

FAC123: Facilities Maintenance, Repair & Operations (MRO) Commercial Grade Products and Supplies (Janitorial)

UPDATED: May 14, 2025

Contract #:	FAC123
MMARS MA #:	FAC123*
Initial Contract Term:	January 1, 2025 – August, 31, 2026
Maximum End Date:	two (2) options to renew of up to two (2) years each
Current Contract Term:	January 1, 2025 – August, 31, 2026
Category Manager:	Richard Levesque, Phone: 617-359-7269, Richard.Levesque@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	See Appendix A
Notes:	This contract should not be used to purchase products for construction projects requiring labor that will not be performed by eligible entity employees.
Updates:	Vendor added to Punchout list

*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](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: UNSPSC Codes](#)

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 (MRO) Industrial Supplies. Items purchased under 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 maintenance, repair, and operations of a facility. This statewide contract replaces FAC101.

This contract also includes a robust number of climate and environmentally preferable products that meet environmental third-party certifications or standards. 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-reference of manufacturer and competitor part numbers.

Contract Categories

This contract includes the following categories of products as listed below.

- **Category 1:** Janitorial Supplies & Equipment, and Sanitation Cleaning Chemicals includes but not limited to cleaning chemicals, hand soaps, paper products, trash can liners, adhesives.
- **Category 2:** Fasteners include but are not limited to thread fasteners, anchors, bolts, cables, clips, hose couplings, inserts, lock nuts, pins, plates, rivets, screws, studs, and washers.
- **Category 3:** Material Handling includes but is not limited to hand trucks, ladders, welding supplies, shop supplies, containers, cabinets, chains, wire rope, pails/drums, motor rider forklifts, reach trucks, order pickers, pallets jacks, stackers, and tow tractors.
- **Category 4:** Plumbing Equipment includes but is not limited to facets, fittings, pipes, water filters, drains, pumps, and plumbing tools.
- **Category 5:** Power Sources includes but is not limited to electric power grid, such as an electrical outlet, energy storage devices such as batteries or fuel cells, generators or alternators, solar power converters, or another power supply, other batteries, electric vehicle charging stations and parts, solar energy, and AC and DC power supply.
- **Category 6:** Landscaping and Outdoor Supplies and Equipment includes but is not limited to seasonal lawn and grounds maintenance supplies.
- **Category 7:** Lamps, Lighting, Ballasts, and Equipment includes but is not limited to lamps, ballasts, fixtures, bulbs, diodes, and tubes.

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

Updated: May 14, 2025

Template version: 8.2

Page 2 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- **Category 8:** Heating, Ventilation, Air Conditioning (HVAC) includes but is not limited to air filters, blowers, diffusers, fans, coolant, small heaters, air conditioning units (window and portable), foam coil cleaners, filters, and valves.
- **Category 9:** Hand Tools includes but is not limited to hammers, pliers, rakes, screw drivers, shoves, hand saws, and measuring tools.
- **Category 10:** Power Tools includes drills, saws, table saw, air compressor, band saw, sander.
- **Category 11:** Electrical Supplies and Equipment includes but is not limited to circuit breakers, conduits, electrical boxes, fuses, switches, outlets, cords, and plugs.
- **Category 12:** Paint and Related Supplies includes but is not limited to paint interior and exterior, primers, coatings, brushes, paint pans, fire retardant sealants, and stirrers.
- **Category 13:** Security includes but is not limited to cameras, strobes, safes, locks.
- **Category 14:** Safety includes personal protective equipment and related building safety equipment, eye protection, protective clothing, barricades, fire escape ladders, master lock, hearing protection and head and face protection, hand sanitizer, gloves, and sorbents.
- **Category 15:** Other items related to MRO. Contractors are allowed to sell other items related to MRO but not specifically listed above. Products that are included in the Exclusions section below may not be sold. *****All Other Related MRO Items require RFQ for special product requests and approval from the Category Manager.***

*Cleaning products, hand sanitizers, hand soaps, janitorial paper products, waste, recycling and trash bags, and deicers and snowmelt products must comply with the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) specifications.

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.

- **Contractor Competition** – The contract provides access to a range of contractors across 9 regions of the State and enables users to obtain competitive rates.
- **Cost Savings** - Significant savings for buyers on industrial/commercial quality products – savings list pricing shown to be between 11-57%.
- **Additional Categories over the previous contract**- A more robust range of categories with over a million items; many of which are EPPs.
- **Beneficial Contract Terms:** no freight charges on catalog item orders, 24-48 hour delivery on stock item, special pricing for large volume single orders, on-line customized catalog ordering & reporting capabilities, training at no charge, vendor managed inventory programs with vending machine options. Option to pick up orders at a branch location throughout the Commonwealth.

