

# Contract User Guide for FAC113Designated DEP

## FAC113Designated DEP: Recycling Containers, Compost Bins, and Rain Barrels

UPDATED: May 18, 2023

<b>Contract #:</b>	FAC113Designated DEP
<b>MMARS MA #:</b>	FAC113Designated DEP*
<b>Initial Contract Term:</b>	February 1, 2021 – January 31, 2028
<b>Maximum End Date:</b>	January 31, 2028
<b>Current Contract Term:</b>	February 1, 2021 – January 31, 2028
<b>Contract Manager:</b>	Micaela Guglielmi, 617-694-1174, <a href="mailto:Micaela.Guglielmi@mass.gov">Micaela.Guglielmi@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Supplier Diversity Program Contractors
<b>UNSPSC Codes:</b>	42-12-17; 42-12-17-00-0080

\*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 Statewide Contracts](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [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 FAC113 Designated DEP. The Department of Environmental Protection awarded and manages the statewide contract for recycling containers, compost bins and rain barrels. There are a wide variety of containers available under the contract, including curbside recycling bins, solar trash compactors, wheeled carts, home composting bins and buckets, public space recycling containers, rain barrels, and roll-off containers, among others.

## COVID-19

The FAC113 Designated DEP statewide contract offers Personal Protective Equipment (PPE) under Category 13. Buyers are encouraged to engage with the Category 13 vendor(s) for additional information regarding COVID-19 personal protection equipment that these vendors can offer which includes; disposable masks, disposable nitrile gloves, disposable gowns, eye protection, face shields, waste disposal medium, N95 & KN95 ventilating masks and disinfecting wipes.

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](#).

### Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review [OSHA guidance and standards](#), and ensure the individuals using disinfectants are aware of the guidance.

## Contract Categories

This contract includes 12 categories as listed below.

- Category 1: Set-Out Containers
- Category 2: Recycling Barrels
- Category 3: Wheeled Recycling Carts
- Category 4: Organics Collection Carts
- Category 5: Public Space Recycling Containers, Fixed Position
- Category 6: Public Space Recycling Containers, Transportable/Collapsible
- Category 7: Roll-Off Containers and Compactors
- Category 8: Multipurpose Recycling Containers
- Category 9: Compost Bins
- Category 10: Compost Kitchen Scrap Buckets
- Category 12: Rain Barrels
- Category 13: Personal Protective Equipment

\*Currently there is no Category 11

## 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.

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

Updated: May 18, 2023

Template version: 9.0

Page 2 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

### Environmental Benefits

The rain barrels under this contract represent a 98% reused item and most of the plastic recycling bins, containers, and carts are manufactured with approximately 30% post-consumer recycled plastic. As a result, this contract serves to keep tons of plastic out of landfills yearly, reduces our dependence on foreign oil (for the manufacturing of plastic) and works toward growing the local businesses included on the list of awarded vendors. The solar powered trash and recycling compactors on the contract increase the amount that can be handled by one or two containers and save time and labor for staff.

### Cost Savings

Even though the vendors on this contract are providing products at very competitive rates, cities, towns, agencies, schools, and others are encouraged to request lower pricing, particularly in situations where high volume is involved. Contract users can also negotiate delivery times and other aspects as needed.

### 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 FAC113 to find related Master Blanket Purchase Order (MBPO) information.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for FAC113 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for FAC113 and can be accessed directly by visiting [Master Blanket Purchase Order PO-21-1045-BAW00-BAW01-20904](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in the FAC113 Designated DEP and information on this contract may be found by visiting [Open Market Bid BD-21-1045-BAW00-BAW01-55215](#).

### 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

1. Cities, towns, districts, counties, and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions, and quasi-public agencies
4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

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

Updated: May 18, 2023

Template version: 9.0

Page 3 of 14

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](https://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: [@Mass\\_OSD](https://twitter.com/Mass_OSD) | Fax: (617) 727 - 4527

In addition to the Eligible Entities listed above, private contractors and nonprofit entities engaged by the Eligible Entities to provide services that require products covered by this contract will be eligible to use this contract. The Strategic Sourcing Team (SST) reserves the right to revise the list of additional Eligible Entities throughout the life of the contract.

