

# Contract User Guide for TRD01

## TRD01: Tradesperson Installation, Repair and Maintenance Services

UPDATED: April 10, 2024

<b>Contract #:</b>	TRD01
<b>MMARS MA #:</b>	TRD01*
<b>Current Contract Term:</b>	April 1, 2024 – March 31, 2027
<b>Initial Contract Term:</b>	April 1, 2017 – March 31, 2021
<b>Maximum End Date:</b>	March 31, 2027 (no remaining renewals)
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>This Contract Contains:</b>	MBE/MWBE/WBE, Service-Disabled, Veteran-Owned Business
<b>UNSPSC Codes:</b>	<a href="#">Appendix A: Vendor MBPO/UNSPSC Code Guidance</a>

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

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction & Labor Requirements](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR CATEGORY LIST AND INFORMATION](#)
- [Appendix A: Vendor MBPO/UNSPSC Code Guidance](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

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Updated: April 10, 2024

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Page 1 of 15

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## Contract Summary

This is the Statewide Contract for Tradespersons. The contract provides Contractors who perform construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, provide associated materials and supplies.

## Contract Categories

This contract includes eleven (11) categories of trade services as listed below:

**Category 1: Boiler Services** – Servicing and maintenance of boiler system to include steam and forced hot water equipment including next-gen, high-efficiency condensing gas boiler systems.

**Category 2: Drain Services** – Services include, but are not limited to drain cleaning, unclogging and blockage remediation, floor drain systems, outflow pipe maintenance, and damage/problem inspections.

**Category 3: Electrician Services** – Provides electrician services in a variety of areas to include but not limited to, installation of new electrical components, maintenance and repair of existing infrastructure, solar, lighting, and related devices.

**Category 4: Fencing Services** – Products and services related to the installation and maintenance of fencing and related enclosure systems.

**Category 5: General Contracting Services** – Full-service line of GC services related to the installation, construction, demolition or maintenance of a structure, project, and related work.

**Category 6: Generator/Turbine Services** – Services related to steam and gas turbines, turnkey outages, generators, controls systems, total turbine care & repair to include running condition assessments.

**Category 7: Glass/Window/Door Services** - Providing products and services related to the purchase or replacement of glass, windows, and doors.

**Category 8: HVAC/Sheet Metal Services** – Providing equipment and service to all elements of heating, ventilation, and air conditioning to include sheet metal fabrication related to HVAC.

**Category 9: Painting Services** – All aspects of interior and exterior commercial painting services.

**Category 10: Plumbing Services** – Plumbing services not limited to, gas, drainage, backflow, water heaters (related HVAC), storage tanks, fixtures, pumps, and energy efficiency equipment.

**Category 11: Solar Array Inspection Services** - Covers inspection, standard corrective maintenance and maintenance to panels and roofing areas related to the current solar equipment; software code upgrades for legacy systems and ballast block replacement are also included. This contract does not cover the installation of a new solar system or equipment

\*Looking for Locksmith Services, please refer to [ITC71](#).

## Benefits and Cost Savings

This contract provides a list of prequalified vendors who as a condition of the contract agree to comply with the requirements for Construction Law and Prevailing Wage.

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Updated: April 10, 2024

Template version: 7.0

Page 2 of 15

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**Tradesperson Index** – Quickly locate information on the TRD contract vendors in this standalone index. Contact, markup, and pricing information along with industry categories and counties they service can be found in the [Tradespersons Contract Index](#) also accessible from the COMMBUYS homepage.

**Proprietary products or Sole Source Vendors:** At times, a product may be proprietary to a specific vendor or only available from a select or sole vendor (ie: a specific maker of equipment; equipment requiring certified maintenance). If that is the case, please note your procurement files to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.

**Maintenance Agreements** – Maintenance and service agreements are allowed under the TRD contracts. Always get/provide a full scope of the services you require or are providing to include what is not covered under a maintenance and service agreement.

## 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](#) and search for TRD01 to find related Master Blanket Purchase Order (MBPO) information.
- All common contract documents and list of available contractors for specific trades are in the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for TRD01 and can be accessed directly by visiting [Vendor Information](#) page.
- Additional tool for locating vendor information is the [Tradespersons Contract Index](#) located on the COMMBUYS homepage.

