Contract User Guide for FAC100

FAC100: Building Maintenance Repair and Operations Project Material and Supplies

<table>
<thead>
<tr>
<th>Contract #:</th>
<th>FAC100</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMARS MA #:</td>
<td>FAC100*</td>
</tr>
<tr>
<td>Initial Contract Term:</td>
<td>April 1, 2017 – March 31, 2023</td>
</tr>
<tr>
<td>Maximum End Date:</td>
<td>One 2 year extension to 2023</td>
</tr>
<tr>
<td>Current Contract Term:</td>
<td>April 1, 2021 – March 31, 2023</td>
</tr>
<tr>
<td>Contract Manager:</td>
<td>McKenna Petack 617-720-3378, <a href="mailto:mckenna.petack@mass.gov">mckenna.petack@mass.gov</a></td>
</tr>
<tr>
<td>This Contract Contains:</td>
<td>Environmentally Preferable Products (EPP)</td>
</tr>
<tr>
<td>UNSPSC Codes:</td>
<td>See Appendix A</td>
</tr>
<tr>
<td>Notes:</td>
<td>Rolling Enrollment Category specifically for Environmentally Preferable Products that are new and innovative. This contract should not be used to purchase products for construction projects requiring labor that will not be performed by eligible entity employees.</td>
</tr>
</tbody>
</table>

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

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TIP: To return to the first page throughout this document, use the CTL + Home command.
Contract Summary
This is a Statewide Contract for Maintenance, Repair & Operations Project Materials. Items purchased off of this contract are to be installed by the eligible entity employees. This contract covers a wide range of products, supplies and equipment necessary to ensure proper function of mechanical, plumbing, and electrical systems of a building or facility. Streamline purchasing experience with a more robust range of categories; making over one million items available with intended crossover within the contract and across contracts. Vendor managed inventory (VMI) solutions including the availability of vending machines in high use locations to quickly purchase. Some vendors offer PunchOut catalog purchasing and eQuote functionality. Environmentally Preferable Products (EPPs) are also searchable on the Vendors PunchOut catalogs. Vendors provide Technical Support and cross referencing of manufacturer and competitor part numbers.

Contract Categories
This contract includes 10 categories of products as listed below:
Category 1: Electrical and Lighting Products and Supplies
Category 2: LED Roadway and Outdoor Area Lighting
Category 3: Plumbing and Heating Products and Supplies
Category 4: HVAC and Refrigeration Products and Supplies
Category 5: Roofing Products and Supplies
Category 6: Lumber Products and Supplies
Category 7: Envelope Systems, Products and Supplies
Category 8: Concrete and Masonry Products and Supplies
Category 9: Paint Products and Supplies
Category 10: Environmentally Preferable Products

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.

• Covers a broad array of products
• Competitive Discounts
• Opportunities to negotiate
• Rolling Enrollment for Category 10 only, this is applicable for Environmentally Preferable Products that are new and innovative.

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 FAC100 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 FAC100 and can be accessed directly by visiting https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10267&releaseNbr=0&parentUrl=contract.
• 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 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.

Supplier Diversity Requirements

Contract User Guides that provide for direct vendor selection should include the following language:

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.

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 contract should not be used to purchase products for construction projects requiring labor that will not be performed by eligible entity employees.

Pricing Options

- Discount off of the Vendor Catalog Price: Contract for products is based on a discount off a list price for each category.
- Contract Discounts published under the contract represents “ceiling” or “not to exceed” pricing. It is therefore recommended that Eligible Entities obtain competitive quotes for their purchases.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found on the vendor information page, where links to each vendor MBPO’s are provided and includes Punch out or Line Item catalogs for that vendor.
Eligible Entities: To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

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.

