



Contract User Guide for FAC101

FAC101: How to Use the Facilities Maintenance, Repair & Operations (MRO) Commercial Grade Products and Supplies (Janitorial)

UPDATED: March 11, 2020

Contract #:	FAC101
MMARS MA #:	FAC101*
Initial Contract Term:	July 1, 2018- June 30, 2023
Maximum End Date:	June 30, 2023
Current Contract Term:	July 1, 2018-June 30, 2023
Contract Manager:	Ariola Molla, (617) 720-3381, Ariola.T.Molla@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.

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

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Contract Summary

This is a Statewide Contract for Maintenance, Repair & Operations (MRO) Industrial Supplies. 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 maintenance, repair and operations of a 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.

Product Categories:

- Janitorial Equip. & Supplies (does not include Sanitation Cleaning Chemicals)
- Sanitation Cleaning Chemicals (does not include Janitorial Equipment & Supplies)
- Cleaning
- Electrical Equipment
- Fasteners
- Heating, Ventilation, Air Conditioning/Refrigeration (HVAC)
- Lamps, Ballasts and Fixtures
- Material Handling
- Motors and Accessories
- Outdoor Garden Supplies and Equipment
- Paint and Accessories
- Plumbing
- Pneumatic Tools
- Safety
- Security
- Welding and Soldering

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

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Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for FAC101 to find related Master Blanket Purchase Order (MBPO) information.
- (All common contract documents are located in the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for FAC101 and can be accessed directly by visiting **PO-19-1080-OSD03-OSD03-13754** .
- 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;

Eligible Entities

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

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

Referencing the Statewide Contract: In order to ensure that you receive all the benefits and savings associated with the statewide contract, please **always reference the statewide contract number (FAC101)** when opening an account or placing an order with a contract vendor.

Price structure: Contract pricing for products is based on a discount off a price list specified for each category. Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing.

Fixed Pricing: Contract pricing has been negotiated, and no further negotiations may be made.

Special Pricing: Request special pricing for large volume single orders.

No surcharges: No transportation, fuel, energy, insurance or any other surcharges will be allowed.

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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.

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up with two zero dollar line item catalog (MassCor) and four PunchOut catalogs (Fastenal, Grainger, MSC Industrial and Noble Supply) in COMMBUYS.

How to place an order

PunchOut Vendors:

PunchOuts are COMMBUYS connections developed with specific sellers that allow buyers to 'PunchOut' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of PunchOut is covered in more detail in the Job Aid "[Purchase from a \(G2B\) PunchOut](#)" on [Job Aids for Buyer](#).

Please see below for the list of FAC101 Vendors who currently have PunchOut Catalogs:

- Fastenal
- Grainger
- MSC Industrial Supply
- Noble

Master Blanket Purchase Order:

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 Create a Release Requisition and Purchase Order](#)".

Once a quote is obtained and/or a product and price is determined, the ordering process is as follows:

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- Initiate a new requisition
- Search for an item (Use FAC101) 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

Solicitation-Enabled Master Blanket Purchase Order

There is a Solicitation-Enabled Master Blanket Purchase Order (MBPO) that will allow for user to request quotes on items. The line item on this MBPO is a zero dollar line item and orders should be placed through them using a solicitation enabled release requisition. There are high level instructions below for requesting quotes, but more detailed information can be found in the Job Aid "[How to Create a Solicitation Enabled Bid using a Release Requisition](#)".

1. Start with a New Requisition - make **sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC101 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your requested item description and any other pertinent documents (specifications, quantities, product descriptions etc.) in the Attachment tab, making sure to check the box that says Show to Vendor.
6. Review the Summary Tab, and then Submit for Approval.
7. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
8. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
9. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
10. After quotes are received and evaluations are completed, awards and orders should be placed through COMMBUYS off of the Bid.

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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 COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference FAC101 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

- **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:

- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B 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. This 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 a purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* 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

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would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes

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

➤ The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

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

All vendor MBPO pages have a \$0.00 line item for each category they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

Obtaining Quotes

Contract users should always reference FAC101 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. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

Contract Exclusions and Related Statewide Contracts

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.

Allowable cross-over with statewide contract FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies, see [Product Specifications](#) section below.

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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 Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery>Returns

No freight charges on catalog item orders, 24-48 hour delivery on stock items, ~~prompt pay discounts~~, 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, free of charge including transportation back to the Contractor's facility, in cases when:

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

Maintenance Repair and Operations (MRO)

This contract is a cooperative contract through NASPO ValuePoint with the lead agency State of Oregon. To find additional information about this contract, please visit the NASPO ValuePoint contract webpage <http://naspovaluepoint.org/portfolios/details/98/>). Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments.

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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 FAC85 for Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies (excluding requirements for sanitizers and disinfectants). See the [FAC85 Contract User Guide](#) for more information. The FAC85 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 Ecologo, 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

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 Strategic Sourcing Lead to inquire whether the product may be purchased.

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog PunchOut Available	Contact Person	Phone #	Email	Counties
Master Contract Record	PO-19-1080-OSD03-OSD03-13754	N/A	Ariola Molla	617-720-3381	ariola.t.molla@mass.gov	All
Fastenal	PO-19-1080-OSD03-OSD03-13725	Yes	Bill Franssen	757-342-6123	magovsales@fastenal.com	All
W.W. Grainger	PO-19-1080-OSD03-OSD03-13825	Yes	Jeff MacNeil	804-357-3158	jeff.macneil@grainger.com	All
MassCor Industries	PO-19-1080-OSD03-OSD03-13721	No	Lynn Gilbode	800-222-2211 Ext. 1080	lynn.gilbode@massmail.state.ma.us	All
MSC Industrial Supply	PO-19-1080-OSD03-OSD03-13723	Yes	Jeff Dini	973-747-9736	Jeffrey.Dini@mscdirect.com	All
Noble Supply & Logistics	PO-19-1080-OSD03-OSD03-13756	Yes	Cassia Proude	781-616-1546	cproude@noblesupply.com	All

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

**[PO-19-1080-OSD03-OSD03-13754](#) The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBP

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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
- 46-17-00- Security surveillance and detection
- 47-12-00- Janitorial equipment

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