



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

Public Housing Notice 2020-14

To: All Local Housing Authorities

Fr: Ben Stone, Associate Director, Division of Public Housing

Date: April 3, 2020

Re: Procuring Supplies & Services Related to COVID-19

This Public Housing Notice provides Local Housing Authorities (“LHAs”) with a summary of existing procurement guidance and resources that may be useful in identifying vendors to procure Commercial Cleaning Supplies and Services in response to the COVID-19 public health emergency, with the understanding that such resources continue to be in high demand. Please note that while 30B continues to apply to goods & services procurement, sourcing supplies & services directly related to COVID-19 response may be done through “**emergency procurements**” which allow exceptions from some 30B requirements; see page 3.

Important Guidance from the Operational Services Division (OSD) & Mass Emergency Management Agency (MEMA):

- COVID-19 Goods and Services Update (March 18, 2020) (See Attachment A)
- [Acquisition by state Agencies of Goods and Services for COVID-19 Mitigation \(March 12, 2020\)](#)
- [Guidance for Prioritization of Personal Protective Equipment from MEMA \(March 22, 2020\)](#)
- [Guidance for PPE Optimization \(March 22, 2020\)](#)

Procurement of Supplies and Services under M.G.L. Chapter 30B

Vendors providing commercial cleaning supplies such as Personal Protective Equipment (PPE) and services are “goods and services” and are thus considered procurements subject to M.G.L. Chapter 30B. Chapter 30B also applies to procurement of hazmat and cleaning contractors and maintenance that does not include any alteration/improvement of building components, which would fall under M.G.L. Chapter 149. Please note MEMA’s guidelines for PPE prioritization, linked above, when procuring supplies. N95 masks are **NOT** indicated for LHA use at this time. LHAs are reminded of the parameters to follow depending upon the estimated dollar value of the supplies / service:

Threshold	Required Procedure
Less than \$10,000	Use sound business practices
\$10,000 - \$50,000	Request 3 written quotes
More than \$50,000	Solicit competitive sealed bids or proposals

See Attachment B – M.G.L. Procurement of Supplies and Services.

Existing Supply and Service Vendors with Active Statewide Contracts

Though LHAs are eligible to utilize Statewide Contracts, they are **not required** to do so. The available resources below may be helpful in finding vendors with active statewide contracts. *Please note that the information is updated frequently and can change.*

- [Emergency Response Supplies, Services and Equipment Contact Information](#)
- [Statewide Contract Vendors that sell PPE Products and Services](#)

How to Find and Procure Vendors with Active Statewide Contracts on COMMBUYS

1. Go to COMMBUYS (<https://www.commbuys.com/bs/>)
2. On home page look for “Browse by Category”
3. Click on “Active Contracts”
4. In the dropdown, click by category (e.g., “Industrial Cleaning Services” or “Cleaning Equipment and Supplies”)
5. You will be brought to a list of vendors
6. Select only Statewide Contracts (this will appear as “SW” under the “Type Code” column)

If the LHA chooses to make a purchase in COMMBUYS or wants to request a quote from existing vendors with statewide contracts, please see the instructions below:

- How to Make a Statewide Contract Purchase in COMMBUYS:
<https://www.mass.gov/doc/how-to-make-a-statewide-contact-purchase-in-commbuys/download>
- How to Request Quotes from Vendors on Statewide Contracts:
https://www.mass.gov/files/documents/2019/01/03/How%20to%20Request%20Quotes%20from%20Vendors%20on%20Statewide%20Contracts_December%202018.pdf

Emergency Procurements

According to the Office of Inspector General’s **Chapter 30B Manual**:¹ if the time required to comply fully with Chapter 30B would endanger the health or safety of people or their property due to an unforeseen emergency, you may procure the needed item or service without complying with all of Chapter 30B’s requirements. This can certainly apply in the current COVID-19 emergency where PPE supplies are very difficult to source and their lack endangers the health of residents and LHA staff. The Manual states:

- Even under emergency circumstances you must comply with Chapter 30B to the extent possible.
- You may procure only those supplies or services necessary to meet the emergency.
- You must maintain a record of each emergency procurement, documenting the basis for determining that an emergency exists, the name of the vendor, the amount and type of contract, and a list of the supplies or services purchased under each contract.
- You also include in your record all procedures followed to elicit competition.
- Your record of an emergency procurement must be submitted as soon as possible to the Goods and Services Bulletin for publication.