## 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 [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## 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. If using subcontractors, the awarded vendor must notify OSD and the buyer agency. No buyer will be billed directly by a subcontractor. Awarded vendors must bill a buyer agency (per awarded vendor’s markup rates noted on the bidder response form located in COMMBUYS) and provide certified payroll for all work being billed even if a subcontractor performed the work.

## Construction & Labor Requirements

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: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction->

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Updated: April 10, 2024

Template version: 7.0

Page 3 of 15

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[manuals](#). 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 <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or [email them at: 30BHotline@mass.gov](mailto:30BHotline@mass.gov).

Questions about public construction bidding should be directed to Deborah Anderson, Assistant Attorney General, Office of the Attorney General, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws. **OSD does not provide legal guidance on construction law.**

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

This contract is to be used for construction, reconstruction, alteration, installation, demolition, maintenance, or repair services and, if needed, associated materials. It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M.

### Construction Labor Thresholds

Services provided under this contract (i.e., construction labor) are limited to \$50,000 or less per engagement (job/project); multi-year maintenance and service agreements are limited to \$50,000 in construction labor per year. All Service Agreements must be established and agreed to by Vendor and Buyer as to what is included and expected as part of the Agreement (ie: quarterly service/inspections/certifications). All maintenance and service agreement RFQ's must follow the same bidding process as any other TRD work and can only be awarded to a TRD contracted vendor. Please consult with the OSD Contract Manager if you have questions or are unsure about your project and use of the TRD contracts.

Construction Labor vs. Parts, Materials & Supplies - When conducting the quoting process for a trade project, the materials/supply costs do not count against your \$50,000 construction labor threshold limit; only the construction labor costs are counted against the threshold. Again, parts and materials may exceed \$50,000.

Effective July 1, 2023, all jobs under the TRD contracts – regardless of estimated construction labor amounts under \$50,000 - will require Buyers to solicit three responses from awarded TRD vendors. Two of which MUST be actual dollar quotes. If you receive a “No thank you, we choose not to bid” response, that can count toward one of your three responses. After conducting your RFQ process and you do not receive two actual dollar quotes, contact the [TRD Contract Manager](#).

The only exception to seeking three responses is when construction labor and materials (combined) are estimated to be \$10,000 or under, in which case, a Buyer may award the work to a TRD vendor without seeking additional quotes.

OSD strongly recommends all Buyers request quotes to be broken down to include lines for construction labor, non-construction labor and materials/supplies. This defines what is weighted against the \$50,000 construction labor threshold as well as estimating the cost to include the vendor's mark-up over prevailing wage and materials/supplies (referenced on their Bidder Response Form located in the vendor's individual COMMBUYS MBPO).

Eligible Entities must use sound business practices which require a record that includes, at a minimum, the name and address of the person from whom the services were procured. When using the TRD contracts, and construction labor and

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Updated: April 10, 2024

Template version: 7.0

Page 4 of 15

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materials exceed \$10,000, buyers must get multiple quotes for all work to guarantee a best value procurement. Contracts shall be awarded to the responsible TRD contracted vendor offering to perform the contracted work at the lowest price.

Construction Project Labor Greater than \$50,000 - If soliciting quotes for a construction project involving labor costs that will be greater than \$50,000 in construction-related labor, Eligible Entities must go out to Public Bid. Tradesperson contracts cannot be used for construction labor costs exceeding \$50,000.

Construction projects exceeding these limits are not permitted under this contract. Additionally, MGL c. 7C, ss. 44-57, Design Services for Public Building Projects, is outside the scope of this statewide contract.

In instances where Statewide TRD Contract is used to procure a construction contract that exceeds \$25,000, MGL c. 149, s. 29\*\*, payment bonds are required from the selected Contractor. It is the responsibility of the Eligible Entity to enforce this requirement when soliciting quotes.