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 FAC100 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
This contract has been set up in a variety of catalog types;
PunchOut Catalogs
Line Item catalogs
Category based Solicitation

• Select items from a PunchOut catalog and purchase through COMMBUYS

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor’s e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right-hand corner [ ] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor’s e-commerce site. After shopping is complete on the vendor’s e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

Below is a list of vendors that currently have a PunchOut catalog:
• Ferguson Enterprises
• FW Webb Company
• Graybar
• Hampden/ Zimmerman Electric Supply
• Kaufman Company
• Metropolitan Pipe
• Republic Plumbing Supply
• Sonepar Distribution US Inc. dba NorthEast Electrical Distributors

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One Ashburton Place, Suite 1017 Boston, MA, 02108-1552
Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527
• Standard Electric (Div. of USESI)
• Johnstone Supply (Waltham/Lowell/Worcester) (WSI Manufacturing)

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

- The Quick Reference Guide (QRG) section and choose the QRG – Creating a Punch Out Order job aid
- The COMMBUYS Purchase Orders section and choose the How to Purchase from a COMMBUYS PunchOut job aid.

• **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 Make a Statewide Contract Purchase in COMMBUYS 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. Buyers must include “FAC100 RFQ” when entering information in the Description field.

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.

**Obtaining Quotes**

Although quotes are not required, it is recommended that when soliciting quotes, that you request the quote from at least three (3) vendors. Contract users should always reference FAC100 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, 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 the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

**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)**

Many EPP’s are available through this contract that help reduce energy, conserve water, reduce toxic materials, or contain recycled content. Contact the vendors and ask for EPP options that meet third party certifications or standards.

For lighting, incandescent bulbs are prohibited. In some cases, an incandescent bulb may be necessary, and a request

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must be made to and granted by the Contract Manager that includes justification that there are no environmentally preferable options available.

In order to encourage innovation in environmentally preferable products, Category 10: Environmentally Preferable Products will remain as rolling enrollment. This Category provides a means to enable manufacturers and suppliers of innovative energy efficient, less toxic, or otherwise environmentally preferable products and technologies to make those products available to the Commonwealth directly.

**Contract Exclusions and Related Statewide Contracts**

Unless for a specialty lighting project, incandescent light bulbs are not allowed to be purchased. The sale of the following product groups is prohibited under this contract because they are covered by other Statewide Contracts including but not limited to the following, and their successor contracts:

- Audio, video and studio production and presentation equipment: OFF40
- Bottled Water: OFF39
- Clothing, uniform, footwear, accessories and hygiene supplies that are not personal protective equipment or safety supplies: CLT08
- Cleaning Products: All cleaning products, Environmentally Friendly and Industrial Cleaning products. Products than can be found on FAC85 (and any future replacements) and FAC94 (and any future replacements)
- Commercial kitchen appliances: GRO35
- Foodservice supplies: GRO35
- Security surveillance and access control systems: FAC64 & HLS05
- General Contracting, Boilers, Drains, Electricians, Fencing, Generators-Turbines, Glass/Windows/Doors, HVAC/Sheet Metal, Painting, Plumbing Services: TRD01.
- Asphalt Paving, Carpentry, Excavation, Masonry, and Septic Systems Services: TRD02
- Elevator, Exhaust Systems, Fire prevention, Fire Suppression, Overhead Door, Signage and Welding Services: TRD03
- Cleaning Restoration, Compressor Services, Kitchen Exhaust/Duct Services, Pump & Motor Services, and Roofing Services: TRD04

**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.

**Shipping/Delivery/Returns**

**Delivery**

Delivery is FOB Destination. Delivery for stock items is next day, and for non-stock items, all efforts are to be made for the items to be delivered within two (2) days.

**Returns**

The vendor’s returned goods policy must allow for the return of products normally stocked by the vendor, within 90 days of delivery, free of charge including transportation back to the vendor’s facility, in cases when:

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• The wrong product was ordered
• Product that was not ordered was delivered
• Unopened product is being returned, for any reason, in the same condition as received
• Product performance, appearance or other attributes do not meet the Eligible Entity’s requirements

Additional Information/FAQs
Frequently Purchased Items on the Contract
Products frequently purchased through this contract include:

• Electrical and Lighting Products and Supplies
• HVAC and Refrigeration Products and Supplies

Geographical Service Area
See the Vendor List and Information for regions covered.

Product Specifications, including Environmental Standards and Requirements
See the Product Specification Sheet in Attachment A in Conversion Vendor MBPO in COMMBUYs.

Warranties
Manufacturer warranties apply upon acceptance of the product.

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.

If the Needed Product Can Not be Found
If a product cannot be found in the vendors catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings and with OSD’s approval.