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

Updated: May 14, 2025

Template version: 8.2

Page 3 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

- **Excellent Disaster Recovery/Emergency Assistance Plans** – The vendors have local, regional, and national experience and resources.

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](https://www.commbuys.com) and search for FAC123 to find related Master Blanket Purchase Order (MBPO) information.
- All common contract documents located in the “Master Contract Record” Master Blanket Purchase Order (MBPO) for FAC123 and can be accessed directly by visiting [PO-25-1080-OSD03-OSD03-35016](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

OSD is participating in the NASPO cooperative contract and information on this contract can be found under the COMMBUYS [Master Contract Record](#). All purchase orders issued by purchasing entities within the jurisdiction of this Participating Addendum shall include the Massachusetts Statewide Contract number: FAC123 and the Facilities MRO and Industrial Supplies (NASPO) Master Agreement number: MA 758 2500000413.

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;

Eligible Entities

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

Supplier Diversity Requirements

When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow the guidance below:

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 selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

Small Business Award Preference: In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

SDP Commitment: Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	

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

Updated: May 14, 2025

Template version: 8.2

Page 5 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Company prior year spending with the list of partners (if available)	Assess the likelihood of the bidder meeting their SDP commitment.
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending.

Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. See SDO Template Language. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments' best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than \$250,000/year	<ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • 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. • See the Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams for additional guidance. <p>Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for</p>

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

Updated: May 14, 2025

Template version: 8.2

Page 6 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

	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.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **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.
- **Special Pricing:** Request special pricing for large volume single orders.
- **No surcharges:** No transportation, fuel, energy, insurance, or any other surcharges will be allowed.
- **No pre-payments:** Vendor must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Vendor, invoices must be issued after each phase is completed to the Eligible Entity’s satisfaction.
- **Price files:** Price Files (separate files for each award category) are posted for each contractor as attachments to their contract records on [COMMBUYS](#).

Invoicing

Vendors’ invoices must be itemized to reflect contract pricing for each item.

Product/Service Pricing and Finding Vendor Price Files

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

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

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

Updated: May 14, 2025

Template version: 8.2

Page 7 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

When contacting a vendor on statewide contract, always reference FAC123 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 with and two PunchOut catalogs (Fastenal, and Grainger) in COMMBUYS.

- **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.

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.

Please see below for the list of FAC123 Vendors who currently have PunchOut Catalogs:

- Fastenal
- Grainger
- MSC Supply

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 "FAC123 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.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

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

Updated: May 14, 2025

Template version: 8.2

Page 8 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Each vendor is assigned a unique Master Blanket Purchase Order (MBPO) which contains price lists located in the attachments tab on each Master Blanket Purchase Order. The line items on these Master Blanket Purchase Orders are zero-dollar line items and orders should be placed through them using a release requisition. There are high level instructions below for purchasing, but more detailed information can be found in the Job Aid "[How to Make a Statewide Contract Purchase in COMMBUYS](#)" Once a quote is obtained and/or a product and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC123) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Obtaining Quotes

Contract users should always reference **FAC123** 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 *Request Quotes From Vendors on Statewide Contracts* 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. Contact the Comptroller Help and **Support Desk at 617-973-2468** or via email at Comptroller.Info@mass.gov for additional support.

Climate and Environmentally Preferable Products (EPPs)

This contract includes a wide selection of climate and environmentally preferable MRO products for buyers. Vendors are required to label environmental third-party certified products in their online catalogues and allow filtering to enable buyers to narrow their searches to these products. It is recommended that buyers choose products with environmentally preferable certifications or attributes as listed [here](#).

All products must also comply with the environmental and climate preferable product specifications as outlined below:

· Lighting equipment, plumbing equipment and supplies, paint, primers and coatings, HVAC equipment and supplies outlined must comply with specifications for [FAC124: Building Maintenance Repair and Operations](#).

Cleaning products, hand sanitizers, hand soaps, janitorial paper products, waste, recycling and trash bags, and deicers and snowmelt products must comply with the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) specifications.

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

Updated: May 14, 2025

Template version: 8.2

Page 9 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Contract Exclusions and Related Statewide Contracts

The Master Agreements resulting from this solicitation are not intended to replace or materially overlap in scope with other Massachusetts Statewide Contracts, and as such the following categories are excluded from FAC123:

- Automatic External Defibrillator (AED) and Accessories
- Ground Maintenance Equipment
- Automotive Parts
- Professional Grade Tools and Diagnostic Equipment
- Office Furniture
- Office Supplies
- Audio Video Equipment and Supplies
- Computer Equipment, Peripherals & Related Services
- Multi-Function Devices and Related Software, Services, and Cloud Solutions
- Laboratory Equipment and Supplies
- Electric vehicle charging station and/or installation
- Public safety electronic equipment or any first responder electronic equipment
- Drones, drones' maintenance, and parts
- Software or SaaS solutions
- Security Camera and systems
- Light Bulbs: Standard sized incandescent light bulbs (size A19) and Compact Fluorescent Lamps (CFL's) are restricted from sale on this contract since all vendors offer a wide variety of energy efficient Light Emitting Diodes (LED's) in addition to other high efficiency luminaires and light bulbs. If no energy efficient lighting options exist, a request justifying need may be sent to the contract manager, which will be reviewed and approved if determined no options exist.

