

How to Use the Records Management, Storage and Archiving Services and Moving Services Statewide Contract

Contract #: FAC96	Contract Duration: 1/22/16 to 1/31/19
MMARS #: FAC96*	Options to Renew: through 1/31/2023
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UNSPSC:	78-13-00, 78-10-18
Last change date:	12/27/2017

Contract Summary

This contract provides Records Management, Storage and Archiving Services and Moving Services which include, but are not limited to, the following:

- **Monthly Storage Services:** Relocate data files to be held in secure off-site storage facilities.
- **Archiving Services:** Index and track data files being held in off-site storage facilities.
- **Retrievals Services:** Request stored data files to be returned to requesting facility.
- **Transportation Delivery/Pick-up Services:** Provide transport of data files to and from facility using secure vehicles.
- **Emergency Delivery/Pick-up Services:** Retrieval capability 24/7, 365 days.
- **Scanning Services:** Convert data to digital record.
- **Destruction Services:** Secure process to destroy paper files, records, tapes and other media.
- **Other Records Management, Storage and Archiving Services:** Other available services that fall within the scope of this contract as awarded and defined by the Contractor.
- **Moving Services:** Commercial moving services, library moving services, and other available specialty moving services as awarded and defined by the Contractor (e.g. rigging).

Benefits and Cost Savings

Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to Contractors who provided the most competitive pricing and/or discounts for the services being offered.



Prompt Pay Discount – Is available by all Contractors.

Statewide Awards – All Contractors provide services statewide.

On-line Capability – Secure online access via the Internet for the purpose of tracking current status, inventory, account management, alerts and notifications, document retrieval, billing and reporting.

Volume Purchase Discount – Is available from some Contractors. Please reference Contractor’s attached “Rate Sheet” on COMMBUYS for details.

EPP – Contractors provide services that represent environmentally preferable practices wherever possible.

Who Can Use This Contract?

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

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchases made through this contract will be made on a fee for service basis. All orders should include reference to SWC FAC96 to ensure Eligible Entities are receiving SWC pricing.

Pricing and Buying Details: Contract pricing MUST remain firm through 1/31/19 for all Contractors. All pricing on this contract is “ceiling” or “not-to-exceed” pricing. Each contractor has an “Award Rate Sheet” on COMMBUYS which includes their specific pricing details.



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

For orders over \$10,000 Eligible Entities are required to obtain at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the services being purchased.

Statement of Work Templates are available under the Conversion Vendor to assist with the process. Depending on the services being solicited under the contract please use as a reference for determining scope of work.

Full Performance Specifications and Requirements

The “Specification and Requirements” provides detailed specifications and performance requirements that each Contractor must comply with for services being provided. Eligible Entities should reference this when developing their SOW. Documents are available on COMMBUYS as attachments under the Conversion Vendor.

Additional Information

Order Cancellations

Eligible Entities and/or Contractors must provide at a minimum at least 48 hours cancellation notice of any services being purchased under the contract.

Security Deposit or Additional Insurance

Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

Additional Information Records Management, Storage and Archiving Services

Executive Order EO504

Contractors have agreed to comply with Executive Order EO504 Regarding the Security and Confidentiality of Personal Information, please reference link for details:

<http://www.mass.gov/ocabr/docs/idtheft/eo504.pdf>.

Retention Schedule

The Massachusetts Statewide Retention Schedule, published by the Secretary of the Commonwealth, is produced under the statutory provisions of Massachusetts General Laws Ch. 4, § 7(26), c. 30 §42, and c. 66, §§ 1, 8 and 9. This schedule applies to all records of state government including those of executive departments, constitutional offices, authorities, independent agencies, and state records being



managed by contracted service providers. Further, this schedule applies to all records, regardless of location and form. This schedule does not apply to municipal government records.

With limited exceptions, approval of the Records Conservation Board is required before any records may be destroyed or transferred. For further information please refer to the Massachusetts Statewide Record Management Division at the Secretary of State which includes the link to the Record Retention Schedule. <http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>

Conditions for Storage and Archiving Services

All records are to be stored in such a manner that all reasonable steps are taken for the protection/security of said records from extreme heat and cold, high humidity, physical damage or unauthorized removal, including procedures for adequate fire detection and extinguishing systems, protection against water and smoke damage, watertight facilities, alarm systems, safes and locked files, window bars, security guards or any other devices reasonably expected to prevent loss through larceny or other means of unauthorized removal for manually held records.

