



Buy the Way

New Environmentally Preferable Products and Services Guide — Just in Time for Earth Week!

Whether your organization is incentivized through policy to choose environmentally preferable options or, ideally, you embrace these options because they make economic sense and have a reduced effect on human health and the environment, you'll be pleased to know that learning more about these choices on Statewide Contract just got simpler with our new [Environmentally Preferable Products and Services Guide](#), now published as a living document on mass.gov/epp. Select the *Find Green Products and Services on Statewide Contracts* tile to get environmental information and resources for **65** product and service categories.



In This Issue

[New Environmentally Preferable Products and Services Guide — Just in Time for Earth Week!](#)

[Training for Buyers and Businesses](#)

[MassDOT's Initiative to Reduce Carbon Emissions, Noise and Reap Long-term Savings](#)

[2019 Vehicle Auctions](#)

[Statewide Contract Updates](#)

[Buy the Way Survey](#)

[City of Revere Takes Proactive Steps to Address Pest Problem](#)

[New Faces in Strategic Sourcing](#)

[Find Grant Funding in COMMBUYS](#)

Use the Guide to:

- Learn about EPPs available on Statewide Contracts;
- Review environmental specifications developed;
- Find certifying entities associated with products and services;
- Locate contract-related recommendations, legislation, policies, and guidelines;
- Uncover State Agency resources;
- Learn about vendor accreditation/certification requirements;
- Be aware of chemicals and toxics of concern.

Here are but a few examples of what you can glean from the Guide ...

- [Learn how to extend the life of your vehicle, save money, and lighten your environmental footprint.](#)
- [Get tools to help evaluate, compare, and select computers, laptops, and monitors based on environmental attributes.](#)
- [Find information about organic fertilizers from certifying organizations.](#)



User Tips Purchasing from a Statewide Contract?

- Reference the [Guide](#) to know what environmentally preferable products and services are available and be better positioned to drive informed conversations with vendors.
- The Guide also is an excellent starting point when following [Executive Order 515](#), which requires Executive Agencies to purchase EPPs when they are readily available, perform to satisfactory standards, and represent best value.



**Official Newsletter of the
Operational Services Division**
April 2019

Training for Buyers

COMMBUYS Purchasing for Eligible Non-Profits
April 30 (Webinar)

Essentials of State Procurement
April 30 (Boston)

Introduction to Statewide Contracts and COMMBUYS
May 2 (Boston)

COMMBUYS PunchOut Catalog and Line Item Catalog Ordering
May 2 (Webinar)

COMMBUYS Organization Administrator
May 7 (Westfield)

COMMBUYS Procurement
May 7 (Boston)

How to Use Master Blanket Purchase Orders
May 14 (Webinar)

[Click here to see the full calendar.](#)

Training for Businesses

SDO Pre-Certification Workshop
May 1 (Cambridge)

Connecting Your Business to the Commonwealth
May 1 (Springfield)

Quarterly Report Overview
May 1 (Webinar)

COMMBUYS Vendors: Essentials for the Seller Role
May 8 (Boston)

SDO Pre-Certification Workshop
May 8 (Lawrence)

Connecting Your Business to the Commonwealth
May 8, Worcester

COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator
May 14 (Webinar)

[Click here to see the full calendar.](#)

MassDOT's Initiative to Reduce Carbon Emissions, Noise and Reap Long-term Savings

It may not be the first thing that comes to mind when you think of airport operations, but clearing and maintaining vegetation in and around airport property is essential to prevent them from becoming obstructions or hazards to airport operations.

This spring, 10 public-use airports around Massachusetts, including New Bedford Regional Airport and Pittsfield Municipal Airport, are taking a more environmentally friendly approach to getting this task done. The Massachusetts Department of Transportation's (MassDOT) [Aeronautics Division](#) has moved forward with funding several pieces of commercial-grade, battery-powered landscaping equipment procured through Statewide Contract [FAC88](#) to support their Vegetation Management Program (VMP) in an environmentally friendly and economical way.



