.e. no hired labor is used).
    - Multiple projects where hired labor may be used, if the purchase does not limit the pool of installers or other trades persons that can be involved (i.e. the brand of the product being purchased does not limit the pool of installers only to those who are certified by the brand manufacturer). Installation labor must be procured through a separate solicitation in accordance with applicable construction laws.

- **The contract may be used (but is not required) for projects with total estimated value of less than $50,000 in cases of:**
    - A single construction / installation project by a hired installer.
    - Multiple projects where hired labor may be used, of the purchase limits the pool of installers or other trades persons that may be involved (i.e. where the installers are required to be "manufacturer certified," etc.).

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up with two zero dollar line item catalog (Hilti, Inc. and Snap-on Industrial.) and three PunchOut catalogs (Fastenal, Grainger and MSC Industrial)in COMMBUYS.

How to place an order

PunchOut Vendors:

PunchOuts are COMMBUYS connections developed with specific sellers that allow buyers to 'PunchOut' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of PunchOut is covered in more detail in the Job Aid "Purchase from a Vendor Online PunchOut G2B Catalog" on Job Aids for Purchasers.

Please see below for the list of FAC94 Vendors who currently have PunchOut Catalogs:

- Fastenal
- Grainger
- MSC Industrial Supply

Master Blanket Purchase Order:

Each vendors assigned a unique Master Blanket Purchase Order (MBPO) contain price lists located in the attachments tab on each Master Blanket Purchase Order. The line items on these Master Blanket Purchase Orders are zero dollar line items and orders should be placed through them using a release requisition. There are high level instructions below for purchasing, but more detailed information can be found in the Job Aid "How to Create a Release Requisition and Purchase Order".

Once a quote is obtained and/or a product and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC94) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Please see below for the list of FAC94 Vendors who currently have Release MBPOs:

- Hilti, Inc.
- Snap-on Industrial

Solicitation-Enabled Master Blanket Purchase Order:

There is a Solicitation-Enabled Master Blanket Purchase Order (MBPO) that will allow for user to request quotes on items. The line item on this MBPO is a zero dollar line item and orders should be placed through them using a

solicitation enabled release requisition. There are high level instructions below for requesting quotes, but more detailed information can be found in the Job Aid "How to Create a Solicitation Enabled Bid using a Release Requisition".

1. Start with a New Requisition - 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 FAC94 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field.
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 requested item description and any other pertinent documents (specifications, quantities, product descriptions etc.) in the Attachment tab, making sure to check the box that says Show to Vendor.
6. Review the Summary Tab, and then Submit for Approval.
7. 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.
8. 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.
9. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
10. After quotes are received and evaluations are completed, awards and orders should be placed through COMMBUYS off of the Bid.

Please see below for the list of contractors:

Contract/Blanket #	Description	Vendor Name
PO-16-1080-OSD03-SRC02-00000007387	FAC94 MRO Fastenal G2B	Fastenal
PO-16-1080-OSD03-SRC02-00000007388	FAC94 MRO WW Grainger G2B	Grainger
PO-16-1080-OSD03-SRC02-00000007389	FAC94 MRO - MSC G2B	MSC Industrial Supply
PO-16-1080-OSD03-SRC02-00000007395	FAC94 Maintenance Repair & Operations (MRO) and Hand & Power Tools	Hilti Inc.
PO-16-1080-OSD03-SRC02-00000007396	FAC94 Maintenance Repair & Operations (MRO) and Hand & Power Tools	Snap-on Industrial, a Division of IDSC Holdings LLC
PO-16-1080-OSD03-SRC02-00000007448	FAC94 Maintenance Repair and Operations and Hand Tools Quotes	Conversion Vendor

Where to Find complete FAC94 contract information on COMMBUYS:

If full statewide contracts details are required please refer to FAC94 files listed under the Master Blanket Purchase Orders for each vendor. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

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Additional Contract Information

Maintenance Repair and Operations (MRO)

This contract is a cooperative contract through NASPO ValuePoint with the lead agency of Nevada Department of Administration. To find additional information about this contract, please visit the NASPO ValuePoint contract webpage (http://www.naspovaluepoint.org/#/contract-details/12/overview/general) and search Facilities MRO. Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments. This contract was awarded March 01, 2011, and had an initial term of 3 years. The contract was awarded with one additional 3-year renewal options, and has been renewed through February 28, 2017. There are no remaining renewal options for this contract and it will expire on February 28, 2017.

Small Hand and Power Tools

This contract is a cooperative contract through NASPO ValuePoint with the lead agency of Oklahoma Department of Central Services Central Purchasing. To find additional information about this contract, please visit NASPO ValuePoint contract website (http://www.naspovaluepoint.org/#/contract-details/29/overview/general) and search for Small Hand and Power Tools. Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments. The contract has executed the last 2-year renewal option, and has been renewed through September 19, 2017.

Vendor List and Contact Information

Vendor	Contact	Phone Number	Email
Fastenal	Sean Yamamoto	603-249-6686	syamamot@fastenal.com
Grainger	Maureen Grillo	978-502-5798	maureen.grillo@grainger.com
Hilti Inc.	Sherry Widener	800-950-6119	sherry.widener@hilti.com
MSC Industrial Supply	Mike O'Connor	781-608-1649	oconnorm@mscdirect.com
Snap-on Industrial, a Division of IDSC Holdings LLC	Daniel R. Sturtz	315-446-5351	dan.r.sturtz@snapon.com

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HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX	
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE	
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY	
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	HADLEY	MOUNT WASHINGTON	
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MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NORTH ADAMS	
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	OTIS	
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QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY	
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WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR	
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK		
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER	SPRINGFIELD		
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND		
WESTWOOD	WENHAM	PLYMPTON		LEICESTER			WALES		
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON			WARE		
WILMINGTON		REHOBOTH		MARLBOROUGH			WEST SPRINGFIELD		
WINCHESTER		ROCHESTER		MAYNARD			WESTFIELD		
WINTHROP		ROCKLAND		MEDWAY			WESTHAMPTON		
WOBURN		SCITUATE		MENDON			WHATELY		
		SEEKONK		MILFORD			WILBRAHAM		
		SHARON		MILLBURY			WILLIAMSBURG		
		SOMERSET		MILLIS			WORTHINGTON		
		STOUGHTON		MILLVILLE					
		SWANSEA		NATICK					
		TAUNTON		NEW BRAINTREE					
		WALPOLE		NORTH BROOKFIELD					
		WAREHAM		NORTHBOROUGH					
		WEST BRIDGEWATER		NORTHBRIDGE					
		WESTPORT							
		WHITMAN							
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