*\*\*Section 29, "Officers or agents contracting in behalf of the commonwealth or in behalf of any county, city, town, district or other political subdivision of the commonwealth or other public instrumentality for the construction, reconstruction, alteration, remodeling, repair or demolition of public buildings or other public works when the amount of the contract is more than \$25,000 shall obtain security by bond in an amount not less than one half of the total contract price, for payment by the contractor and subcontractors for labor performed or furnished and materials used or employed therein."*

## Supplier Diversity Requirements

When selecting contractors and placing orders, executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
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Less than or equal to \$250,000/year	<ul style="list-style-type: none"><li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li><li>• Include SBPP contract language and place it prominently within the RFQ.</li><li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li><li>• Award to a large business only if there is no SBPP participating in business meeting departments' best value criteria.</li><li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li><li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li></ul>
More than \$250,000/year	<ul style="list-style-type: none"><li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li><li>• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.</li><li>• <b>Note:</b> Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</li></ul>

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

## 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.
- This is a fee for service contract.

### Pricing Information

Purchases made through this contract will be made on a fee for service basis. If needed, associated materials may be included in the fee for service cost.

- **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.
- Vendors provide a % markup over prevailing wage; a flat hourly rate or % markup over prevailing wage for OT (Commonwealth considers regular working hours to be M-F, 7am-5pm), holidays and emergencies; and a % markup

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Updated: April 10, 2024

Template version: 7.0

Page 6 of 15

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for materials/supplies. Each contractor has a Bidder Response Form located in COMMBUYS in their Vendor File Attachments.

- Please note, “quotes” are considered an estimate of what a project may cost and required man hours. Unforeseen or unexpected issues or conditions may dictate a change order. Change orders are allowed and do not impact the original due diligence in seeking or providing quotes. A Vendor is to bill Buyers for the time it took to do the work. If a job took **less or more time** to complete, a bill will reflect those hours worked. OSD strongly suggests keeping change orders filed with complete project information.
- Proprietary products or Sole Source Vendors -- At times, a product may be proprietary to a specific vendor or only available from a select or sole vendor (ie: a specific maker of equipment; equipment requiring certified maintenance). If that is the case, please note your procurement files to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.

### Product/Service Pricing and Finding Vendor Markup Files

Service and Product mark-ups may be found by referencing the Vendor’s Bidder Response Form in located COMMBUYS.

In total, the TRD contracts have hundreds of vendors, so each TRD category is listed as a Conversion Vendor in this user guide. For the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for each identified trade category, please reference the [vendor information](#) page. Once in COMMBUYS, each individual vendor has an MBPO for each category in which they serve. It is the responsibility of all Vendors to make sure their COMMBUYS file is updated and accurate.

### 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 [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference TRD01 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

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(ies) they have been awarded. The Line Items for each vendor MBPO represent their awarded county(ies).

A “Conversion Vendor” MBPO has been set up in COMMBUYS for each trade category in which Eligible Entities should to solicit quotes. When using a TRD01 Conversion Vendor MBPO to solicit quotes; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance. The list of Conversion Vendor MBPOs may be found here: [Vendor Information](#).

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

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Updated: April 10, 2024

Template version: 7.0

Page 7 of 15

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### Purchase Order (P.O.) For One-Time Services

- Once a service and price are determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use TRD01) 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

For a description of how to complete this purchase 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 or one of the quick reference guides.

### 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, 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.

- **Select items from a PunchOut catalog and purchase through COMMBUYS**
  - The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
  - The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.
- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase 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 or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep

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Updated: April 10, 2024

Template version: 7.0

Page 8 of 15

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track of spending. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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 an RPA Release Requisition* job aid.

## Obtaining Quotes

Contract users should always reference TRD01 when contacting vendors to ensure they are receiving contract pricing. TRD01 work 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 *Request Quotes from Vendors on Statewide Contracts* job aid.

## Prevailing Wage Requirements

**The Eligible Entity (Buyer) has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#) at [www.mass.gov/dols](http://www.mass.gov/dols) for each job under TRD01.** If the Eligible Entity is soliciting quotes, the prevailing wage schedule must be included in the Request for Quotes to vendors. As a condition of this contract, all Contractors have agreed to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS Website at [www.mass.gov/dols](http://www.mass.gov/dols) or by calling the DLS Prevailing Wage Program at 617- 626-6953.