Michael Garrity, Project Manager and Environmental Analyst at MassDOT, using a battery-powered chainsaw at the FAC88 event.

The 10 airports will be using a variety of new, lower-emission equipment – including chainsaws, backpack-style blowers, pole saws, and trimmers. Additionally, a solar charging canopy mower was purchased for use at the Turners Falls Municipal Airport, which also is converting their existing gas-engine tractor to propane (through FAC88, Category 2 – Tractor Accessories) – a low-carbon alternative fuel.

Michael Garrity, Project Manager and Environmental Analyst at MassDOT's Aeronautics Division, explained, "This equipment will help reduce carbon emission, support noise reduction initiatives, and contribute to the MassDOT sustainability efforts. These alternatives

to gas-powered equipment offer health and environmental benefits, long-term savings opportunities, and are consistent with the Commonwealth's climate change initiatives."

MassDOT was first exposed to these options after trying out several pieces of equipment at an FAC88 Statewide Contract event in Lexington last fall. The event unveiled the addition of commercial-grade, battery lawn equipment to the FAC88 Lawns and Grounds Equipment Statewide Contract and gave attendees the opportunity to try out various pieces of battery-powered lawn equipment offered by newly awarded FAC88 Category 13 vendors.

Garrity asserts, "After attending the event in Lexington, we sent out a survey to our airports that participate in the VMP program to see if there was interest in obtaining commercial-grade, battery-operated landscape equipment, and the response was overwhelmingly, 'Yes!'"

Learn more about these solutions in the [FAC88](#) Contract User Guide or contact [Gayle Gionet](#) at 617-720-3381.



Nathan Rawding, Environmental Analyst at MassDOT, trying out a solar charging canopy mower at the FAC88 event.

2019 Vehicle Auctions

OSD's Surplus Property team has set the [2019 schedule](#) for live vehicle auctions. [Scroll through the list](#) of "Live Auctions" to find information about Massachusetts OSD auctions. In all, nine auctions will be held through November. Six auctions will focus on State Police vehicles and three will feature vehicles available through OSD's Office of Vehicle Management.



STATEWIDE CONTRACT UPDATES | APRIL 2019

[Procurement Schedule](#)

[Statewide Contract Reference Guide](#)

[COMMBUYS](#)

[Statewide Contract User Guides](#)

[Save\\$mart](#)

New VEH109 Tires Contract

Effective April 1, 2019, OSD joined a NASPO ValuePoint cooperative contract and signed participating addendum agreements with two vendors through Statewide Contract VEH109 Tires, Tubes, and Services.

Highlights

- Two established companies, each with a large dealer network presence nationwide:
 - Bridgestone/Firestone Americas, Inc.; and
 - Goodyear Tire and Rubber Company;
- Broad selection of tires and tubes;
- Multiple lines of low rolling resistance tires to maintain and increase fuel economy;
- Five-year fixed discount percentage-off list price.



Vendor price sheets and dealer lists are posted in [COMMBUYS](#) (Contract & Bid Search > Contracts/Blankets > Enter VEH109 in the Contract/Blanket Description field). Refer to the [Contract User Guide](#) for additional information.

Send questions to the OSD Contract Manager, [Katherine Morse](#), at 617-720-3153.

More Vendor Choices on VEH96

Three vendors recently were added to Statewide Contract VEH96 Light, Medium, Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil and Lubricants, providing more choices and increased competition for buyers' business. Find a list of all VEH96 vendors in the [Contract User Guide](#), including the two vendors added to Category 2 and one additional vendor on Category 3.

Category	Awarded Vendors
1 – OEM Vehicle Parts	4
2 – Non-OEM Vehicle Parts	10
3 – Motor Oil & Lubricants	2

Contract Benefits

- Significant discounts off vehicle parts, remanufactured antifreeze, other lubricants, array of equipment parts;
- A large selection of environmentally preferable products such as refurbished parts, re-refined motor oils, and remanufactured antifreeze;
- Vast network of OEM and non-OEM vendors with millions of parts in stock;
- Same-day delivery;
- No delivery charges;
- Products required to meet all automotive and equipment manufacturers' warranty standards and industry certification;
- Prompt Payment Discount.