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. Awarded vendors are only authorized to sell items that fall within the scope of their awarded categories.
Strategic Sourcing Team Members

- Ariola Molla, OSD
- Maureen Barends, OSD
- Julia Wolfe, OSD
- Michael Woods, OSD
- Charlie Tuttle, DOER
- Dennis Wood, Town of Plymouth
- Don Staffiere, DOC
- Jeff Dill, DCAMM
- Jeremy Caron, DCAMM
- Julie Walrath, DFS
- Karim Glasgow, DCR
- Patrick Roche, MAPC
- Sean Mahoney, DCR
- Tina Urato, MEMA
- Zaida Roshandel, DCAMM
- Alicia Culver, Technical Assistance
- Tracey Dionne, MBTA
## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>COMMBUYS Catalog Punch Out Available</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Categories</th>
<th>Counties</th>
<th>Discounts (PPD, Dock Delivery, Other)</th>
<th>SDO Certification Type</th>
<th>SDP Commitment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betts Plumbing &amp; Heating Supply Inc.</td>
<td>PO-17-1080-OSD03-SRC02-10423</td>
<td></td>
<td>Kimberley Betts</td>
<td>413-568-3308</td>
<td><a href="mailto:kimb@bettsplumbing.com">kimb@bettsplumbing.com</a></td>
<td>3</td>
<td>Hampden</td>
<td>PPD10 – 2% PPD15 – 1.75% PPD20 – 1.5% PPD30 – 1%</td>
<td>DBE</td>
<td>5%</td>
</tr>
<tr>
<td>Carr Hardware and Supply</td>
<td>PO-17-1080-OSD03-SRC3-10303</td>
<td></td>
<td>Bart Raser</td>
<td>413-443-5611</td>
<td><a href="mailto:bart@carrhardware.com">bart@carrhardware.com</a></td>
<td>1,5,8 &amp; 9</td>
<td>Berkshire, Franklin, Hampden, Hampshire</td>
<td>PPD10 – 1%</td>
<td></td>
<td>8%</td>
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<tr>
<td>Design-Build Solutions, Inc. (The Garland Co., Inc)</td>
<td>PO-17-1080-OSD03-SRC02-10238</td>
<td></td>
<td>Steve Rojek</td>
<td>216-641-7500</td>
<td><a href="mailto:srojek@garlandind.com">srojek@garlandind.com</a></td>
<td>5</td>
<td>All</td>
<td>PPD10 – 1.5%</td>
<td></td>
<td>1%</td>
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<tr>
<td>DOT Fleet Parts</td>
<td>PO-17-1080-OSD03-SRC3-10253</td>
<td></td>
<td>Jack Bellan</td>
<td>978-455-9082</td>
<td><a href="mailto:jackbellan@hotmail.com">jackbellan@hotmail.com</a></td>
<td>5,6,7,8,9</td>
<td>All</td>
<td>PPD10 – 1% PPD15 – 1% PPD20 – 1% PPD30 – 1%</td>
<td>1%</td>
<td></td>
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<tr>
<td>F.W. Webb Company</td>
<td>PO-17-1080-OSD03-SRC02-10231</td>
<td>Y</td>
<td>Mike Leander</td>
<td>860-922-8594</td>
<td><a href="mailto:mikel@fwwebb.com">mikel@fwwebb.com</a></td>
<td>3, 4</td>
<td>All</td>
<td>PPD10 – 2%</td>
<td></td>
<td>10%</td>
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<tr>
<td>Ferguson Enterprises, Inc.</td>
<td>PO-17-1080-OSD03-SRC02-10232</td>
<td>Y</td>
<td>Steve Sullivan</td>
<td>617-592-9506</td>
<td><a href="mailto:ssullivan@pvsvullivan.com">ssullivan@pvsvullivan.com</a></td>
<td>3</td>
<td>All</td>
<td>PPD10 – 2% PPD15 – 1.5% PPD20 – 1%</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Frank P. McCartin Co., Inc.</td>
<td>PO-17-1080-OSD03-SRC02-10239</td>
<td></td>
<td>David McCartin</td>
<td>978-423-2100</td>
<td><a href="mailto:davem@goindustrialsupplies.com">davem@goindustrialsupplies.com</a></td>
<td>1,3,4</td>
<td>All</td>
<td>PPD10 – 3% PPD15 – 2%</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>Fred Davis Corporation</td>
<td>PO-17-1080-OSD03-SRC02-10235</td>
<td></td>
<td>Lisa Legendre</td>
<td>508-359-3610</td>
<td><a href="mailto:lisa@freddaviscorp.com">lisa@freddaviscorp.com</a></td>
<td>2</td>
<td>All</td>
<td>PPD10 – 1%</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>Graybar Electric Company Inc.</td>
<td>PO-17-1080-OSD03-SRC3-10249</td>
<td>Y</td>
<td>Michael Teahan</td>
<td>617-721-4041</td>
<td><a href="mailto:Michael.Teahan@graybar.com">Michael.Teahan@graybar.com</a></td>
<td>1,2</td>
<td>All</td>
<td>PP10 – 1%</td>
<td></td>
<td>1%</td>
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<tr>
<td>Hampden/Zimmerman Electric Supply (Div of USESI)</td>
<td>PO-21-1080-OSD03-SRC01-21364</td>
<td>Y</td>
<td>Rich Morini</td>
<td>413-730-6717</td>
<td><a href="mailto:rmorini@hzelectric.com">rmorini@hzelectric.com</a></td>
<td>1,2</td>
<td>Berkshire, Franklin, Hampden, Hampshire &amp; Worcester</td>
<td>PPD10 – 2%</td>
<td></td>
<td>5%</td>
</tr>
</tbody>
</table>

