

# Contract User Guide for FAC114

## FAC114: Janitorial Services, Environmentally Preferable

UPDATED: August 30, 2023

<b>Contract #:</b>	FAC114
<b>MMARS MA #:</b>	FAC114*
<b>Initial Contract Term:</b>	August 1, 2021 to July 31, 2026
<b>Maximum End Date:</b>	One (1) option for two (2) year extension through July 31, 2028
<b>Current Contract Term:</b>	August 1, 2021 to July 31, 2026
<b>Contract Manager:</b>	Camille Clarke, Phone 617-251-1858, <a href="mailto:camille.l.clarke@mass.gov">camille.l.clarke@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business.
<b>UNSPSC Codes:</b>	76-11-00-00: Cleaning and Janitorial Services
<b>Updated:</b>	Vendor contact information on 5.9.23

\*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 Janitorial Services. This is a multi-award contract, by county, offering eligible entities the ability to solicit quotes and utilize janitorial companies of varying sizes for their cleaning needs. This contract provides many qualified janitorial contractors who will be responsible for providing the cleaning services required to maintain Commonwealth Departments, municipalities, schools and other eligible entities. Services provided under this contract are not intended to be used to replace any current janitorial staff engaged by entities that provide such services.

Prevailing wage rates are required to be paid for this contract but only apply to employees of contractors which provide cleaning and maintenance services for public buildings, either owned or rented by the commonwealth (M.G.L. Chapter 149, Section 27H). Cities, towns and school districts using this contract are not subject to Prevailing Wage requirements, as cited in the above section.

In addition, this contract requires the use of environmentally preferable, or “green” cleaning products by all awarded contractors as required by Governor Patrick’s [Executive Order 515](#) and specified in the RFR wherever they are available for the purpose of protecting human health and the environment to the greatest extent possible. FAC114 Vendors were required to submit their list of green products for review and approval prior to award. All products were required to be listed on the [OSD’s Approved Green Products List](#). This list includes green chemicals that have been “Independently Third-Party Certified;” which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally recognized certification program.

## COVID-19 Updates

Buyers are encouraged to engage with vendors for additional information. See vendor list and information table

### Cleaning and Disinfecting Services

For cleaning services, all vendors must follow the CDC’s guidance on [Cleaning and Disinfecting](#) and applicable COVID-19 [OSHA](#) guidance and standards.

### Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA’s [List N: Disinfectants for Use Against SARS-CoV-2](#) AND registered by the [Massachusetts Pesticide Board Subcommittee](#)
- Hand Sanitizers: The CDC [Hand Hygiene Recommendations](#) cite at least 60% alcohol-based hand sanitizer *if soap and water are not available*. For healthcare, refer to the CDC’s [Hand Hygiene in Healthcare Settings](#) for more information.

### 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.

## 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.

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### HEALTH BENEFITS TO USING GREEN CLEANING PRODUCTS:

The National Association of School Nurses says that using fewer toxic products to clean:

- Reduces allergies and sensitivities, reduces absenteeism, improves indoor air quality, increases productivity, and enables higher test scores;
- Involves greater safety in handling for custodians and cleaning staff as ingredients in common cleaning products have been linked to triggering asthmatic episodes, cancer, effects on the nervous system, reproductive organs, kidneys, liver and hormones.

### COST SAVINGS and OTHER BENEFITS:

- Service providers using green cleaning products can save themselves and their customers money by purchasing and using a single product with different dilution rates depending on the job.
- Many products have automatic dispensing systems which reduce overuse and exposure to employees.
- Vendors provide details on the experience level of staff members and how background checks and CORI/SORI requirements are performed and documented. Entities may request to receive such information when getting quotes from Vendors.

Vendors provide within the Statement of Work document (to be used for all jobs under this contract), established work schedules, staffing, supplies and equipment, performance requirements, and compliance with environmental specifications that are similar to third party industry cleaning standards which can be monitored by the Strategic Sourcing Services Team (SSST).

### 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 FAC114 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.

### 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.



## OPERATIONAL SERVICES DIVISION

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools
05. Public Hospitals, owned by the Commonwealth
06. Public institutions of high education
07. Public purchasing cooperatives
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth
09. 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.

## 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 soliciting quotes, the following requirements apply:

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.</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>• <b>Note:</b> 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.</li></ul>

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## OPERATIONAL SERVICES DIVISION

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract

### Pricing Options

This contract does not contain specific pricing but is established as a qualified list of Vendors. Contract users wishing to engage an FAC114 janitorial contractor must create a Statement of Work (with region prevailing wages only if the requesting department is a Commonwealth owned or rented office/facility) and shall **solicit at least three quotes from contractors** to be evaluated with best value criteria applied. The Contractor shall only be compensated for services delivered and accepted by the hiring entity in accordance with the specific terms and conditions of the Contract resulting from this solicitation.

### 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).

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference FAC114 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.

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## How To Purchase From The Contract

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple Vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, award and place the order through COMMBUYS.

There are thirty - one (31) total Vendors on this contract and two (2) different distributor model Master Blanket Purchase Orders (MBPO). Each Vendor MBPO contains a list of Vendor specific files. The Master Contract Record MBPO is a non-purchasing MBPO housing all pertinent SWC records including the Contract User Guide and the Statement of Work Template.

The Solicitation Enabled MBPO number [PO-22-1080-OSD03-SRC3-22824](#), allows buyers to solicit quotes from multiple vendors on FAC114.