COMMBUYS

Help Desk Assistance
Questions about COMMBUYS?
Contact us for help.

1-888-627-8283
COMMBUYS@mass.gov

Staff are available
8 a.m. to 5 p.m. ET,
Monday through Friday.

Contact [David Sargeant](#), Contract Manager, with questions at 617-720-3118.

STATEWIDE CONTRACT UPDATES | APRIL 2019

Playground Projects: Resources for Planning, Implementation, Maintenance, and Beyond

A new community playground almost certainly will require a cascade of decisions based on the many components involved: site location, equipment choices, landscaping, budget, and the like. Fortunately, once a community is committed to moving forward, project planning, implementation, and even maintenance of the playground may be accommodated through a variety of Statewide Contract resources. If you're starting from scratch and don't have engineering expertise in-house, find these resources on Statewide Contract [PRF69](#) Facilities Engineering Services through the Civil Engineering category.

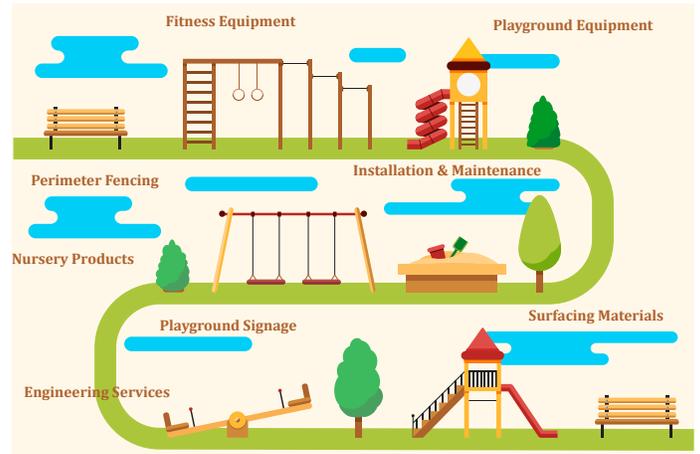
Playground Equipment, Maintenance, Surfacing, Amenities, and More

For all intents and purposes, the Strategic Sourcing Team on Statewide Contract [FAC104](#) Landscaping Products, Parks and Recreation Equipment, and Related Products, Supplies, and Services, comprehensively thought through remaining playground product and service needs which were incorporated in several FAC104 categories:

- Work with awarded Playground Equipment vendors (Category 6) to explore a vast array of equipment choices, develop quality playground designs, and gain negotiated contract discounts. Ask vendors about equipment meeting Consumer Product Safety Commission (CPSC) guidelines, American Society for Testing and Materials (ASTM) standards, and recycled content requirements. Specify that installations be done according to manufacturers' specifications and check installer references and certifications.
- According to the [National Program for Playground Safety](#), a comprehensive maintenance plan should be in place before a playground is constructed. When speaking with FAC104 vendors, inquire about available maintenance plans and be sure to obtain maintenance documents that explain how to care for equipment, along with warranty information. Maintainability of equipment choices also is an important upfront discussion point. For example, moving parts, such as swings and spinners — popular with children — typically wear more quickly so it may be prudent to have replacement parts on hand.
- As per [Safe Kids Worldwide](#), playgrounds should be equipped with shock-absorbing surfacing to cushion children in case of falls. FAC104 offers a variety of playground surfacing material options (Category 7).
- Supervision is an important safety component. Plan proper signage (Category 8) to remind parents and caregivers of the importance of supervision and to publish playground rules. Install fencing (Category 13) so children may more easily be contained in the playground space.
- Address aesthetics and other safety and functional elements through FAC104: nursery products (Category 1), shade protection (Category 10), sports/fitness equipment (Category 9), water play options (Category 11), and other site amenities: outdoor seating, trash receptacles, bike racks, etcetera (Category 8).