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

No freight charges on orders, 24-48 hour delivery on stock items, special pricing for large volume single orders, training at no charge, vendor managed inventory programs with vending machine options. Entities also have the option to pick up orders at a vendors' branch location throughout the Commonwealth.

Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, in cases when:

- The wrong item was ordered
- Product that was not ordered was delivered

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

Updated: May 14, 2025

Template version: 8.2

Page 10 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

- Unopened product is being returned in the same condition as received for any reason
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements

Additional Information/FAQs

This contract is a cooperative contract through NASPO ValuePoint 'Facilities MRO and Industrial Supplies' with the lead agency Commonwealth of Kentucky. To find additional information about this contract, please visit the NASPO ValuePoint contract webpage [NASPO MRO Contract Portfolio](#). Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments.

Product Specifications, including Environmental Standards and Requirements

Cleaning Products: Vendors on this contract may sell cleaning products, however all cleaning products must meet the minimum environmental specifications set forth in the statewide contract FAC118 for Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies (excluding requirements for sanitizers and disinfectants). See the [FAC118 Contract User Guide](#) for more information and to access a list of the environmental specifications, visit the [FAC118 Master Contract Record MBPO](#) in COMMBUYS and view the "FAC118 Mandatory Specifications and Desirable Criteria" under "agency attachments". The FAC118 contract requires all cleaning chemicals and janitorial paper products to meet "Independently Third-Party Certifications;" meaning that the environmental claims, as well as the product performance, have been tested and certified by an established and legitimate, nationally recognized third-party certification program (GreenSeal, UL Eco logo, and for some products, EPA's Safer Choice). Contract users do not have to analyze technical data and may be assured that the product will perform well yet meet environmental criteria.

Other Discounts

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

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

Updated: May 14, 2025

Template version: 8.2

Page 11 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

If the Needed Product Can Not be Found

If a product cannot be found in the vendor's 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.

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

Performance and Payment Timeframe Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). **No written agreement shall extend more than 4 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.

Contract User Guide for FAC123

Strategic Sourcing Team Members

- This contract is a cooperative contract through NASPO Value Point with the lead agency Commonwealth of Kentucky. To find additional information about this contract, please visit the NASPO ValuePoint contract webpage [NASPO MRO Contract Portfolio](#). Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments.



OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC123

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS PunchOut Catalog Available	Contact Person	Phone #	Email	Counties	Prompt Payment Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	PO-25-1080-OSD03-OSD03-35016	N/A	Richard Levesque	617-359-7269	Richard.Levesque@mass.gov	All	N/A	N/A	N/A
Fastenal	G2B PunchOut: PO-25-1080-OSD03-SRC02-34898	Yes	Bill Franssen	757-342-6123	magovsales@fastenal.com	All	1% - 10 days 1% - 15 days	N/A	5%
MSC Supply	G2B Punchout: PO-25-1080-OSD03-SRC02-34943	YES	Paul Medeiros	(978) 594-7214	Paul.Medeiros@mscdirect.com	ALL	N/A	N/A	3%
W.W. Grainger	G2B PunchOut: PO-25-1080-OSD03-SRC02-34876	Yes	Erin Charbonneau	617-680-5709	erin.charbonneau@grainger.com	All	N/A	N/A	5%

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

**[The Master Contract Record MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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

Updated: February 10, 2025

Template version: 8.2

Page 14 of 15

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

Appendix A:

UNSPSC Codes:

23-27-00- Welding and soldering and brazing machinery and accessories and supplies
24-10-00- Material handling machinery and equipment
27-00-00- Tools and General Machinery
27-12-00- Hydraulic machinery and equipment
27-13-00- Pneumatic machinery and equipment
30-18-00- Plumbing fixtures
30-19-00- Construction and maintenance support equipment
31-16-00- Hardware
31-21-00- Paints and primers and finishes
39-10-00- Lamps and lightbulbs and lamp components
39-11-00- Lighting Fixtures and Accessories
39-12-00- Electrical equipment and components and supplies
40-10-00- Heating and ventilation and air circulation
47-12-00- Janitorial equipment

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

Updated: May 14, 2025

Template version: 8.2

Page 15 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527