**Eligible Entities must obtain a copy of the Contractors weekly payroll records to ensure that Prevailing Wage was paid.**

The weekly payroll record must be reviewed prior to paying any invoice that includes Prevailing Wage. Chapter 149, § 27B requires the following information be contained on certified payroll records: For each employee, the name, address, occupational classification, hours worked, and wages paid. For each apprentice, in addition to the aforementioned information, a photocopy of the apprentice's ID card. Example of certified payroll record (report form)

<https://www.mass.gov/doc/massachusetts-weekly-certified-payroll-report-form-0/download>

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A "state-assisted contract" is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair, or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority's bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General's Office at 617-963-2371 or visit the Attorney General's [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit [www.mass.gov/prevailing-wage-enforcement](http://www.mass.gov/prevailing-wage-enforcement) for more information.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617- 973-2468 or via email at [Comptroller.Info@mass.gov](mailto:Comptroller.Info@mass.gov) for additional support. When searching in MMARS please use and see MA category:

1. TRD01Boilers\*
2. TRD01Drains
3. TRD01Electrician\*
4. TRD01Fencing\*
5. TRD01GeneralContract\*
6. TRD01GeneratorTurbin\*
7. TRD01GlassWindowDoor\*
8. TRD01HVACSheetMetal\*
9. TRD01Painting\*
10. TRD01Plumbing\*
11. TRD01SolarArrayInspect\*

## 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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Additional Information/FAQs

### Maintenance

Contract users may request annual maintenance agreements with vendors through the TRD contracts. This may include the maintenance and repair of equipment or systems including but not limited to, routine testing, cleaning, parts replacement, tune-ups, and equipment/systems inspections. All Contractor work must be in accordance with the equipment Manufacturer's latest maintenance specifications and instructions, unless otherwise indicated by the purchasing entity. The Contractor and Eligible Entity must work closely together to develop and establish the maintenance terms and conditions.

### Mandatory Vendor Response to Buyer Request for Quotes

As a term of the RFR, Contractors must respond in writing to all requests for quotes from Eligible Entities. If the Contractor is unable to provide the services being requested, the Contractor still must respond to the Eligible Entity that they will not be bidding. If a buyer experiences issues with vendors not responding to quotes, they should notify the Contract Manager, Kelly Thompson Clark, [kelly.thompsonclark@mass.gov](mailto:kelly.thompsonclark@mass.gov).

### Geographical Service Area

This contract has been awarded both statewide and by counties [https://www.sec.state.ma.us/cis/cispdf/County\\_Map.pdf](https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf). *To determine if vendors are awarded in your county for the trade category you are soliciting services for you must complete the following:*

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Updated: April 10, 2024

Template version: 7.0

Page 10 of 15

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## OPERATIONAL SERVICES DIVISION

- **Logged into COMMBUYS**—Click *Advanced* at the top of the screen then select *Contracts/Blankets* from the Document Type Drop Down. When the search options appear type the trade that you are soliciting in the *Description Field* (e.g., TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g., Essex County).
- **Not Logged into COMMBUYS**—Scroll to the bottom left of the page under *Browse by Category* and click on *Contract & Bid Search* then click on the radio button for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description Field* (e.g., TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g., Essex County).
- Or an additional tool that is available for locating vendor county information is the [Tradespersons Contract Index](#) also located on the COMMBUYS homepage.

### Vendor Licenses and Certifications

The Tradespersons contracts are awarded as qualifying lists by OSD. It is the responsibility of the Eligible Entity to ensure that they obtain copies of all the proper employment requirements including but limited to licenses, certifications, insurance, OSHA, etc. from the Contractor for all employees working on a project prior to engagement.

### Permits

Contractors are responsible for obtaining and submitting all required permits from any Federal, State or Local agency. Contractors are responsible for the payment of all permits. Eligible Entities will not pay for any permits of any kind unless this is specified and agreed upon by the purchasing entity in writing prior to the start of work.

### 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.**

### No Minimum Charge

**Contractors are paid only for hours worked on location. Labor charges begin at the job location and end at the job location. Eligible Entity will not pay for any additional labor charges away from job location unless agreed upon prior to work being done (ie: sheet metal work, fabrication/prep in need of specific machinery). The Commonwealth considers regular working hours to be, M-F, 7:00 am – 5:00 pm.**

### Other Expenses

**No meal charges, commuting expenses, fuel surcharges, lodging, incidental expenses, or other expenses can be billed to the purchaser. If any fees or charges are needed, those charges must be disclosed and agreed upon by the purchaser prior to work being performed.**

### Other Discounts

- **Prompt Pay Discount (PPD):** 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

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Page 11 of 15

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Contractor. *Vendors offer PPD as a benefit, agencies should not take advantage of the discount in their system and then not pay invoices in a timely manner.*

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other agreements for services entered during the duration of this Contract and whose performance and payment periods extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time period 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.

