

Contract User Guide for FAC105

FAC105: Maintenance Repair and Operations Retail Products & Supplies

UPDATED: April 5, 2022

Contract #:	FAC105
MMARS MA #:	FAC105*
Initial Contract Term:	August 1, 2017 – July 31, 2022
Maximum End Date:	July 31, 2022. No renewal options available.
Current Contract Term:	August 1, 2017 – July 31, 2022
Contract Manager:	Ariola Molla, (617) 720-3381, ariola.t.molla@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	27-11-00 Hand Tools, 30-13-00 Structural Building Products, 30-15-15 Roofing Materials, 30-18-00 Plumbing Fixtures, 39-11-16 Special environment fixtures and accessories, 39-12-00 Electrical equipment and components and supplies
Notes:	FAC105 Bid# BD-19-1080-OSD03-SRC3-36250 will remain open for bidding until January 1 st 2022 2PM.

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

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Contract Summary

This Statewide Contract offers a variety of building and industrial MRO products from the awarded vendors, the flexibility to walk-in to local retail hardware stores around the Commonwealth to pick up parts as well as building/carpentry/home improvement supplies and related materials. Initially, the contract was built on the U.S. Communities for Maintenance Repair and Operations Industrial and Building Retail Products and Naspo ValuePoint Walk In Materials contracts. With a goal to provide enhanced flexibility and broad geographical coverage throughout the state of Massachusetts the bid was reopened on a rolling enrollment basis to provide additional bidding opportunities for local hardware stores. Bids will be accepted until January 1, 2022 2:00:00PM. In response to the COVID19 situation the procurement scope has been interpreted to include purchases that offer curbside pickup facilitation.

COVID-19 Updates

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

Contract Categories

This contract includes 13 (thirteen) categories of products as listed below.

Category 1:	Appliances
Category 2:	Tools/ Supplies
Category 3:	Exterior Finish Supplies, Interior Finish Supplies
Category 4:	Fasteners
Category 5:	Lighting, Ballast/ Fixtures (No LED Roadway and Outdoor Area Lighting)
Category 6:	Material Handling
Category 7:	Outdoor Garden Supplies and Equipment
Category 8:	Paint and Accessories
Category 9:	Plumbing Supplies
Category 10:	Power Sources/Accessories
Category 11:	Power Tools (corded, cordless and pneumatic)
Category 12:	Work/Safety Wear
Category 13:	Miscellaneous (No Rentals, No Fee for Service)

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.

Benefits include but are not limited to:

- Availability of a broad array of products;
- Price quotes provided on large projects: \$1,500 or more;
- Volume pricing available on planned and bulk purchases;

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- Will-call pickup – save time by calling ahead to have your order ready for pick-up;
- Purchases conducted online or over the phone with curbside pickup (due to COVID19 restrictions);
- Direct ship to warehouse or job site is available on many products;
- Wide selection of EPPs: energy efficient, water conservation, sustainable forestry, healthy home, and clean air;
- Flexibility of in-store local purchases for products awarded under contract.

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 FAC105 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- For Lowe's and Home Depot awards only: OSD is participating in the U.S. Communities Maintenance Repair and Operations Industrial and Building Retail Products and Naspo ValuePoint Walk In Materials contracts. Information on these contracts may be found at <http://www.uscommunities.org/> and [Naspo ValuePoint](#).
- Information on the FAC105 rolling enrollment bid can be found at [FAC105 – MRO Hardware Stores Retail Products and Supplies](#).

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

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.



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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

Pricing Options

Contract Users should continue to place orders by contacting the appropriate vendor, or by going to the store to purchase. Due to COVID19 situation the procurement scope has been interpreted to include online purchases with curb side pickup facilitation. Contractors' invoices must be itemized to reflect contract pricing for each item.

Pricing options under this contract are:

- **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.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price.

For Purchases from Lowe's and Home Depot Only

- A pre-established Commercial Account must be in place prior to purchase.
 - Home Depot – Please click on the [link](#) for instructions to establish an account.
 - Lowe's – Please click on the [link](#) for instructions to establish an account
 - Contact Joe Maloney to submit application for processing
- For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity's satisfaction.

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.

When contacting a vendor on statewide contract, always reference FAC105 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

- **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

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bid is then sent to selected vendors to request quotes. Buyers must include “FAC105 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.
- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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 *How to Create an RPA Requisition* job aid.

Obtaining Quotes

Contract users should always reference FAC105 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.

Environmentally Preferable Products (EPP)

Information on the environmentally preferable products under this contract can be found in the [EPP Products and Services Guide](#).

Contract Exclusions and Related Statewide Contracts

This is a commodities only contract. There will be no services allowed under this contract. Eligible Entities are encouraged to use the Statewide Contracts for Tradesperson for any services that may be required. Related information on the statewide contracts for tradesperson can be found under [Tradesperson Services](#).

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

Lowe’s: delivery charges will be \$20 up to 75 miles from store purchased. For deliveries of more than 75 miles, please check each store’s policy.

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Home Depot: delivery charges will be standard charges per each store's policy.