Have [FAC104](#) questions? Contact the Contract Manager, [Gayle Gionet](#), at 617-720-3381.

Refer [PRF69](#) Facilities Engineering questions to [Ann-Maria Bennett](#), Contract Manager, at 617-720-3314.



Buy the Way Survey

Are we meeting your needs, expectations?

For more than three years now, the Operational Services Division has been sharing information about the agency's programs and services through its monthly newsletter, *Buy the Way*.

As we contemplate changes to the format and content of our newsletter later this year, we hope to engage with our buyer and vendor communities to understand the newsletter's usefulness to you and your organization and your aspirations for future issues.



Please take 3-4 minutes to [share your thoughts](#) with us. Kindly respond no later than Wednesday, May 8, 2019.

City of Revere Takes Proactive Steps to Address Pest Problem

The City of Revere, like many communities, faces challenges in dealing with rodents within the city limits. To help eradicate the problem, Revere Mayor Brian Arrigo has taken swift action and decisive steps.



Mayor Arrigo expressed his thoughts on the matter: “A rodent control program is an extended process that can be successful only if we have cooperation from every resident in the City. Property owners must understand we are in the first phase of what will be a long-term approach and there is no simple solution.”

In the spring of 2018, the Mayor launched a pilot program focused on integrated pest management, an environmentally preferable pest control program, using funds available in the Fiscal Year 2018 budget. Encouraged by the success of that pilot program, Mayor Arrigo implemented a multi-pronged approach to mitigate the rodent issue. The City has:

- **Developed a uniform system for trash disposal.**
According to Paul Argenzio, Revere’s Superintendent of Public Works, “Educating residents about proper trash disposal methods is a key aspect to mitigating this issue.” To assist residents in this effort, the Public Works Department, with the assistance of the City’s Chief Procurement Officer (CPO), used Statewide Contract [FAC87](#) to purchase 17,000 heavy duty, 65-gallon trash carts with lids and [provided one to each household free of charge](#). This \$850,000 procurement was handled through a three-year lease option to help manage the costs. The trash carts included a flyer that spelled out the rules and procedures for proper trash disposal.
- **Applied for and was awarded a \$40,000 grant by the Massachusetts Department of Environmental Protection** to implement a “Recycling IQ” kit to bolster the City’s ongoing efforts to encourage residents to properly recycle discarded materials.
- **Secured \$150,000 in the City’s Fiscal Year 2019 (FY19) budget to fund the ongoing integrated pest management program.**
Two Statewide Contract vendors from [FAC92](#) (Integrated Pest Management) were hired by the City to conduct free, exterior rodent inspections for private property owners. Residents must sign a Rodent Control Waiver allowing the vendors to inspect their property and take the necessary measures to treat or manage rodents. The exterminators also leave informational brochures on the doors of neighboring properties, further promoting this free service for property owners. To date, more than 1,000 Waivers have been received from Revere residents and several homes have been re-inspected.
- **Instituted a multi-media campaign to educate residents on their role in keeping the City clean and safe, which included:**
 - Adding a page to the City’s [website](#) devoted to Integrated Pest Management and the City’s efforts to fight the rodent problem.
 - Publishing two op-ed articles on the topic in local newspapers.
 - Mailing post cards to residents regarding the new trash disposal policy and procedures.
 - Airing two public service videos on the local cable channel.
 - Distributing door-to-door flyers to residents.
 - Utilization of the Mayor’s 311-Constituent Service Center for residents to request exterior pest inspections.
 - Sending reverse phone calls to residents regarding the programs.
 - Social media.



Trash Carts staged for deployment to every Revere household.

The City also implemented a free textile recycling program for used clothing, shoes, and fashion jewelry. Later phases of the program will include kitchenware, dishes, small kitchen appliances, radios, and other home goods.

When asked what advice he would offer colleagues who are battling the same enemy, the Mayor said, “Get the City Council involved early to ensure their buy in and also to help make changes in ordinances that will allow us to enforce the newly established rules and procedures for proper trash disposal.”