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One Ashburton Place, Suite 1017 Boston, MA, 02108-1552
Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>COMMBUYSCatalog Punch Out Available</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Categories</th>
<th>Counties</th>
<th>Discounts (PPD, Dock Delivery, Other)</th>
<th>SDO Certification Type</th>
<th>SDP Commitment Percentage</th>
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<tbody>
<tr>
<td>Jackson Lumber &amp; Millwork</td>
<td>PO-17-1080-OSD03-SRC02-10226</td>
<td>Y</td>
<td>Tom Zappala</td>
<td>978-689-1056</td>
<td><a href="mailto:T.Zappala@JacksonLumber.com">T.Zappala@JacksonLumber.com</a></td>
<td>5,6</td>
<td>Essex, Middlesex, Norfolk, Suffolk, &amp; Worcester</td>
<td>PPD30 – 2%</td>
<td></td>
<td>2%</td>
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<tr>
<td>Johnstone Supply (Watham/Lowell/ Worcester) (WSI Manufacturing)</td>
<td>PO-17-1080-OSD03-SRC02-12396</td>
<td>Y</td>
<td>Susan Cimorelli</td>
<td>781-314-0006</td>
<td><a href="mailto:susan.cimorelli@johnstonehvac.com">susan.cimorelli@johnstonehvac.com</a></td>
<td>4</td>
<td>All</td>
<td>PP10 – 2% PPD15 – 1% PPD20 – 0.5%</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>J. R. Balsan Inc dba Johnstone Supply</td>
<td>PO-17-1080-OSD03-SRC01-25259</td>
<td>Y</td>
<td>Kimberly Giddinge</td>
<td>781-914-3069</td>
<td><a href="mailto:Kimberly.giddinge@johnstoneupply.com">Kimberly.giddinge@johnstoneupply.com</a></td>
<td>4</td>
<td>All Except Dukes &amp; Nantucket</td>
<td>PP10 – 2% PPD15 – 1.5% PPD20 – 1%</td>
<td></td>
<td>1.5%</td>
</tr>
<tr>
<td>Kamco Supply Corp of Boston</td>
<td>PO-17-1080-OSD03-SRC02-10224</td>
<td></td>
<td>Jeff Scaia</td>
<td>781-897-7230</td>
<td><a href="mailto:Jeffscaia@kamcoboston.com">Jeffscaia@kamcoboston.com</a></td>
<td>6,7</td>
<td>All Except Berkshire &amp; Franklin</td>
<td>PP10 – 2% PPD15 – 1% PPD20 – 1%</td>
<td></td>
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</tr>
<tr>
<td>Kaufman Company</td>
<td>PO-17-1080-OSD03-SRC02-10236</td>
<td>Y</td>
<td>Louis Kaufman</td>
<td>781-255-1000</td>
<td><a href="mailto:Louisk@kaufmanco.com">Louisk@kaufmanco.com</a></td>
<td>9</td>
<td>All</td>
<td>PPD10 – 1%</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Metropolitan Pipe and Supply</td>
<td>PO-17-1080-OSD03-SRC02-10234</td>
<td>Y</td>
<td>Jim O’Brien</td>
<td>617-492-6400 x. 249</td>
<td><a href="mailto:ojbrjm@metpipe.com">ojbrjm@metpipe.com</a></td>
<td>3,4</td>
<td>All</td>
<td>PPD10 – 3% PPD15 – 2.5% PPD20 – 2% PPD30 – 1%</td>
<td></td>
<td>3%</td>
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<tr>
<td>Norfolk Hardware, Inc</td>
<td>PO-17-1080-OSD03-SRC3-10256</td>
<td></td>
<td>Ben Rosen</td>
<td>617-313-5050 603-577-5450 x. 1309</td>
<td>Brosen@thenorfolkcompanie s.com</td>
<td>1,6,9</td>
<td>All Except Berkshire, Franklin, Hampden, Hamp-shire &amp; Nantucket</td>
<td>PPD10 – 2% PPD15 – 1.75% PPD20 – 1.5% PPD30 – 1%</td>
<td></td>
<td>10%</td>
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<tr>
<td>Northeast Electric Distributors</td>
<td>PO-17-1080-OSD03-SRC3-10252</td>
<td>Y</td>
<td>Edward Slowe</td>
<td>781-401-8511</td>
<td><a href="mailto:ed.slowe@needco.com">ed.slowe@needco.com</a></td>
<td>1,2</td>
<td>All</td>
<td>PPD10 – 2%</td>
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<td>1%</td>
</tr>
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<td>Plumbers’ Supply</td>
<td>PO-17-1080-OSD03-SRC02-10236</td>
<td></td>
<td>Brian Jones</td>
<td>508-985-4966</td>
<td><a href="mailto:bjones@plumberssupplyco.com">bjones@plumberssupplyco.com</a></td>
<td>3,4</td>
<td>All</td>
<td>PPD10 – 2% PPD15 – 2% PPD20 – 2% PPD30 – 2%</td>
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<td>Discount</td>
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<td>Premier Supply Group</td>
<td>PO-17-1080-OSD03-SRC3-10257</td>
<td>Steve Campbell</td>
<td>413-782-5262</td>
<td><a href="mailto:scampbell@psgne.com">scampbell@psgne.com</a></td>
<td>3</td>
<td>Berkshire, Franklin, Hampden, Hampshire &amp; Worcester</td>
<td>0%</td>
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<td>Republic Plumbing Supply</td>
<td>PO-18-1080-OSD03-SRC02-11610</td>
<td>Y Tom Summer</td>
<td>781-278-1694</td>
<td><a href="mailto:TSummers@republicsupplyco.com">TSummers@republicsupplyco.com</a></td>
<td>3, 4</td>
<td>All Except Nantucket</td>
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<td>Richmond Hardware &amp; Paint</td>
<td>PO-17-1080-OSD03-SRC02-10230</td>
<td>Rob Seery</td>
<td>781-843-0066</td>
<td><a href="mailto:Rob.Seery@verizon.net">Rob.Seery@verizon.net</a></td>
<td>1,5,6,7,8,9</td>
<td>Bristol, Middlesex, Norfolk, Plymouth, Suffolk</td>
<td>5%</td>
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<tr>
<td>Standard Electric (Div of USESI)</td>
<td>PO-17-1080-OSD03-SRC02-10222</td>
<td>William Smith</td>
<td>978-988-3193</td>
<td><a href="mailto:wsmith@standardelectric.com">wsmith@standardelectric.com</a></td>
<td>1,2</td>
<td>All</td>
<td>2%</td>
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<tr>
<td>Wilmot's Dec. Center</td>
<td>PO-17-1080-OSD03-SRC02-10227</td>
<td>Kevin Mach</td>
<td>508-947-3370</td>
<td><a href="mailto:kevin.wilmotdec@verizon.net">kevin.wilmotdec@verizon.net</a></td>
<td>9</td>
<td>All Except Berkshire, Hampden &amp; Hampshire</td>
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*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.**
## Conversion Purchase Order by Category*