¹ The Chapter 30B Manual, 8th Edition

Regional Capital Assistance Teams (RCAT)

DHCD is sourcing cleaning supplies and PPE from MEMA, with RCATs distributing to LHAs. These items include the following: Medium, Large and Extra Large gloves; hand sanitizer; gallon disinfectant; and masks. The RCATs are reaching out to LHAs directly via email to ascertain and prioritize needs, and will distribute the supplies as quickly as possible. RCATs have already received one, limited shipment and have reached out to all LHAs in their region on need; they will continue to contact LHAs as more supplies become available. Since supplies are limited, please wait for your RCAT to contact you regarding need. These supplies sourced through MEMA, while limited, are provided at **no cost** to LHAs. **All LHAs are eligible to obtain PPE**, not just those that participate in the RCAT Program. For more information, contact:

Central-West Region:	Phaldie Taliep, RCAT CW Director	(978) 990-0139
Northeast Region:	Kirk Fulton, RCAT NE Director	(978) 337-1817
Southeast Region:	John Massey, RCAT SE Director	(508) 823-6308 ext. 206

Procurement on behalf of LHAs

DHCD is working with MEMA on obtaining supplies, but available quantities and delivery date are uncertain. For expediency, we recommend LHAs to continue to seek supplies and services through direct vendor procurement and pursuing bulk purchases with other authorities or local public agencies. **See Attachment C for a list of hazmat/cleaning vendors.** Small LHAs in particular are encouraged to contact an RCAT to assist in these matters. Otherwise, we recommend following your organization's procurement policies and procedures and the 30B requirements to acquire the goods and services needed to combat the COVID-19 virus. Questions regarding 30B matters should be directed to your local legal counsel and the Office of the Inspector General.

Funding for Vendor Cleaning Supplies and/or Services Related to COVID-19.

In the short term, most LHAs should have available funding in their operating reserves to fund cleaning supplies, cleaning contractors, overtime, services to residents, and other COVID-19 related costs. LHAs can and should repurpose the \$200/unit extraordinary maintenance allowance in the [FY20 Budget Guidelines](#) (p.4) to fund COVID-19 needs if not yet expended. LHAs **should not wait** for DHCD to provide additional subsidy or budget exemptions to make COVID-19 related expenditures.

If an LHA feels it does not have sufficient operating reserves to respond appropriately, they should contact their Housing Management Specialist, via email. DHCD will act on a case-by-case basis to ensure that LHAs have the resources they need to fund a responsible coronavirus response, including cleaning supplies, overtime, and resident services.

Further Resources:

Current list of products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID:
https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

Operational Services Division:
<https://www.mass.gov/service-details/access-osd-staff-until-further-notice>

Operational Services Division Strategic Sourcing Services for COVID-19 Issues
Email: COVID19@mass.gov

Office of Inspector General 30B Manual, 8th Edition:
<https://www.mass.gov/doc/the-chapter-30b-manual-procuring-supplies-services-and-real-property-legal-requirements/download>

Office of Inspector General Procurement Bulletin – Preparing for an Emergency Procurement:
<https://www.mass.gov/doc/procurement-bulletin-january-2016-vol-22-1/download>

Attachment A: COVID-19 Goods and Services Update (March 18, 2020) (see PDF attachment)
Attachment B: M.G.L. c. 30B – Procurement of Supplies and Services
Attachment C: Statewide Contract Vendors for Hazmat & Cleaning

Attachment B

M.G.L. c. 30B – Procurement of Supplies and Services

July 2018 revision

M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ²	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ³ and responsive ⁴ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required⁵	No. Keep written records as a best practice.	Yes.	Yes.
Maximum Contract Term⁶	Three years, unless majority vote authorizes longer.		
OSD Option	Yes.		

¹ M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.”

⁴ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as “a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals.”

⁵ M.G.L. c. 30B, § 17(a), states “All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract.”

⁶ M.G.L. c. 30B, § 12(b), states “Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option.”

