

Contract User Guide for OFF38

OFF38: Office, School and Library Furniture, Accessories & Services

UPDATED: 11/17/17

Contract #:	OFF38
MMARS MA #:	OFF38*
Initial Contract Term:	4/15/2015 - 4/14/2018
Maximum End Date:	one (1) three year extension to [2024], one extension used
Current Contract Term:	4/15/2015 - 4/14/2021
Contract Manager:	Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE
UNSPSC Codes:	56-11-15 Workstations & Office Packages, 56-11-21 Seating, 56-10-17 Office, 24-10-20 Shelving & Storage, 56-11-00 Commercial & Industrial, 56-12-00 Classroom, Instructional, & Institutional, 56-12-10 Library, 56-10-19 Parts and Accessories

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

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Contract User Guide for OFF38

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Contract Summary

This is a Statewide Contract for Office, School and Library Furniture, Accessories & Services as listed in the next section Contract Categories. Numerous bulk purchasing discounts have been negotiated, but a buyer has the ability to negotiate pricing further.

UPDATES: Original term of 4/15/2015 - 4/14/2018 has been extended to 4/14/2021.

Contract Categories

This contract includes 9 categories of products/services as listed below.

- Category 1: Systems Furniture (Workstations/Cubicles)
- Category 2: Seating
- Category 3: Office Furniture
- Category 4: High Density Shelving
- Category 5: Dismountable/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 such as Repairs, Disassembly, Reconfiguration, Space Planning/Design, Project Planning/Management, Installation, Refinishing, Reupholstering, Upholstery Cleaning, Warehousing/Storage

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.

- School furniture catalogs
- Seating & school categories free two week loan of evaluation samples
- Free Delivery on Orders including inside delivery with Seating and Metal Office Furniture assembled free
- Wide variety of product choice and purchase flexibility. Vendors have the ability to provide products for the full category and from multiple manufacturers.
- 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.

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- 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. Rental limited to 6 months.
- 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

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for OFF38 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for OFF38 and can be accessed directly by visiting PO-15-1080-OSD01-OSD10-0000004029.
- 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;
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

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

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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.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

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

- Purchases made through this contract will be direct, outright purchases
- Rental options (limited to 6 months) are also available from select vendors; please see vendor Pricing Sheets using links to individual vendor MBPOs on the [Vendor Information](#) page.

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Volume discounts are published and may be further negotiated.
- **Installation, disassembly, or re-installation services:** These 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.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by using the [vendor information](#) page, where links to all the vendors MBPO's are provided.



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.

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

When contacting a vendor on statewide contract, always reference OFF38 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

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

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

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

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Furniture Services:** Please reference the Category 9 tab of the Price Sheet for each vendor to determine which services are offered. 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.

Obtaining Quotes

Contract users should always reference OFF38 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Contract discounts and other pricing published under the contract represent "ceiling" or "not-to-exceed" pricing. Eligible entities are encouraged to obtain competitive quotes from multiple awarded contractors. Special pricing, promotional pricing, and pricing further negotiated by any eligible entity will be honored for all contract users for a minimum of 90 days.



At the discretion of the purchaser issue through COMMBUYS [PO-15-1080-OSD01-OSD10-00000004029](#) a Request for Quote, to multiple vendors active on contract OFF38 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

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.

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.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Estimates

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.

Product Trials, Pilots, and Demonstrations

Vendors for the Seating & School categories will provide free 2 week loans of evaluation samples.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\) at www.mass.gov/dols](#). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contact, the following prevailing wage categories include: all construction trades, and moving furniture & equipment.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.



Instructions for MMARS Users

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

Environmentally Preferable Products (EPP)

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 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.

Contract Exclusions and Related Statewide Contracts

The purchase of the following products or services are not available on this contract, but may be made through the statewide contract indicated below and information on how to use them is at [Contract User Guides](#):

- 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.

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- 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 FAC104: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service.
- Moving services are available through FAC96: Records Management, Storage and Archiving Services and Moving Services

Emergency Services

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

Shipping/Delivery>Returns

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. No transportation, fuel, energy, insurance or any other surcharges or added fees will be accepted.

Furniture Services: Awarded vendors will 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. 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 should clearly identify both prompt payment and dock delivery discounts.