Loss and Destruction

Contractors are responsible for all files stored and/or archived in their facilities from unauthorized use, theft and loss or damage by fire, smoke and water.

Additional Information Moving Services

Prevailing Wage Rates

Vendors must pay Prevailing Wages for all moves except for “school room furniture” moving. Each purchaser is required to request their own Prevailing Wage rate for each moving job. Prevailing Wage rate information and forms can be found at Department of Labor Standards. Purchasers must provide the Prevailing Wage rate sheet to the vendor with the requested scope of work. Purchasers must receive a certified payroll record from the vendor prior to paying any invoices.

The Eligible Entity (or, for the purposes of the statute, “awarding authority”) has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](http://www.mass.gov/dols) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the [DLS Website](http://www.mass.gov/dols) at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at (617) 626-6953.

Travel Expense

Travel can be billed at a two (2) hour maximum. Purchasers are not required to pay for additional travel time over 2 hours.



Other Expenses

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Worthless (Scrap) Furniture Removal

Eligible Entities seeking scrap furniture removal services **only** should utilize the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86-Category 2 Bulky Waste. If an eligible entity needs to incorporate scrap furniture removal into a move job the below instructions must be followed:

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. 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.

Recycling

Eligible Entities may work with their vendors to secure recycling under the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC86.



Emergency Storage

Contractors can provide emergency storage if needed during a move. Pricing is located on their Rate Sheets in COMMBUYS.



Vendor List and Contact Information

The awarded Contractors (25 total) are listed below. Please refer to each Contractor’s COMMBUYS PO for specific award information attachments (Award Summary, Rate Sheet, Signed Contract, etc.) available under the Agency and Vendor attachment sections.

Vendor Name	Records Management	Moving Services	Contract Manager	Phone	Email	Vendor Customer Code	Contract/Blankets PO # <i>By clicking on the vendors PO number this will bring you directly to their COMMBUYS page.</i>
A.Walecka & Son, Inc.	X	X	Thomas Muldoon	508-295-7713	tomm@awalecka.com	VC6000160164	PO-16-1080-OSD03-SRC02-00000006684
ABC Moving & Storage CO, LLC		X	TELLY SBAT	508-942-9685	telly@abcmoving.com	VC6000262643	PO-16-1080-OSD03-SRC02-8770
American Moving & Installation, Inc		X	David DeSisto	781-985-1332	ddesisto@americanmovingandinstall.com	VC0000548700	PO-17-1080-OSD03-SRC02-8787
APEX INFORMATION SECURITY INC.	X		Bill Rizos	978-275-0006	wrizos@apexinfosecurity.com	VC0000402655	PO-16-1080-OSD03-SRC02-00000006680
Diamond Relocation Inc		X	Craig Highfield	603-560-2187	craig@diamondrelocation.com	VC0000849823	PO-16-1080-OSD03-SRC02-8777
Donnegan Systems, Inc.	X		Mike Melanson	800-222-6311	mmelanson@donnegan.com	VC6000163876	PO-16-1080-OSD03-SRC02-8782
Eastern Micrographics, Inc. DBA New England Archives Center	X		David Monaco	413-531-1465	dmonaco@neac.com	VC6000166158	PO-16-1080-OSD03-SRC02-8780
Five College Movers LLC		X	Patrick MacWilliams	4136871738	patrick@fivecollegemovers.com	VC0000848940	PO-16-1080-OSD03-SRC02-8776
Infoshred LLC	X		Stacey DiPiazza	860-627-5800	sdipiazza@infoshred.com	VC6000201079	PO-16-1080-OSD03-SRC02-00000006683
Iron Mountain Inc	X	X	Bill Silvio	781- 879-0830	William.Silvio@ironmountain.com	VC0000190561	PO-16-1080-OSD03-SRC02-00000006677
National Library Relocations, Inc.		X	Scott W. Miller	631-232-2233	scott@nlrbookmovers.com	VC0000848414	PO-16-1080-OSD03-SRC02-8773
ProScan / ProShred	X		Joe Kelly	413.596.5479	Joe.Kelly@Proshred.com	VC0000138153	PO-16-1080-OSD03-SRC02-8781
Recordkeeper Archive Centers	X		Deborah Healy	508-588-1919	bill@recordkeeperms.com ; debbie@thewalshcos.com	VC6000167161	PO-16-1080-OSD03-SRC02-00000006681
Retrievex	X		Jean Mackie	978-854-6220 x3400	boston@accesscorp.com	VC0000393172	PO-16-1080-OSD03-SRC02-00000006678



