OPERATIONAL SERVICES DIVISION

**Contract User Guide**

# How to Use the OFF38: Office, School and Library Furniture, Accessories & Services Statewide Contract

**Contract #: OFF38** **Contract Duration:** 4/15/2015 to 4/14/2018
**MMARS #: OFF38*** **Options to Renew:** Two, 3-year options
**Contract Manager:** Peter Etzel – 617-720-3397
peter.etzel@state.ma.us
**This contract contains**: Small Business Purchasing Program (SBPP); Supplier Diversity Office (SDO) Contractors, Environmentally Preferable Products (EPP)
**UNSPSC**: 56-11-15 (Workstations and office packages)
56-11-21(Seating)
56-10-17(Office Furniture)
24-10-20 (Shelving and storage)
56-11-00 (Commercial and Industrial Furniture)
56-12-00 (Classroom and Instructional and institutional Furniture)
56-12-10 (Library Furnishings)
56-10-19 (General Furniture parts and Accessories)
**Last change date: November 21, 2016**

## Contract Summary

This contract covers a wide range of furniture and accessories, with each vendor providing items in one or more of the following categories:

**Category 1 – Systems Furniture (Workstations/Cubicles)**
**Category 2 – Seating**
**Category 3 – Office Furniture**
**Category 4 – High Density Shelving:**
**Category 5 – Demountable/Movable Walls**
**Category 6 – School Furniture**
**Category 7 – Library Furniture**
**Category 8 – Specialty Furniture and Accessories:**

- Sub-Category 8A – Accessories
- Sub-Category 8F – Specialty Furniture

**Category 9 – Furniture Services**

## Benefits and Cost Savings

- Wide variety of product choice and purchase flexibility, with vendors awarded in main categories (as opposed to the sub-category system of OFF20). Vendors have the ability to provide products for the full category and from multiple manufacturers, resulting in a greatly expanded manufacturer list.
- Competitive pricing: discounts as published will remain in effect for the full term of the contract; list pricing may change up to two times per year after the first 12 months. Pricing is ceiling pricing, and allows the user to negotiate stronger discounts based on the project scope, with no further approval from OSD required. Eligible entities are encouraged to obtain competitive quotes from multiple awarded contractors.
- Good/Better/Best product line distinctions, for easier, quicker comparisons.
- Free Quick Ship options for product lines as indicated, shipment within 10 business days of order at no additional charge.
- Rental options as indicated by vendor and by category.
- ADA-compliant options as indicated by vendor, by category, and by product line.
- Updated flammability code to new standards that require less use of harmful chemical flame retardants. Users are encouraged to request furniture manufactured to the new standard, unless specifically mandated otherwise (*i.e.* purchasers in Boston, as of the publication of this Contract User Guide).
- Mandatory services offered by each contractor, by category; services that are subcontracted will be labeled as such on the Price Sheets.
- Availability of remanufactured furniture (and additional discounts), and the assurance that remanufactured furniture performs to the same standards as new furniture.
- Additional category for Furniture Accessories (Cat. 8A).
- Additional discounts:
    - Dock delivery discount
    - Prompt payment discount for payments within faster terms
    - Published discounts on repair parts, by product line

## 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 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;
10. 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. Rental options (limited to 6 months) are also available from select vendors; see vendor Pricing Sheets.
**Pricing and buying details:** Review the categories to determine which awarded vendor(s) is authorized to quote and sell products within your specific category; awarded vendors may not have authorization to quote or sell in all categories.

The cost for installation, disassembly, or re-installation services **must** be quoted and billed as a separate line item in compliance with the applicable hourly labor rates and cannot be included in the cost of the product.

**Delivery:** Awarded vendors must make delivery and have product available for delivery statewide. Delivery must be F.O.B. destination prepaid freight with no delivery expense paid by the eligible entity. F.O.B. destination for seating and metal office furniture shall mean delivery or product inside, on-floor, assembled and ready to use at no additional cost to the eligible entity. For every other product, F.O.B. destination shall mean inside and on-floor at no additional cost to the eligible entity.

**Prevailing and Union Wages:** All or part of the services available under this contract may require the payment of prevailing wages. Prevailing wage may apply to services purchased under this contract, such as installation that requires alteration of the building structure, furniture that affixes to the building, or movement of existing furniture during disassembly and reconfiguration.
The eligible entity must request a prevailing wage schedule at the time of the engagement of the contractor for specific services from the Department of Labor Standards (DLS) at www.mass.gov/dols. It is the responsibility of the Eligible Entity in conjunction with the awarded Bidder to determine if any portion of the installation will be charged as a union rate installation. If an installation requires "union labor rates" then it is the responsibility of the awarded bidder to provide the Eligible Entity with the current "union labor rates" from the appropriate union.

## Effective November 7, 2016

The following requirements are not related to the purchase of furniture or installation services, but will be required if the purchase of furniture and/or services, such as installation, requires alteration of the building structure, furniture that affixes to the building or the movement of existing furniture during assembly and reconfiguration.