Additional Information/FAQs

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include all types of Workstations and free standing Office, Library and School Furniture. Services frequently purchased include installation, disassembly, or re-installation of furniture.

Geographical Service Area

Contractors will be able to provide the requested service(s) throughout the Commonwealth.



Product Specifications, including Environmental Standards and Requirements

Product Quality Tier Rating

For categories 1-7, product lines offered must be distinguished on the Price Sheet as Good, Better, or Best. It is highly desirable that Bidders offer a full range of product in each tier, up to the maximum number of lines per tier for each category.

Quality tier ratings of Good, Better, and Best should follow the generally-accepted industry guidelines as outlined below. Bidders must choose which tier best describes their product line using the specifications below as a guide.

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	GOOD	BETTER	BEST
ANSI/BIFMA Standards	meets	meets	meets/exceeds
Warranty	up to 5 yr	6-12+ yr	25+ yr
Indoor Air Certification	yes	yes	yes
Sound/Noise Ratings	meets min. STC/NRC	meets min. STC/NRC	exceeds min. STC/NRC
USA Made / USA Origin Steel	yes/no	yes/yes	yes/yes
Seating warranty for...	8-hr day, 1 shift	8-hr day, 3 shifts, 250 lb.	24/7, 300 lb.
LEED Level	no requirement	no requirement	Level One support
Laminate Grade	LPL	HPL/LPL	HPL
Systems Panels	Monolithic	Monolithic / Segments	Monolithic / Segments / Stacking
Systems UL Listing	yes	yes, panel & electrical	yes, panel & electrical
COM	basic upholstery, etc.	ability for custom fabrics, finishes	variety of finishes, colors, surface applications
Veneer	no requirement	catalyzed lacquer/varnish	wood, Clear Tech UV finish
Healthcare Fabric (seating)	no requirement	available	available
Ergonomic Options for Seating	no requirement	yes (ie. adjustable arm treatments)	yes (variety of treatments)
Casework / Casegoods	prebuild standard	modular	modular
Panel Tile options	no requirement	glazed, steel, laminate, fabric, frosted	extensive options, incl. glazed, steel, laminate, fabric, frosted
Power Management Options	basic	some options offered	extensive options, in tables, casegoods, soft seating
Weight Capacity for Steel Storage, Tables	minimum	moderate	high

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Air certification: Greenguard, SCS

STC= Sound Transmission Class (how well partitions reduce sound)

NRC=Noise Reduction Class (how well enclosures reduce the buildup of noise)

LPL/HPL= Low Pressure Laminate / High Pressure Laminate (high pressure more durable and resistant to chemicals and heat)

LEED Levels: 4 levels, furnishings contribute to points for attaining certification

General Standards

Industry-Accepted guidelines

Unless otherwise stated in the specification section for each category, specifications should, at minimum, meet the industry-accepted guidelines set forth by the furniture industry as they are generally understood and accepted within that industry across the nation, which includes products, services and warranties.

ANSI-BIFMA Furniture Standards

Awarded Bidders product must meet all current and future **ANSI-BIFMA** specifications for the specific category of furniture. On the Price Sheet, Bidders must attest to the statement that each product line offered meets or exceeds set standards and will maintain all appropriate **ANSI-BIFMA** standards for the term of the contract. The SSST may also require a manufacturer's statement of the same.

Metal Surface Coating Standards

All metal surfaces must utilize a plated or baked enamel (or equal) coating process. Powder Coating is highly desirable.

Lock Accessory Standards

All furniture pieces that have locks as a standard or optional accessory must have locks that secure all drawers and must be accompanied by the appropriate set of keys upon delivery and installation.

Underwriters Laboratories, Inc. (UL) Standards

Product with electrical components must meet all appropriate current and future Underwriters Laboratories Inc. specifications. Bidders must attest to the statement that each applicable product line offered meets or exceeds set standards and will maintain all appropriate **UL** standards for the term of the contract. The SSST may also require a manufacturer's statement of the same.



Americans with Disabilities Act (ADA) Standards

Bidders must have product for each category bid, which can be ordered for use by individuals with physical disabilities. The bidder must identify product lines that have options that meet the ADA requirements on the Price Sheet.

