

Contract User Guide for FAC111

FAC111: Facilities and Uniforms Management Services

UPDATED: December 12, 2024

Contract #:	FAC111
MMARS MA #:	FAC111*
Current Contract Term:	November 1, 2023 – October 31, 2027
Maximum End Date:	October 31, 2027
Contract Manager:	Michael Barry, Phone: 617-720-3182, michael.barry3@mass.gov
This Contract Contains:	Prompt Pay Discounts
UNSPSC Codes:	53-10-00 Clothing
Updated:	Added additional vendor contact information

*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](#)
- [Emergency Services](#)
- [Delivery](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for Facilities and Uniforms Management Services. This primarily refers to uniforms, mats, and mop services. FAC111 is designed to be a services contract and not a direct purchase contract. Customers looking to purchase clothing/uniforms and footwear should refer to Statewide Contract [CLT08](#) for Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding.

Contract Categories

Services available under FAC111 will include:

Rental Services

- Uniforms
- Floor Mats
- Cleaning tools (microfiber, mops etc.)
- Assorted Linens
- Restroom Services
- Deep Cleaning

Retail Sales

- Safety Shoes
- AEDs
- Hats, t-shirts, outer wear as accompaniments to uniforms only

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. FAC111 has been adopted from a nationally competed cooperative contract to bring even greater buying power to the customer.

Find Bid/Contract Documents

All contract documents and vendor price files are available for download on [COMMBUYS.com](#).

A COMMBUYS account is not required for accessing contract information online.

To find contract documents and price files in COMMBUYS please:

1. Click *Contract & Bid Search* under the *Browse by Category* section
2. Click *Contracts/Blankets*
3. Type "**FAC111**" into the *Contract/Blanket Description* field
4. Click *Find It* towards the bottom

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.

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

Updated: December 12, 2024

Template version: 7.0

Page 2 of 7

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

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.

Contract User Guides that require the department to solicit quotes or issue a statement of work:

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
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. • Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for 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

Purchases made through this contract will be primarily service based. FAC111 customers must sign a customer engagement form with the FAC111 vendor prior to service beginning. The purpose of the engagement form will be to outline the intended items to be used by the customer and establishes a start date, end date, with the option for renewals. The engagement form is available for download on COMMBUYS.

Pricing Options

Pricing for FAC111 is based on the awarded vendor’s cooperative pricing as published to COMMBUYS. Customers may download pricing from COMMBUYS to be used in combination with the engagement form.

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

Updated: December 12, 2024

Template version: 7.0

Page 3 of 7

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

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 FAC111 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.

Obtaining Quotes

Contract users should always reference **FAC111** when contacting vendors to ensure they are receiving contract pricing.

Delivery

Services are subject to a fee for delivery.

Damages or Lost Items

Items involved with services on FAC111 will carry a Loss/Damage Replacement Value.

Products or Services Not Listed

If a product or service is not available on FAC111, but would seem to be a fit for FAC111, please contact the OSD Contract Manager to inquire about the possibility of getting it added to the contract

How To Purchase From The Contract

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

When placing an order in COMMBUYS using a \$0 line item the customer 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.

- **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.

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.

Additional Information/FAQs

Performance and Payment Time Frames Which Exceed Contract Duration

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 3 years 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 FAC111

Strategic Sourcing Team Members

- Stephen Lyons (Inactive), Operational Services Division, Contract Manager

Cooperative Contract Information

For additional information on the Cintas cooperative agreement from the Omnia Partners, U.S. Communities cooperative please go to: <https://www.omniapartners.com/publicsector/contracts/supplier-contracts/cintas-corporation>

Vendor Information

Vendor:	Cintas Corporation No. 2
Customer Contact:	Jeff Sumwalt 631-664-5991 sumwaltj@cintas.com
COMMBUYS MBPO:	PO-19-1080-OSD03-SRC3-16445 <i>(Please note that COMMBUYS is the official system of record for vendor contact information.)</i>
Prompt Pay Discounts:	3% off in 10 days 2% off in 15 days 1% off in 20 days
Additional Cintas Contacts:	Heather Carter Customer Relationship Manager 513-972-2616 Carterh2@cintas.com National Account Customer Service Hotline 800-795-7368 nationalserviceteam@cintas.com MyCintas Account Management Portal Access Sign up at: cintas.com/myaccount

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

Updated: December 12, 2024

Template version: 7.0

Page 6 of 7

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



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

Updated: December 12, 2024

Template version: 7.0

Page 7 of 7

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