Vendor Name	Records Management	Moving Services	Contract Manager	Phone	Email	Vendor Customer Code	Contract/Blankets PO # <i>By clicking on the vendors PO number this will bring you directly to their COMMBUYS page.</i>
RICOH AMERICAS CORPORATION	X		Mike Pallotta	978-621-1276	Mike.Pallotta@Ricoh-USA.com	VC6000227409	PO-16-1080-OSD03-SRC02-0000006685
Safe Movers, Inc. d/b/a ISAACS Moving and Storage		X	Alex Puchulu	781-436-4700	apuchulu@isaacsmoving.com	VC6000179420	PO-16-1080-OSD03-SRC02-8774
Shred King Corporation	X		Don Cornell	617-479-4353	dcornell@shred-king.com	VC0000341938	PO-16-1080-OSD03-SRC02-8772
Sterling Corporation		X	Scott Reiland	781 844 0759	sreiland@sterlingmail.com	VC7000068305	PO-16-1080-OSD03-SRC02-8779
The Maverick Group Inc	X		Jose M. Rodriguez	413-746-8868	josemr39@yahoo.com	VC6000185672	PO-16-1080-OSD03-SRC02-0000006679
Valley Green Shredding, LLC	X		Eric Wartel	(413) 461-3333, ext. 101	eric@valleygreenshredding.com	VC0000848947	PO-16-1080-OSD03-SRC02-8775
Wakefield Moving and Storage Inc.	X	X	Lori Reynolds and Steve Gorman	978-432-6723 and 781-913-5284	lreynolds@wakefieldmoving.com and sgorman@wakefieldmoving.com	VC0000612659	PO-16-1080-OSD03-SRC02-8784
William B. Meyer, Inc.	X	X	Mike Cavallo	203-668-5339	mcavallo@williambmeyer.com	VC0000192299	PO-16-1080-OSD03-SRC02-0000006682
William Lowe & Sons Corp	X	X	Douglas Lowe	617-242-8600	doug@lowemovers.com	VC0000491376	PO-16-1080-OSD03-SRC02-8783
WILLIAM WALSH, INC.		X	WILLIAM F WALSH	508-897-6900	bill@walshmovers.com ; debbie@thewalshcos.com	VC6000175806	PO-16-1080-OSD03-SRC02-8786

Conversion Vendor

PO-16-1080-OSD03-SRC02-0000006697

All awarded vendors are listed under this PO - click on “Distributors” tab for list. [Click here to access the Conversion Vendor](#). Use this MBPO when obtaining at least three (3) quotes. This MBPO also contains the following; the RFR, Performance Specifications and Requirements, Statement of Work Template Guidance, Contract User Guide.



Strategic Sourcing Services Team Members

Eamon Shelton	Boston Public Library
Sarah Johnson	Consumer Affairs and Business Regulation
Gerard DeFranc	Department of Children & Families
Brian Kearnan	Department of Correction
Deanne Daneau	Department of Environmental Protection
Keith Chudyk	Department of Public Health
Mary Beth Curley	Department of Public Health
Kathy Svizzero	Department of Public Health
David Harvey	Department of Public Health
Max Feldpausch	Department of Transportation
John Ferrara	Division of Capital Asset Management & Maintenance
Robert Fortes	Division of Professional Licensure
Sarah Wilkinson	Division of Professional Licensure
Edith Kwok	Executive Office of Education
Cory Thomas	Executive Office of Health and Human Services
Martin L. Lydon	Group Insurance Commission
Vadim Sealy	Health and Human Services
Billy Allen	MA State Lottery
Lori Maggiacomo	Operational Services Division
Betty Fernandez	Operational Services Division
Maureen Barends	Operational Services Division

Summary of Where to Obtain Important Contract Information in COMMBUYS

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

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor price lists are located in the attachments tab on each MBPO.

How to Place an Order

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

Once a quote is obtained and selected the ordering process is as follows:



P.O. FOR ONE-TIME SERVICES

- Once a service and price is determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use FAC96) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

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

P.O. FOR ONGOING SERVICES

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

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