Flammability Standards

The Department of Fire Services is the sole agency within state government responsible for overall coordination of fire service policy and operations. Fire code 527 CMR 1.00 effective 01/01/2015 [derivative of base code: NFPA-1 (2012) with Massachusetts amendments], and the specific Section 12.6 are applicable to this request for response. 527 CMR 1.00 makes reference to CAL TB-133 and CAL TB-117-2013. All upholstered or re-upholstered furniture and molded seating must meet all flammability requirements referenced in 527 CMR 1.00, Section 12.6.

At least two product lines in each category from each bidder must be able to meet CAL TB-133 standards to accommodate purchasers in the City of Boston, subject to any updates to the Boston Fire Code, Regulation BFD IX-10, as set by the Boston Fire Department, Fire Prevention Division.

Flame Retardants

The Commonwealth of Massachusetts is concerned about the increasing environmental and health problems caused by certain flame retardants. It is desirable that products meet flammability requirements without added flame retardants (as is possible with CAL TB-117-2013), or that they utilize flame retardants for which comprehensive toxicity data is available and demonstrates the flame retardant is not toxic.

Warranties

Manufacturers' warranties apply.

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.
- **Volume Discounts:** discount is negotiated by buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

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If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings with approval of the OSD Strategic Sourcing Lead.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members

- Randal Cabral Department of Public Health
- John C. Ferrara Division of Capital Asset Management and Maintenance
- Michael Garrett Department of Transportation
- 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
- Julia Wolfe Operational Services Division, EPP



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Vendor List and Information*

Vendor	Master Blanket Purchase Order # PO-	COMMBUYS PunchOut	MMARS Vendor Line & Code	Contact Person	Phone #	Email	Categories	Discounts PPD, Dock Delivery	MBE, WBE, Vet
**Conversion Vendor	15-1080-OSD01-OSD10-00000004029	No	N/A	Peter Etzel	617-720-3397	peter.etzel@state.ma.us	N/A	N/A	N/A
Affordable Int	15-1080-OSD01-OSD10-00000003996	No	1-VC6000176554	Bryan Poist	978-562-7500	bpoist@ais-inc.com	1, 3, 8A, 9	PPD-1%/20	
Central Ceilings	15-1080-OSD01-OSD10-00000004005	No	17-VC6000159143	Christopher Connelly	508-238-6985	cconnelly@centralceilings.com	5, 9	PPD-1%/30 DD2%	
Creative Office	15-1080-OSD01-OSD10-00000004001	No	2-VC6000177477	Alexander Pouch	617-956-4148	apouch@cop-inc.com	1, 2, 3, 5, 6, 7, 8F, 9	PPD-1%/30 DD2%	
Donnegan	15-1080-OSD01-OSD10-00000004003	No	3-VC6000163876	Mike Melanson	508-393-5700	mmelanson@donnegan.com	4, 7, 9	PPD-2%/15, 1.5%/20,1% /30 DD3%	
Environments at Work	15-1080-OSD01-OSD10-00000003990	No	4-VC0000380524	Steve Carr	617-830-5343	SteveC@environmentsatwork.com	1, 2, 9	PPD- 1.25%/10,1 %/15,.75%/ 20,.5%/30 DD3%	
Humanscale	15-1080-OSD01-OSD10-00000003991	No	21-VC6000210838	Katie Miglin	732-537-2944	kmiglin@humanscale.com	8F, 9	None	
Interior Res	15-1080-OSD01-OSD10-00000003992	No	5- VC6000210935	Larry Cain	631-256-6577	larryc@interiorresourcesusa.com	6, 9	PPD- 2%/10,1%2	