City of Revere Officials: (l-r) Nicholas Romano, Aide; Mayor Brian Arrigo; and Rich Viscay, City Auditor.

Mayor Arrigo is encouraged by the participation and cooperation of Revere residents and he takes great pride in admitting that he loves to drive through the various neighborhoods on trash day to observe how Revere residents have embraced the program.

City and Town leaders interested in learning more about purchasing from OSD’s [Statewide Contracts](#) to save time and money, should contact the [Local Government Enablement Team](#).



[Sign-up for OSD email communications!](#)

About OSD

The Operational Services Division (OSD) administers the procurement process for the Commonwealth of Massachusetts' Executive Agencies by establishing Statewide Contracts for commonly purchased goods and services. OSD's mission is to create and promote dynamic programs and services that anticipate and fulfill our customers' needs. Our operational and oversight activities facilitate and guide the evaluation, acquisition, management, and disposition of goods and services. We strive to deliver a personalized customer experience by creating a climate of communication and cooperation and leveraging innovative business techniques.

Commonwealth of Massachusetts
Executive Office for
Administration & Finance
Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108-1552
(617) 720-3300
www.mass.gov/osd

© 2019 Operational Services Division
*Please consider the environment
before printing this newsletter.*

New Faces in Strategic Sourcing

OSD recently welcomed five new Contract Managers to the Sourcing Department, so you will notice some new names on our [Contract User Guides](#). Our newest Sourcing members come with a wealth of experience that includes procurement, contract and project management, and related industry knowledge.

Meet the New Contract Managers

Introducing our new Contract Managers, along with their current assignments (from left to right in the featured photo):

- [Gustav Pearson](#) – Medical Products, Office Furniture, Art and Instructional School Supplies
- [Ann-Maria Bennett](#) – Professional Services
- [Shannon Malloy](#) – IT Products and Services
- [David Sargeant](#) – Fleet Products and Services
- [Michael Maxim](#) – Maintenance, Repair, and Operations (MRO)



As you would expect, our new staff will be working with awarded vendors to support their success and ensure buyer satisfaction, address buyer inquiries, and keep a keen eye open for future contract needs. Additionally, they will be working alongside their Sourcing colleagues on several ongoing process improvement projects: standardizing metrics to measure contract success, building sustainability specifications into future contracts, and improving the buyer experience.

OSD welcomes our new Sourcing members and encourages you to reach out to them with questions.

Find Grant Funding in COMMBUYS

COMMBUYS is home to more than just contracts and bidding opportunities – Massachusetts state agencies and other public entities post grants in COMMBUYS.



Get Notified When Grants Are Posted

Municipalities and other eligible buyer entities may set up a COMMBUYS *vendor account* to receive notifications of grants posted in COMMBUYS. Free account registration takes about 10 minutes.

When establishing your COMMBUYS vendor profile, be prepared to provide the name of your organization, address, email, and Federal Employer Identification Number (FEIN) and be sure to include the dedicated grant commodity code, or UNSPSC (00-00-00), in your COMMBUYS profile.

Use our Quick Reference Guide to get registered: COMMBUYS.com > Select Job Aids for Vendors > [QRG COMMBUYS Vendor Registration](#). Our Job Aid for [Locating a Grant Posting and Creating a Response](#) also is available.



Search for Grants

Buyer organizations may use the COMMBUYS public search to find grant opportunities. From the COMMBUYS.com home page, select Contract & Bid Search and then Bids from the Advanced Search screen. Using the UNSPSC Segment Family drop-down menu, select 00-00 Grant Opportunity and Enter.

Buyers also may use the provided fields to search for Grants. For example, enter the word "Grant" in the Bid Description field or narrow searches by selecting specific agencies from the Organization drop-down menu.

Use our Job Aid to facilitate your search: COMMBUYS.com > Select Job Aids for Vendors > [Locate a Grant Posting in COMMBUYS](#).

Questions?

Contact the COMMBUYS Help Desk: COMMBUYS@mass.gov or 888-MA-State (627-8283).