- **Quotes:** Eligible Entities must solicit quotes from at least three (3) contractors. The minimum requirement is that Eligible Entities contact the three contractors for quotes; you are not required to receive responses from all three contacted contractors. Please note specific requirements that apply, depending upon the scope of your bid, below.

- **Quotes including construction services:**
  - Where the construction services are less than $10,000: Select a contractor based on sound business practices/best value.
  - For construction services valued from $10,000-$50,000: Must receive two written responses; award to lowest responsible bidder

- **Quotes not including construction services (optional):**
  - Award based on best value

## Additional Information

**Furniture Services:** Awarded vendors must provide sales and services to an eligible entity. Users should reference the Category 9 tab of the Price Sheet for each vendor to determine which services are offered. Mandatory services differ by category. There are no service-only vendors on contract; all vendors awarded for product categories are also able to offer services as listed on their Price Sheets.

**Billing/Invoicing:** Invoices must clearly identify both prompt payment and dock delivery discounts. No transportation, fuel, energy, insurance or any other surcharges or added fees will be accepted.

## Products Excluded from OFF38

The purchase of the following products or services are not available on this contract, but may be made through the statewide contract indicated below:

- Office supplies and standard desk accessories such as desk blotters, calendars, staplers, tape dispensers and the like are available through OFF36: Office Supplies and should not be purchased through the Furniture Accessories category on this contract. Exceptions are white boards and bulletin boards that fit any of the following requirements:
  - Sized 4' x 6' and over.
  - Requiring professional installation.
  - Priced at $500 and over.
- Smart boards are not included in this contract under any circumstance. Smart boards and other electronically-enabled products are available through OFF40: Audio, Video, Multimedia Presentation Equipment and Supplies
- Outdoor furniture is available through FAC79: Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products.
- Moving services are available through FAC96: Records Management, Storage and Archiving Services and Moving Services
- Healthcare furniture is available until 12/31/16 through HSP38: Healthcare Equipment, Furniture, Furnishings and Related Services. On 1/1/17 it is available from DPH 1006.

## Environmentally Preferable Products

The Operational Services Division's Environmentally Preferable Products Procurement (EPP) Program has worked with existing vendors to identify environmentally preferable "lines" of furniture on Statewide Contract OFF38: Office, School and Library Furniture, Accessories & Installation that have reduced indoor air quality emissions and toxicity. This includes furniture that is has reduced formaldehyde and volatile organic compounds (VOCs) emissions, is free of added antimicrobials, flame retardant free, polyvinyl chloride (PVC) free, and free of per- and poly-fluorinated chemicals used as stain/water/oil resistant treatments. You may find guidance and additional information below to help with your selections:

- Finding EPP Furniture on Statewide Contract OFF38: Office, School and Library Furniture, Accessories & Services : this is a two page summary description of the OFF38 EPP Furniture Table.
- Guidance for Environmental Preferable Furniture: Review of Chemicals of Concern and Certifications & Standards, August 2016: includes a summary of chemicals of concern typically used in the furniture industry, and a list of some of the certifications and standards that have been used to measure environmental performance of furniture.
- OFF38 EPP Furniture Table, 7/1/2016: searchable list of furniture lines from existing OFF38 Vendor offerings which notes whether the products meet environmentally preferable criteria, including those for indoor air quality. All information in the table was submitted by the vendors and has not been verified by the Commonwealth of MA. Buyers should confirm with the vendor all environmental specifications prior to purchase and should discuss how the vendor will provide evidence of conformance. This table is meant solely as a guide to help buyers identify environmentally preferable options and is current as of 7/1/2016

## Vendor List and Contract Information

| Company Name | Contact | Categories | Phone | Email |
|---|---|---|---|---|
| **Affordable Interior Systems** | Bryan Poist | 1, 3, 8A, 9 | (978) 562-7500 | bpoist@ais-inc.com |
| **Business Interiors by Staples** | Brian Sheehan | 1, 2, 3, 4, 6, 7, 8F, 8A, 9 | (781)-806-3112 | Brian.Sheehan@Staples.com |
| **Central Ceilings** | Christopher Connelly | 5, 9 | (508) 238-6985 | cconnelly@centralceilings.com |
| **Creative Office Pavilion** | Alexander Pouch | 1, 2, 3, 5, 6, 7, 8F, 9 | (617) 956-4148 | apouch@cop-inc.com |
| **Donnegan Systems** | Mike Melanson | 4, 7, 9 | (508) 393-5700 | mmelanson@donnegan.com |
| **Environments at Work** | Steve Carr | 1, 2, 9 | (617) 830-5343 | SteveC@environmentsatwork.com |
| **Humanscale** | Katie Miglin | 8F, 9 | (732) 537-2944 | kmiglin@humanscale.com |
| **Interior Resources** | Larry Cain | 6, 9 | (631) 256-6577 | larryc@interiorresourcesusa.com |