All other vendors: delivery charges will be standard charges per each store's 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

Purchase of Construction Materials without Labor

Some purchases under this contract may fall into the category of Construction Materials without Labor Procurements governed by MGL Chapter 30, Section 39M. To determine whether to use the Statewide Contract or issue your own procurement under Chapter 30, Section 39M, please follow these guidelines:

- **The Statewide Contract should be used if the products are being purchased and/or stocked for:**
 - Use by in-house staff (i.e. no hired labor is used).
 - Multiple projects where hired labor may be used, if the purchase does not limit the pool of installers or other trades persons that can be involved (i.e. the brand of the product being purchased does not limit the pool of installers only to those who are certified by the brand manufacturer). Installation labor must be procured through a separate solicitation in accordance with applicable construction laws.
 - Please click on MBPO PO-17-1080-OSD03-SRC02-10360 for the TRD01 Contract User Guide for information regarding Contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services.

Geographical Service Area

Please refer to [Appendix B Geographical Service Area](#)

Product Specifications, including Environmental Standards and Requirements

Energy Star- qualified and WaterSense-labeled products and a growing number of solar-powered solutions. Products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxic materials either disposed of or consumed.

Warranties

Manufacturer warranties apply in addition to any warranty extended by the Contractor in its retail operations. The warranty period shall begin upon Acceptance.

Other Discounts

- Bulk and volume pricing discounts on all qualifying orders for:
 - The Home Depot Stores over \$1,000.

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- Lowe's over \$1,500 and your quote has been placed through Quote Support Program (QSP).
- Vendor direct programs on select products for additional savings from The Home Depot.
- Enterprise level rebate from the Home Depot.
- Receive volume savings when your Lowe's purchase is over:
 - \$1,000 when working direct with Account Rep.
 - \$1,500 when placed through Lowe's Quote Support Program (QSP).
 - 5% on all Lowe's purchases under Pro Program.
 - 2% additional credit on all purchases reflected on monthly statement.
 - Must join the TCPN program (Cooperative Purchasing Network).
 - Contact Lowe's Account Executive for additional information.
- Contractor Packs: Save 10%-50% off on 1,000 items in store when you buy in bulk.
 - Look for contractor pack labels in stores and on-line.

If the Needed Product Can Not be Found

If a product cannot be found in the vendor's 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 after OSD has provided approval for such addition.

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.



OPERATIONAL SERVICES DIVISION

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Strategic Sourcing Team Members

- Anthony C. Morris, Department of Transportation
- Anthony Crespo, Somerville Housing Authority
- Laura Hayden, Town of Yarmouth
- Coleen Kelter, Operational Services Division
- Nadia Lazo, Operational Services Division
- Tom Watkins, Town of Salem
- Tina Urato, CDA
- Ariola Molla, Operational Services Division

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email
**Master MBPO (All contract documents)	PO-20-1080-OSD03-SRC3-19207	Ariola Molla	617-720-3381	Ariola.t.molla@mass.gov
Home Depot U.S.A., Inc.	PO-18-1080-OSD03-SRC02-11319	Jack Moran	617-538-0404	john_f_moran@homedepot.com
Lowe's Companies, Inc dba Lowe's Home Centers, LLC	PO-18-1080-OSD03-SRC02-11320	Lisa Minton/ Ronald Manning	888-310-7791 774-613-1973	Lisa.C.Minton@Lowes.com ronald.manning@lowes.com
Carr Hardware and Supply Company, Inc.	PO-20-1080-OSD03-SRC3-17749	Dan Kays	413-443-5611	dank@carrhardware.com
The Norfolk Companies, Inc. dba Norfolk Hardware & Home Center	PO-20-1080-OSD03-SRC3-17752	Benjamin Rosen/ Matt Jenkins	617-296-2100/ 617-313-5050	rosenb@norfolkhardware.com/ mjenkins@thenorfolkcompanies.com
Beden Hardware & Commercial Supply Inc.	PO-20-1080-OSD03-SRC3-17753	Eric Ciccone	781-592-6260	Eric.ciccone@outlook.com
Richmond Hardware & Plumbing Supply Inc.	PO-19-1080-OSD03-SRC3-17875	Steven Richmond	781-843-0066	steve@richmondhardware.com
DLP Industries, Inc.	PO-19-1080-OSD03-SRC3-17898	David L. Patterson	781-337-8800	dpatterson@dlpindustries.net
The Sherwin Williams Company	PO-19-1080-OSD03-SRC3-17899	Craig Mackay	240-350-7862	Craig.mackay@sherwin.com
Everett Supply & True Value Hardware	PO-19-1080-OSD03-SRC3-18015	Al Lattanzi	617-387-6524	ajflattanzi@comcast.net
Bett's Plumbing & Heating Supply Inc	PO-20-1080-OSD03-SRC3-19173	Kimberley Betts	413-568-3308	kimb@bettsplumbing.com
Precision Hydraulic	PO-19-1080-OSD03-SRC3-19187	Dennis Barca	781-320-1311	dennis.barca@precisionhydraulicinc.com
Graybar Electric Company Inc.	PO-20-1080-OSD03-SRC3-19195	Michael Teahan	617-721-4041	Michael.teahan@graybar.com
Cason's Equipment	PO-20-1080-OSD03-SRC3-19297	Thomas Cason	978-459-6852	tcason@casonsequipment.com
Tools Unlimited Inc	PO-20-1080-OSD03-SRC3-19436	Stephen Pires	781-341-1188	info@toolsunlimitedinc.net
Frank P. McCartin	PO-20-1080-OSD03-SRC3-19437	David C. McCartin	978-454-7606	davem@goindustrialsupplies.com
Jack Moore Associates	PO-20-1080-OSD03-SRC3-19473	Mark Wilson	508-853-3991	mark@jackmooreassociates.com
L.P. Adams Co. Inc.	PO-20-1080-OSD03-SRC3-19474	Todd Walton	413-684-0427	twalton@lpadams.com
Fernandes Lumber Inc.	PO-19-1080-OSD03-SRC3-20164	Ken Fernandes	508 -238-3651	fernandeslumber@gmail.com
FHC Industrial Inc.	PO-19-1080-OSD03-SRC3-20165	Dan Clark	978- 534-4956	dclark@fhcindustrial.com
Klem Tractor Inc.	PO-21-1080-OSD03-SRC3-21730	Jessica Bettencourt	508-885-2708	jessicab@klemsonline.com