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<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>COMMBUYs Catalog Punch Out Available</th>
<th>MMARS Vendor Code and Vendor Line</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
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<th>Counties</th>
<th>Discounts (PPD, Dock Delivery, Other)</th>
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<td>PO-17-1080-OSD03-SRC3-10258</td>
<td>N/A</td>
<td>N/A</td>
<td>Joanna Curry</td>
<td>(617) 720-3332</td>
<td><a href="mailto:Joanna.curry@mass.gov">Joanna.curry@mass.gov</a></td>
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<td>N/A</td>
<td>N/A</td>
<td>Joanna Curry</td>
<td>(617) 720-3332</td>
<td><a href="mailto:Joanna.curry@mass.gov">Joanna.curry@mass.gov</a></td>
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<td>Joanna Curry</td>
<td>(617) 720-3332</td>
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<td>Joanna Curry</td>
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<td>Joanna Curry</td>
<td>(617) 720-3332</td>
<td><a href="mailto:Joanna.curry@mass.gov">Joanna.curry@mass.gov</a></td>
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<td>Joanna Curry</td>
<td>(617) 720-3332</td>
<td><a href="mailto:Joanna.curry@mass.gov">Joanna.curry@mass.gov</a></td>
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<tr>
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<td>N/A</td>
<td>N/A</td>
<td>Joanna Curry</td>
<td>(617) 720-3332</td>
<td><a href="mailto:Joanna.curry@mass.gov">Joanna.curry@mass.gov</a></td>
<td>N/A</td>
<td>N/A</td>
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</tbody>
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### Appendix A: United Nations Standard Uniform Product and Services Codes used in FAC100