| Company Name | Contact | Categories | Phone | Email |
|---|---|---|---|---|
| **ISE** | Donna Bobalek | 8A, 9 | (703) 319-0390 | dbobalek@ise-group.com |
| **Kimball Office** | Tonja L. Blackgrove | 3, 8A, 9 | (800) 482-1616 x8573 | kogov@kimball.com |
| **Krueger International** | Andy Van Straten | 2, 5, 6, 8F, 9 | (800) 454-9796 | andrew.van.straten@ki.com |
| **MassCor** | Emily Liquori | 1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9 | (508)-850-1074 | Emily.liquori@massmail.state.ma.us |
| **Office Resources** | John McCarthy | 1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9 | (617) 896-3242 | johnmccarthy@ori.com |
| **Palmieri** | Frank Palmieri | 7, 9 | (800) 413-4440 x23 | fpalmieri@palmierifurniture.com |
| **Peabody Office** | Joshua Acevedo | 2, 3, 8A, 9 | (617) 531-7365 | joshua.acevedo@peabodyoffice.com |
| **Red Thread Spaces** | Wayne Orio | 1, 2, 6, 7, 8A, 9 | (617) 439-4900 | worio@red-thread.com |
| **National Office Systems New England dba Systematics** | Tom Schaefer | 4, 7, 9 | (508) 599-3512 | tschaefer@systematics.biz |
| **Teknion** | Angie Hoffman | 6, 8A, 9 | (856) 552-5618 | angie.hoffman@teknion.com |
| **Virco** | Susan Cosma | 2, 3, 6, 9 | (800) 448-4726 x1523 | susancosma@virco.com |
| **W.B. Mason** | Stephen M. Bliss | 1, 2, 3, 5, 6, 7, 8F, 9 | (508) 436-1271 | Steve.Bliss@wbmason.com |
| **Workplace Resource** | Claudia Russo | 3, 7, 8A, 9 | (508) 770-1900 x23 | crusso@wprltd.com |
| **York Street Industries** | Mike Mastriani | 1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9 | (413)547-8349 | mike.mastriani@sdh.state.ma.us |

## Strategic Sourcing Services Team Members

| Name | Department |
|---|---|
| Randal Cabral | Department of Public Health |
| Dana Cerrito | Operational Services Division |
| Anthony P. Delaney | Operational Services Division |
| John C. Ferrara | Division of Capital Asset Management and Maintenance |
| Karen Glass | Department of Developmental Services |
| Ryan Harrington | Trial Court |
| Barry Necktow | Town of Canton School Department |
| Jackie Lombardo | Division of Capital Asset Management and Maintenance |

## Where to Find Contract Information on COMMBUYS

To obtain in depth contract information please go to the COMMBUYS website (www.COMMBUYS.com), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type OFF38 into the Brief Description field. Then click "Find It." In the search results, click on the Master Blanket Purchase Order (MBPO PO-15-1080-OSD01-OSD10-00000004029) to access:

- **Contract User Guide** – the latest version of this document
- **Request for Response (RFR)** – the original bid document containing complete service specifications

Click on an individual vendor's MBPO to access:

- **Vendor Price Sheet** – price sheets list product lines, discounts, repair part discounts, warranties, catalog links for product reference, and vendor-indicated options for:
    - Quick Ship furniture
    - ADA-compliant furniture
    - Rental furniture
    - Remanufactured furniture
    - Furniture service options and pricing (including prevailing wage and union wage markups)

## How to use this contract in COMMBUYS

This contract has been set up in COMMBUYS to give buyers maximum flexibility in how they choose to place their orders. Each vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor product and price discount sheets are located in the attachments tab on each MBPO.

Each vendor has, at minimum, a catalog line for each contract category awarded. These will be zero-dollar line items, for which you must enter the total price, calculated from list pricing minus the discount as stated on the Price Sheet. If using these lines, you must attach a purchase order detailing the items and pricing.

**How to place an order:** Once a product and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item (ex. "chair") or item category (ex. "seating" or "furniture") in the Item Description field in the Advanced Search box on the Items tab. Enter "OFF38" in the Contract Description field
3. Select the vendor you will be placing an order with
4. Select the appropriate catalog line
5. If using a zero-dollar line (such as a general category line), enter the total price with discount factored in (reference Price Sheet on vendor MBPO Attachments tab for discounts). Otherwise you may choose specific product line items with associated contract pricing.
6. Attach the vendor quote and/or a detailed order summary
7. Submit for approval

The Distributor MBPO (PO-15-1080-OSD01-OSD10-00000004029) is set up as a solicitation-enabled MBPO. This will allow for users to request quotes from vendors through COMMBUYS. The job aid located on the OSD website for How to Create a Solicitation Enabled Bid using a Release Requisition can provide more details.

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 OFF38 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 specifications and any other pertinent documents 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.