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

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

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Appendix A: Listing of Product Categories & Value Add Programs

Product Categories
Appliances
Bath
Building Materials
Doors & Windows
Electrical
Flooring
Kitchen cabinets & countertops
Lighting & Fans
Outdoor Garden Small Tools & Equipment
Paint
Plumbing
Storage & Organization
Tools & Hardware

Value Add Programs
Continuing Education
Contractor Packs & Bulk Discounts
Material Take-Off & Project Guide
Energy Industries Supplies
Blueprint Estimates
Paint Color Matching Services
In-Store Translation Services
Free Computer Project Design
Pipe Cutting and Threading Services

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Appendix B: Geographical Service Area

Vendors	Locations
Home Depot U.S.A., Inc.	<ul style="list-style-type: none"> ○ 45 - Massachusetts ○ 8 - Rhode Island ○ 20 - New Hampshire ○ 29 - Connecticut <p>Please click on Find a Home Depot Store and enter your zip code to find the closest store</p>
Lowe's Companies, Inc dba Lowe's Home Centers, LLC	<ul style="list-style-type: none"> ○ 24 - Massachusetts ○ 5 - Rhode Island ○ 13 - New Hampshire ○ 16 - Connecticut <p>Please click on Find a Lowe's Store and enter your zip code to find the closest store.</p>
Carr Hardware and Supply Company, Inc.	<ul style="list-style-type: none"> ○ Enfield, CT ○ Great Barrington, MA ○ Avon, CT ○ Springfield, MA ○ 2- Lee, MA ○ North Adams, MA ○ Pittsfield, MA
The Norfolk Companies, Inc. dba Norfolk Hardware & Home Center	<ul style="list-style-type: none"> ○ Boston, MA ○ Braintree, MA
Beden Hardware & Commercial Supply Inc.	<ul style="list-style-type: none"> ○ Lynn, MA
Richmond Hardware & Plumbing Supply Inc.	<ul style="list-style-type: none"> ○ Braintree, MA
DLP Industries, Inc.	<ul style="list-style-type: none"> ○ Weymouth, MA
The Sherwin Williams Company	<ul style="list-style-type: none"> ○ 63 – Massachusetts <p>Please click on Find a Sherwin-Williams Store and enter your zip code to find the closest store.</p>
Bett's Plumbing & Heating Supply Inc.	<ul style="list-style-type: none"> ○ Westfield, MA
Precision Hydraulic	<ul style="list-style-type: none"> ○ Dedham, MA
Graybar Electric Company Inc.	<ul style="list-style-type: none"> ○ South Boston, MA ○ Westwood, MA ○ Wilmington, MA ○ Worcester, MA ○ West Springfield, MA ○ Taunton, MA
Everett Supply & True Value Hardware	<ul style="list-style-type: none"> ○ Everett, MA
Frank P. McCartin Co Inc.	<ul style="list-style-type: none"> ○ Lowell, MA
Tools Unlimited Inc,	<ul style="list-style-type: none"> ○ South Easton, MA
Thomas Cason dba Cason's Equipment	<ul style="list-style-type: none"> ○ Lowell, MA
Jack Moore Associates Inc	<ul style="list-style-type: none"> ○ Millbury, MA
L.P. Adams Co. Inc.	<ul style="list-style-type: none"> ○ Dalton, MA
Fernandes Lumber Inc	<ul style="list-style-type: none"> ○ South Easton, MA ○ Brockton, MA
Fitchburg Hardware Co Inc dba FHC Industrial Co Inc	<ul style="list-style-type: none"> ○ Leominster, MA
Klem Tractor, Inc.	<ul style="list-style-type: none"> ○ Spencer, MA

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