30-13-00- Structural Building Products

30-15-15- Roofing Material

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

Updated: May 5, 2022
30-18-00- Plumbing Fixtures
30-19-00- Construction & Maintenance Support Equipment
30-26-00- Structural Materials
31-21-00- Paint & Primers & Finishes
39-11-00- Lighting Fixtures & Accessories
39-10-00- Lamps & Light bulbs & Lamp Components
39-11-16- Exterior Lighting & Fixtures
39-12-00- Electrical Equipment & Components & Supplies
39-13-00- Electrical Wire Management Devices & Accessories & Supplies
40-17-00- Pipe, Piping & Pipe Fittings
40-10-00- Heating & Ventilation & Air Circulation
72-15-12- Heating & Cooling & Air Conditioning HVAC Construction
26-11-00- Batteries Generators and Kinetic Power Transmission
26-13-00- Power Generation
83-10-19- Utilities - Energy Conservation
Appendix B: Third Party Certifications Available on FAC100

- Biodegradable Products Institute (compostable bags and food service ware)
- Consortium for Energy Efficiency (LED and fluorescent tube lamps)
- Cradle to Cradle (building materials, construction adhesives, paint)
- Design Lights Consortium (LED lighting equipment)
- ENERGY STAR (appliances, HVAC and lighting equipment, roofing materials, etc.)
- Forest Stewardship Council (wood and paper products)
- Green Seal (adhesives, cleaners, deodorizers, degreasers, floor polish/stripers, hand soaps, janitorial paper products, paints, windows)
- Master Painters Institute (MPI) Green Performance Standard (paints and coatings)
- NEMA Premium Efficiency (motors and ballasts)
- SCS Indoor Advantage Gold (adhesives, building materials, furniture, paints and coatings)
- SCS FloorScore (carpet, flooring, flooring adhesives, underlayment)
- UL GREENGUARD Gold (adhesives, flooring, insulation, sealants, etc.);
- UL EcoLogo (cleaners, deodorizers, degreasers, disinfectants/sanitizers, graffiti removers, hand soaps/sanitizers, floor polish/stripers, janitorial paper products)
- USDA Biobased (lubricants, building materials)
- US EPA Safer Choice (cleaners, hand soaps, deicers, dish/laundry detergents, furniture/metal polish, graffiti removers, etc.)
- US EPA WaterSense (water-efficient fixtures, toilets, irrigation equipment)