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

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	

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

Updated: May 18, 2023

Template version: 9.0

Page 4 of 14

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
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"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments' best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>
More than \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• 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.</li> <li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>

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

Updated: May 18, 2023

Template version: 9.0

Page 5 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

**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

### Pricing Options

- **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.
- All pricing information is posted in COMMBUYS as an attachment to respective category MBPO and is titled **Master Price File**. Links to the respective MBPO categories may be found in the *Contract Structure* section.

Eligible entities should contact vendors to obtain samples, get marketing materials, and to order products. Although the general products offered by each of the awarded vendors are shown below, contract users should view the details of all products as well as the pricing [in](#) the **Master Price File** attachment. All prices associated with this contract are “not to exceed” prices and are the maximum prices that Contractors are permitted to charge. Departments may request that Contractors provide a lower price based on volume or other factors.

Pricing is to be inclusive of all shipping and delivery charges for all categories except Public Space Recycling Containers – Fixed Position, Roll-Off Containers, Dry Cargo Containers, and orders of fewer than 21 Compost Bins. Delivery charges for Recycling Containers – Fixed Position and Roll-Off Containers will be negotiated between the Eligible Entity and Contractor at the time of order. In the Compost Bin category, delivery charges will be included for all orders except orders of fewer than 21 units. Delivery charges will be negotiated between the Eligible Entity and Contractor at the time of order for orders of fewer than 21 compost bins.

Pricing will not include unloading delivered products onto the Eligible Entity’s loading dock or to the ground, but Contractors must offer this service to all Eligible Entities upon request. At the time of issuing a product quote to an Eligible Entity, the Contractor must ascertain if the Eligible Entity will require unloading services and must include any unloading charges into the product quote.

The Eligible Entity may further negotiate any shipping, delivery or unloading charges with the Contractor after receiving a quote.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in COMMBUYS as an attachment to the respective category MBPO’s and is titled Master Price File. Links to the MBPO categories may be found in the “How to Place an Order” section below.

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

Updated: May 18, 2023

Template version: 9.0

Page 6 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://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](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference FAC113 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

While all prices for this contract are defined in the price file, it is recommended that contract users consult the contract vendor to ensure that the list of items being ordered is correct, especially in cases where products are customized. Once the details of the order, pricing and delivery have been confirmed with the vendor, the order should be placed through COMMBUYS, or directly with the vendor. Placing the order through COMMBUYS is a requirement for all Commonwealth Departments. (Purchasers that are not Commonwealth Departments may place orders directly with the vendors.) Follow these steps to place the order through COMMBUYS:

1. Initiate a new Requisition.
2. On the Items tab use the "Search Items" -> "Advanced Search" function to find the appropriate Item for ordering. Use "FAC113DesignatedDEP" in the Description field on the search form and then select the Item that represents the appropriate Product Category.
3. Add item quantity (1.0), select (check off) the Item, and then press "Add to Req and Exit."
4. Once Item has been added, enter the Catalog Price/Unit Cost by clicking on the "Enter Info" link.
5. On the Vendors tab click "Look up and Change Vendor." This is where you will select the vendor you have chosen.
6. On the Attachments tab, upload the order description with product quantities and order total and any other pertinent documents, making sure to check the box that says Show to Vendor.

Review the Summary Tab, and then Submit for Approval. For this contract there are 10 separate Master Blanket Purchase Orders (MBPO): one MBPO for each Product Category. Note that Product Category 11 was not awarded, and as a result no MBPOs for those categories were set up. All pricing information is posted in COMMBUYS as an attachment to respective category MBPO and is titled **Master Price File**.