### Memorandum of Understanding/Statement of Work

It is highly encouraged that Eligible Entities use or provide a Scope of Work (SOW) when soliciting quotes. This provides a solid base for the quoting process and allows Eligible Entities to provide the same information to all potential bidders. This is not intended to replace any Eligible Entity's internal processes. OSD has provided a SOW Template in COMMBUYS under the trade categories Conversion Vendor. **Please make sure all associated documents reference Statewide Contract TRD01.**

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Updated: April 10, 2024

Template version: 7.0

Page 12 of 15

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# Contract User Guide for TRD01

## Strategic Sourcing Team Members

- Johanna Boucher, Town of Barnstable (Inactive)
- John Crisley, DCP
- Deanne Daneau, DEP
- Elaine Davis, Barnstable County (Inactive)
- Eugene J. Deutsch, DYS
- Betty Fernandez, OSD (Inactive)
- John Ferrara, DCP
- Nancy Fitzgerald, DFS
- Sean Foley, DOC
- Jenna Ide, DCP (Inactive)
- Kristine Marcotte, DOC
- Katherine Orsini (Inactive)
- AnnMarie Rodrigues, DMH
- Kelly Thompson Clark, OSD
- Victor Salcedo, AGO (Inactive)
- Donald Staffiere, MSO
- Tina Urato, CDA
- Timothy Waitkevitch, EOTSS
- Catrice Williams, DPH
- Christopher Yacino, DOC (Inactive)



OPERATIONAL SERVICES DIVISION

# Contract User Guide for TRD01

## Vendor Category List and Information\* /\*\*

"Conversion Vendor"	Conversion Vendors - Master Blanket Purchase Order**	Individual Vendor Information	Counties Vendors Service	Prompt Pay Discount (PPD)
TRD01 - Boiler Services	<a href="#">PO-17-1080-OSD03-SRC02-10358</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Drain Services	<a href="#">PO-17-1080-OSD03-SRC02-10359</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Electrician Services	<a href="#">PO-17-1080-OSD03-SRC02-10360</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01- Fencing Services	<a href="#">PO-17-1080-OSD03-SRC02-10361</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - General Contracting	<a href="#">PO-17-1080-OSD03-SRC02-10362</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Generator/Turbine Services	<a href="#">PO-17-1080-OSD03-SRC02-10363</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Glass/Windows/Doors	<a href="#">PO-17-1080-OSD03-SRC02-10364</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - HVAC/Sheet Metal Services	<a href="#">PO-17-1080-OSD03-SRC02-10365</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Painting Services	<a href="#">PO-17-1080-OSD03-SRC02-10366</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Plumbing Services	<a href="#">PO-22-1080-OSD03-SRC01-24514</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Solar Array Inspection Services	<a href="#">PO-23-1080-OSD03-SRC01-28669</a>	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.

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

\*\*The Conversion Vendor MBPO (the Master MBPO) is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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Updated: April 10, 2024

Template version: 7.0

Page 14 of 15

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# Contract User Guide for TRD01

## Appendix A: Vendor MBPO/UNSPSC Code Guidance

### COMMBUYS Master Blanket Purchase Order (MBPO)

Each awarded contractor has been assigned a COMMBUYS MBPO number for their awarded trades. The Master MBPO is the central repository for all common contract and price files for each individual vendor. Please reference the individual MBPO for detailed award information for each awarded vendor.

### For Reference UNSPSC Codes are once again provided and are as follows:

- |                         |  |
|-------------------------|--|
| 1. 72-15-10             | Boiler Services  |
| 2. 70-17-18             | Drain Services   |
| 3. 72-15-15             | Electrician  |
| 4. 72-15-40             | Fencing  |
| 5. 72-11-11             | General Contracting  |
| 6. 72-15-24             | Glass/Window/Doors   |
| 7. 72-15-43             | Generator/Turbine Services   |
| 8. 72-15-40 or 72-15-12 | HVAC/Sheet Metal Services  |
| 9. 72-15-13             | Painting Services  |
| 10. 72-15-11            | Plumbing Services  |
| 11. 72-15-12-03         | Solar Energy Construction Services (Solar Array Inspection Services) |

For more information on UNSPSC codes, [www.unspsc.org](http://www.unspsc.org).