Source: Massachusetts Office of Inspector General

Attachment C

Statewide Contract Vendors for Hazmat & Cleaning

Statewide Contract #	Statewide Contract Title	Vendor Name	Emergency Contact Name	Emergency Phone	Email
FAC82	HazMat Collection/Disposal	Clean Venture, Inc. d/b/a ACVEnviro	Kevin Fitzgerald	508-570-6488	kfitzgerald@acvenviro.com
FAC82	HazMat Collection/Disposal	AdvoWaste Medical Services	Sarah Novoseller	855-678-1098	sarah@advowastemedical.com
FAC82	HazMat Collection/Disposal	Clean Harbors	Kristen Mahoney	781-380-7160	mahoney.kristen@cleanharbors.com
FAC82	HazMat Collection/Disposal	Complete Recycling Solutions	Keith Boyea	508-402-7700	kboyea@crsrecycle.com
FAC82	HazMat Collection/Disposal	Electronix Redux	Casey Sawyer	508-838-4490	caseysawyer@electronixredux.com
FAC82	HazMat Collection/Disposal	NRC East Environmental Services, Inc.	Angela Coe	508-966-6008	acoe@nrcc.com
FAC82	HazMat Collection/Disposal	Environmental Integrity	Kristina Czepiel Dearborn	413-348-7510 or 413-420-0035	kczepiel@eic-llc.net
FAC82	HazMat Collection/Disposal	New England Disposal	Michael J. Robertson	508-509-2142	mrobertson@nedtinc.com
FAC82	HazMat Collection/Disposal	RMG Enterprise	Robert Gallinaro	603-437-6945	bobg@rmgenterprise.com
FAC82	HazMat Collection/Disposal	Stericycle Environmental	Thomas Orlando/ Chris Sheldon	401-265-4873 or 401-781-6340 x 226	Thomas.Orlando@STERICYCLE.com Chris.Sheldon@STERICYCLE.com
FAC82	HazMat Collection/Disposal	Stericycle, Inc.	Joe Sagala	847-943-6604	government@stericycle.com jsagala@STERICYCLE.com
FAC82	HazMat Collection/Disposal	Tradebe Environmental Services, Inc.	Evan Upright	888-276-0887	evan.upright@tradebe.com
FAC82	HazMat Collection/Disposal	Triumvirate	Timothy Mooney	617-628-8098	tmooney@triumvirate.com
FAC82	HazMat Collection/Disposal	United Medical	Dave Ryan	508-277-4362	dryan@unitedmedwaste.com
FAC82	HazMat Collection/Disposal	Veolia	Amanda Poverchuck	774-296-6030	amanda.poverchuk@veolia.com
<i>Source: OSD Emergency Response Supplies, Services and Equipment Reference Guide to Statewide Contracts for Emergencies</i>					
<i>Last Updated: November 2019</i>					

Continued on next page

Statewide Contract #	Statewide Contract Title	Vendor Name	Emergency Contact Name	Emergency Phone	Email
FAC81	Janitorial Services	A-1 Clean Team, Inc.	John Wynn	617-650-1273	a1cleanteam@hotmail.com
FAC81	Janitorial Services	Advanced Maintenance Solutions	Scott Dougherty	978-922-3911	advancedmaintenanceinc@gmail.com
FAC81	Janitorial Services	American Cleaning CO	Henry Valerio	617-562-4000	hvalerio@amercln.com
FAC81	Janitorial Services	BestPro Cleaning LLC	Diana Gallego	508-310-5406	diana@bestprollc.com
FAC81	Janitorial Services	C.M Cleaning Company	Teresa Moore	781-344-1441	teresa@cmcleaning.com
FAC81	Janitorial Services	CLEANCO	Jack Hauswirth	781-890-2400	jhauswirth@cleancocorp.com
FAC81	Janitorial Services	Compass Facility Services	Michelle Permatteo	978-352-7600	mpermatteo@compassfacility.com; jgoffredo@compassfacility.com
FAC81	Janitorial Services	Complete Cleaning Company, Inc.	Garry Beaver	781-598-1666	garry@complete-cleaning.com
FAC81	Janitorial Services	Empire Cleaning Inc.	Michael DeRocco	781-246-1223	Michael@empirecleaning.net
FAC81	Janitorial Services	Facilities Management & Maintenance, Inc.	Lisa Fitzgerald	617-561-7003	lfitzgerald@fmm-inc.com
FAC81	Janitorial Services	GDI Services Inc.	Nancy Miller	781-907-7705	Nancy.Miller@gdi.com
FAC81	Janitorial Services	KleenRite Services Paixao Inc. DBA KleenRite Services	Richard Piaxao	413-737-7663	kleenrite@gmail.com; paixaoinc@gmail.com
FAC81	Janitorial Services	M&M Contract Cleaning	Jennifer Miller	508-427-1702	jmiller@mmcontractcleaning.com
FAC81	Janitorial Services	Mass Commercial Cleaning Inc.	Peter Connly	413-586-4696 ext. 101	pconnly@macommclean.com
FAC81	Janitorial Services	Next Gen Supply Group DBA MD Stetson Co., Inc. DBA Facilittech	Michael Glass	781-986-6161 ext. 127	michael.glass@nextgensupply.com
FAC81	Janitorial Services	Moura's Cleaning Service	David Moura	978-562-1839 x100	dave@mourascleaningservice.com
FAC81	Janitorial Services	National Facility Services Inc.	Joe Amico	508-869-0777	joe@nfsincorp.com
FAC81	Janitorial Services	S.J. Services Inc.	Daniel Shea	978-360-1229	dshea@sj-services.com
FAC81	Janitorial Services	Star Building Services	Hans Familia	617-825-2266	hfamilia@sbsboston.net
FAC81	Janitorial Services	T&T Janitorial Services	Keith Taylor; Joan Taylor	781-983-0584	keith@tandtjanitorialservices.com
FAC81	Janitorial Services	UG2 LLC	Aiden Moore	617-977-5337	amoore@ug2.com