Each MBPO includes:

- A list of vendors awarded for the Product Category the MBPO covers;
- A single line item to be used for ordering products;
- A price file containing pricing information for all categories





## OPERATIONAL SERVICES DIVISION

Purchase Order # (links below bring you to the public view in COMMBUYS)	MBPO Description	Product Category Title and Description
<a href="#">PO-21-1045-BAW00-BAW01-20907</a>	FAC113designatedDEP <b>Category 1</b> - Set Out Recycling Containers	Set Out Recycling Containers – Curbside recycling bins and lids in sizes from 14-22 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20908</a>	FAC113designatedDEP <b>Category 2</b> - Recycling Barrels	Recycling Barrels – Curbside recycling barrels and lids in sizes from 25-32 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20909</a>	FAC113designatedDEP <b>Category 3</b> - Wheeled Recycling Carts	Wheeled Recycling Carts – Curbside recycling carts with lids in sizes from 32-96 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20910</a>	FAC113designatedDEP <b>Category 4</b> - Organics Collection Carts	Organics Collection Carts – Wheeled carts with latching lids for curbside food scrap collection in sizes from 12-25 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20911</a>	FAC113designatedDEP <b>Category 5</b> - Public Space Recycling Containers, Outdoor/Indoor, Fixed Position	Public Space Recycling Containers, Outdoor/Indoor, Fixed Position – Public space recycling containers for fixed (“permanent”) indoor or outdoor installation in sizes from 20-320 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20912</a>	FAC113designatedDEP <b>Category 6</b> - Public Space Recycling Containers, Collapsible/Transportable	Public Space Recycling Containers, Collapsible/Transportable – Collapsible indoor/outdoor event recycling collection containers or receptacles for the purpose of collecting redeemable bottles and cans or separated or commingled containers and/or paper (e.g., newspaper, magazines, etc.).
<a href="#">PO-22-1045-BAW00-BAW01-22558</a>	FAC113designatedDEP <b>Category 7</b> – Roll-off Containers and Compactors for Waste and Recycling	30 & 40 cubic yard (CYD) Roll Off containers in open and closed top varieties for the collection of recyclable materials. The use of such containers will allow for the separation of various types of recyclables (e.g., paper, cardboard, commingled bottles/cans, C&D [ceiling tiles, plumbing fixtures, end cuts, wire, piping, wood, wallboard, etc.]).
<a href="#">PO-21-1045-BAW00-BAW01-20914</a>	FAC113designatedDEP <b>Category 8</b> - Multipurpose Recycling Containers	Multipurpose Recycling Containers – Various recycling containers including deskside containers, apartment containers, companion or saddle trash containers, tall and slim recycling containers, office building and multi-family recycling containers, in sizes from 1-78 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20915</a>	FAC113designatedDEP <b>Category 9</b> - Compost Bins	Compost Bins – Compost bins for outdoor composting at residences, schools, and businesses, in sizes from 10-30 cubic foot capacity. Alternative product – Dual compost tumbler for composting indoors or on porch/deck of residences, schools and businesses.
<a href="#">PO-21-1045-BAW00-BAW01-20917</a>	FAC113designatedDEP <b>Category 10</b> - Compost Kitchen Scrap Buckets	Compost Kitchen Scrap Buckets – Containers with secure covers for collection of food scraps at residences, schools and businesses. Made from plastic, ceramic, steel or bamboo, in sizes of 1-2 gallon capacity.
<a href="#">PO-21-1045-BAW00-BAW01-20918</a>	FAC113designatedDEP <b>Category 12</b> - Rain Barrels	Rain Barrels – Plastic barrels with covers and spigots for residential or institutional rainwater collection, in sizes from 52-60 gallon capacity. Accessories include downspout diverters.

## 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)

This contract includes a wide variety of containers for various recycling applications including recycling bins, wheeled carts, home composting bins and buckets, public space recycling containers including solar bins, and rain barrels.

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

Updated: May 18, 2023

Template version: 9.0

Page 8 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527





## OPERATIONAL SERVICES DIVISION

- All products are required to contain reused or recycled content. Rain barrels are 98% reused, and most of the plastic recycling bins, containers, and carts are manufactured with approximately 30% post-consumer recycled plastic.
- Local vendors available on the contract.
- The solar powered trash and recycling compactors handle the equivalent of two or more containers of debris, saving time and labor for staff.