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order # PO-	COMMBUYS PunchOut	MMARS Vendor Line & Code	Contact Person	Phone #	Email	Categories	Discounts PPD, Dock Delivery	MBE, WBE, Vet
								0 DD4%	
ISE	15-1080-OSD01-OSD10-00000004000	No	20-VC0000775812	Donna Bobalek	703-319-0390	dbobalek@ise-group.com	8A, 9	PPD0%, DD2%	
Kimball	15-1080-OSD01-OSD10-00000003994	No	23-VC6000238572	Tonja Blackgrove	800-482-1616 x8573	kogov@kimball.com	3, 8A, 9	PPD-1%/15 DD2%	
Krueger	15-1080-OSD01-OSD10-00000004006	No	6-VC6000242090	Andy VanStraten	800-454-9796	andrew.van.straten@ki.com	2, 5, 6, 8F, 9	PPD-1%/10 DD2%	
MassCor	15-1080-OSD01-OSD10-00000004031	No	22-VTCORRECIND	Emily Liquori	508-850-1074	emily.liquori@massmail.state.ma.us	1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9	None	
Office Res	15-1080-OSD01-OSD10-00000004002	No	7-VC0000475231	John McCarthy	617-896-3242	johnmccarthy@ori.com	1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9	PPD-2%/30 DD2.5%	
Palmieri	15-1080-OSD01-OSD10-00000003998	No	8-VC0000288643	Frank Palmieri	800-413-4440x23	fpalmieri@palmierifurniture.com	7, 9	PPD- 1%/10,.5%/15 DD3%	
Peabody	15-1080-OSD01-OSD10-00000004009	No	16-VC6000183809	Joshua Acevedo	617-531-7365	joshua.acevedo@peabodyoffice.com	2, 3, 8A, 9	PPD- 1%10,.5%/15, .25%/20	
Red Thread	17-1080-SRC3-11027	No	9-VC6000187849	Wayne Orio	617-439-4900	worio@red-thread.com	1, 2, 6, 7, 8A, 9	PPD- .4%/10,.3% 15,.1%/20 DD2%	

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Vendor	Master Blanket Purchase Order # PO-	COMMBUYS PunchOut	MMARS Vendor Line & Code	Contact Person	Phone #	Email	Categories	Discounts PPD, Dock Delivery	MBE, WBE, Vet
Staples	15-1080-OSD01-OSD10-00000004008	No	19-VC0000173028	Brian Sheehan	781-806-3112	Brian.Sheehan@Staples.com	1, 2, 3, 4, 6, 7, 8F, 8A, 9	NoPPD DD3%	
Systematics	15-1080-OSD01-OSD10-00000003995	No	10-VC0000546485	Tom Schaefer	508-599-3512	tschaefer@systematics.biz	4, 7, 9	PPD- 2.5%/10,2% /15,1.5%/2 0,1%/30 DD 0-2%	
Teknion	15-1080-OSD01-OSD10-00000003999	No	11-VC0000286172	Angie Hoffman	856-552-5618	angie.hoffman@teknion.com	6, 8A, 9	PPD-2%/10 DD2to4%	
Virco	15-1080-OSD01-OSD10-00000004007	No	12-VC6000237139	Susan Cosma	800-448-4726 x1523	susancosma@virco.com	2, 3, 6, 9	PPD- 2%/10,1%/ 20 DD9to19%	
W.B. Mason	15-1080-OSD01-OSD10-00000004004	No	13-VC6000160898	Stephen Bliss	508-436-1271	Steve.Bliss@wbmason.com	1, 2, 3, 5, 6, 7, 8F, 9	PPD- 3%/10,2.5% /15,2%/30 DD5%	
WorkplaceRes	15-1080-OSD01-OSD10-00000003997	No	14-VC0000100573	Claudia Russo	508-770-1900 x23	crusso@wprltd.com	3, 7, 8A, 9	PPD- 1%/10,.75% /15,.5%/20	
York Street	15-1080-OSD01-OSD10-00000004030	No	18-VTYORKSTREET	Mike Mastriani	413-547-8349	mike.mastriani@sdh.state.ma.us	1, 2, 3, 4, 5, 6, 7, 8F, 8A, 9	None	

*COMMBUYS is the official system of record for vendor contact information. **The Conversion Vendor MBPO is the central repository for contract files.[Price files may be found in the individual vendor's MBPO.]

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

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Appendix A: Manufacturers Represented by Awarded Contractors

OFF38 as of 5/4/17 Manufacturer & Product Lines by category, Manufacturers may be duplicated across categories

	Category	# Manufacturers
1	Systems	33
2	Seating	89
3	Office	80
4	HD Shelving	14
5	Demount. Walls	7
6	School	79
7	Library	78
8	Custom/Specialty	30
8A	Accessories	31
9	Services	n/a
All		441

See price sheets on individual vendor MBPOs on COMMBUYS for pricing discounts.

For the detailed manufacturer list summarized above go to [OFF38 COMMBUYS](#) and click on OFF38 Manufacturers on Contract by Category by Vendor.

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