## Contract Exclusions and Related Statewide Contracts

Two other statewide contracts also have recycling bins available: [FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) and [FAC101: Facilities Maintenance, Repair & Operations \(MRO\) Industrial Supplies](#).

## 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

All orders **must** be shipped within the timeframes specified below unless a different delivery time frame is negotiated with the Eligible Entity at the time of order. See **Pricing and Purchase Options** section above for additional information regarding shipping.

### Category 1: Set-Out Containers

The Contractor must guarantee that any order not exceeding 30,000 set out containers shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor's receipt of the order.

### Category 2: Recycling Barrels

The Contractor must guarantee that any order not exceeding 30,000 recycling barrels shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor's receipt of the order.

### Category 3: Wheeled Recycling Carts

The Contractor must guarantee that any order not exceeding 5,000 carts shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 must be delivered within 60 days of the Contractor's receipt of the purchase order.

### Category 4: Organics Collection Carts

The Contractor must guarantee that any order not exceeding 2,000 carts shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 2,000 must be delivered within 60 days of the Contractor's receipt of the purchase order.

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

Updated: May 18, 2023

Template version: 9.0

Page 9 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

### Category 5: Public Space Recycling Containers, Fixed Position

The Contractor must guarantee that any order not exceeding 100 public space recycling containers shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 90 days of the Contractor's receipt of the order.

### Category 6: Public Space Recycling Containers, Collapsible/Transportable

The Contractor must guarantee that any order not exceeding 100 public space recycling containers shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 60 days of the Contractor's receipt of the order.

### Category 7: Roll-off Containers and Compactors

The Contractor must guarantee that any order not exceeding one roll-off container or compactor shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of one container must be delivered within 90 days of the Contractor's receipt of the order.

### Category 8: Multipurpose Recycling Containers

The Contractor must guarantee that any order not exceeding 100 multipurpose recycling containers shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 60 days of the Contractor's receipt of the order.

### Category 9: Compost Bins

The Contractor must guarantee that any order not exceeding 500 bins shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of bins ordered within 30 days of the Contractor's receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

### Category 10: Compost Kitchen Scrap Buckets

The Contractor must guarantee that any order not exceeding 5,000 kitchen scrap buckets shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 containers must be delivered within 90 days of the Contractor's receipt of the order.

### Category 12: Rain Barrels

The Contractor must guarantee that any order not exceeding 500 rain barrels shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of rain barrels ordered within 30 days of the Contractor's receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

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

Updated: May 18, 2023

Template version: 9.0

Page 10 of 14

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Additional Information/FAQs

### Frequently Purchased Items on the Contract

Products frequently purchased through this contract include recycling bins, recycling carts and solar powered compactors.

### Geographical Service Area

Statewide

### Warranties

All warranties may be viewed in the FAC113 Request for Responses (see each category MBPO link from the *How to Place an Order* table above).

### 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.
- **Volume Discounts:** discount is negotiated to buyer if a certain volume of product or service is purchased.

### If the Needed Product Can Not be Found

If a product cannot be found in the vendor's catalog or price sheet, 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 would need prior approval from the sourcing lead

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.



# Contract User Guide for FAC113Designated DEP

## Strategic Sourcing Team Members

- David Minucci, DEP
- Ann McGovern, DEP (inactive)
- Cathy Doodnauth, DEP
- Tim Kennedy, OSD
- Holly Turner, OSD (inactive)

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

Updated: May 18, 2023

Template version: 9.0

Page 12 of 14

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



# Contract User Guide for FAC113Designated DEP

## Vendor List and Information\*

Vendor	Contact Person	Phone #	Email	Categories	PPD Discounts	SDP Commitment Percentage	Minimum Order
**Master Contract Record [Master MBPO] (All contract documents)	Micaela Guglielmi	617-694-1174	<a href="mailto:Micaela.Guglielmi@mass.gov">Micaela.Guglielmi@mass.gov</a>	N/A	N/A	N/A	N/A
Big Belly Solar, LLC	Erin Griffin	617-209-3837	<a href="mailto:egriffin@bigbelly.com">egriffin@bigbelly.com</a>	5	1% - 10 days		No min.
Busch Systems International Inc	Alicia Freeborn	800-565-9931 ext. 1690	<a href="mailto:aliciaf@buschsystems.com">aliciaf@buschsystems.com</a>	1,5,6,8,10	2% - 10 days 1.5% - 15 days 1% - 20 days	2%	Varies by category
Cascade Engineering	Matt Maes	507-514-1499	<a href="mailto:matt.maes@cascadeng.com">matt.maes@cascadeng.com</a>	3	1% - 10 days 1% - 15 days 0.5% - 20 days 0.5% - 30 days	2%	No min.
Duramax Holdings LLC dba Otto Environmental Systems	Mark Brace	919-414-2453	<a href="mailto:mark.brace@otto-usa.com">mark.brace@otto-usa.com</a>	1, 3, 4	1% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days	1%	No min.
Enviro World Corp	Basil Thompson	416-674-0033	<a href="mailto:solutions@envioworld.ca">solutions@envioworld.ca</a> <a href="mailto:basil@envioworld.ca">basil@envioworld.ca</a>	5,12	2% - 30 days	1%	No min.
Go Green Solutions, Inc.	James Fisher	978-852-7977	<a href="mailto:Jim3@gogreensolutionsinc.com">Jim3@gogreensolutionsinc.com</a>	9, 10	5% - 10 days 4% - 15 days 3% - 20 days 2% - 30 days		No min.
Great American Rain Barrel	Suzanne Gebelein	617-361-6611 617-947-9989	<a href="mailto:sales@tgarb.com">sales@tgarb.com</a>	12	1% - 10 days	3%	No min.
Impact EcoVision Environmental, Inc.	Doug Hill	289-987-4567	<a href="mailto:doug@ecovisionenvironmental.com">doug@ecovisionenvironmental.com</a>	5, 10, 12	2% - 10 days 1% - 15 days	2%	No min.
New England Plastics Corp	Maria Vieira	508-998-3111 ext. 420	<a href="mailto:sales.nep126@gmail.com">sales.nep126@gmail.com</a>	9	1% - 10 days 1% - 15 days 1% - 20 days	10%	No min.
ORBIS Corporation	Carla Manzella	416-745-7106	<a href="mailto:carla.manzella@orbiscorporation.com">carla.manzella@orbiscorporation.com</a>	1,4,8,9,10,12	0.5% - 10 days	1%	Varies by category

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

Updated: May 18, 2023

Template version: 9.0

Page 13 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Contact Person	Phone #	Email	Categories	PPD Discounts	SDP Commitment Percentage	Minimum Order
Rehrig Pacific Company	Andora Byrne	407-928-8647	<a href="mailto:Abyrne@rehrig.com">Abyrne@rehrig.com</a>	1,2,3,4,8	1% -10 days	5%	Varies by category
Schaefer Systems International, Inc.	Travis McAllister	704-944-4500 ext. 5534	<a href="mailto:travis.mcalister@ssi-schaefer.com">travis.mcalister@ssi-schaefer.com</a>	3	1% - 10 days 1% - 15 days 0.5% - 20 days 0.5% - 30 days	5%	No min.
Sure-Close, Inc.	Rod Muir	416-535-9918	<a href="mailto:rodmuir@sympatico.ca">rodmuir@sympatico.ca</a>	10	2% - 10 days	10%	No min.
Wastequip Manufacturing Company, LLC	William Morin	603-498-4401	<a href="mailto:WMorin@wastequip.com">WMorin@wastequip.com</a>	7	0.25% - 10 days	0.125%	No min.

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

\*\*The Master Contract Record 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](http://mass.gov/osd).

Updated: May 18, 2023

Template version: 9.0

Page 14 of 14

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527