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "FAC114 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.

At least three (3) quotes shall be solicited from Vendors on this contract and quoting on this contract should be done through COMMBUYS. Contract Users are required to create a Statement of Work (SOW) or use the SOW Template available under Master Contract Record MBPO number [PO-22-1080-OSD03-SRC3-22820](#). To create the bid for quoting through COMMBUYS, follow the below steps.

1. Start with a New Requisition, on the General Tab, fill in all required information and **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 FAC114 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 Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
  - a. 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.

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9. Once everything is review, it is then submitted for approval and sent to the Vendors.

### Statement of Work (SOW):

Contract users must complete a detailed Statement of Work for any engagement to be completed under this contract and are required to have Vendors conduct a site visit prior to making an award. The SOW template can be found under the “Attachment” tab on COMMBUYS under Master Contract Report MBPO; it is recommended that Buyers use this format to request the following list and any other information as required by the engaging entity:

- Scope of Services/Deliverables Dates & Location of Service
- Detailed Budget
- Estimated Total Costs
- Number of Staff/Rate(s) per hour
- List of Approved Green Cleaning Products

### Required Documentation from Contractor:

Vendors are required to submit completed payment vouchers, and all required signed documentation to the designated Buyer personnel for processing. Vendors are obligated to pay prevailing wage rates to their employees who work in Commonwealth owned or rented facilities under this contract. Please report any known or suspected underpayment or non-payment of the prevailing wage to OSD for referral to the Attorney General’s Office and the Department of Labor and Workforce Development. There is no Commonwealth form to report weekly janitorial prevailing wage, as there is for construction.

### Obtaining Quotes

Contract users should always reference FAC114 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.

### Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include: [Section 27H: Wages of employees of maintenance or cleaning contractors; contracts; civil action](#)

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

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## Environmentally Preferable Products (EPP)

*Executive Order 515, Establishing an Environmental Purchasing Policy* issued by the Patrick-Murray Administration in 2009, **requires all janitorial service companies** providing services to Executive Branch Agencies to use environmentally preferable (green) cleaning products and practices as specified in Commonwealth statewide contracts. In particular, all Vendors are required to use products listed on the [OSD's Approved Green Products List for FAC118](#). FAC118 is the Statewide contract for Green Cleaning Products, Programs, Equipment and Supplies, and includes all products and services to assist in implementing a green cleaning program. It is not a requirement that FAC114 Vendors use FAC118 Vendors to purchase their products; however, they must only use products that are on the Approved Green Products List. This list includes green chemicals that have been "Independently Third-Party Certified," which means that the environmental claims as well as the product performance have been tested and certified by an established and legitimate, nationally recognized certification program.

- Using fewer toxic products benefits Commonwealth citizens on many levels:
  - Reduces the risks to custodians and cleaning staff who are handling the products
  - Improves indoor air quality for building occupants as a result of lower volatile organic compounds (VOCs);
  - Significantly lessens the amount of toxic substances going down the drain and into water and soil, which also impacts plants and animals in the area; and
  - Offers efficiencies in cleaning via dispensing systems that control use and equipment that does the job the same or better with less or no chemical use; **these all add up to saving money.**

## 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

### Frequently Purchased Items on the Contract

Services frequently purchased through this contract includes.

- Sweep floors and vacuum carpets.
- Empty waste receptacles.
- Trash removal.
- Office and bottle/can recycling.
- Hard floor buffing.
- Scrub, strip and seal work.
- Replenish paper towel, toilet paper and hand soap dispensers.
- Strip and apply non-slip or non-skid floor finish to restroom floors.
- Clean walls, partitions, including contiguous surfaces.
- Dust and wash columns, doors, and door frames.
- Vacuum upholstered furniture and full rug area.
- Spot clean carpet to remove all stains.
- Clean and vacuum all air diffusers.

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## OPERATIONAL SERVICES DIVISION

- Wash windows.
- Clean ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, etc.
- Office building garage cleaning.
- Optional: Snow removal of areas adjacent to the building(s) (walkways, stairways) and any limited routes to accessible areas where deemed appropriate.

### Geographical Service Area

For the purposes of this statewide contract, the Commonwealth of Massachusetts has been divided into fourteen (14) counties which include specific counties as indicated on the map and descriptions below:

[https://www.sec.state.ma.us/cis/cispdf/County\\_Map.pdf](https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf)

#### Counties Descriptions:

- Statewide
- Berkshire
- Hampshire
- Franklin
- Worcester
- Hampden
- Middlesex
- Essex
- Suffolk
- Norfolk
- Plymouth
- Bristol
- Barnstable
- Dukes
- Nantucket

### 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.

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# Contract User Guide for FAC114

## Strategic Sourcing Team Members

- Dan Billings, Operational Service Division
- Julia Wolfe, Operational Service Division
- Melina Fontanez Limardo, Massachusetts Water Resources Authority
- Robert Glover, Division of Capital Asset Management & Maintenance

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC3-22820</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	Statewide	N/A		N/A
Solicitation-Enabled	<a href="#">PO-22-1080-OSD03-SRC3-22824</a>	Michael Barry	617-720-3182	<a href="mailto:Michael.barry3@mass.gov">Michael.barry3@mass.gov</a>	Statewide	N/A		
A-1 Clean Team, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22780</a>	Peter Pooler	508-728-4749	<a href="mailto:a1cleanteam@hotmail.com">a1cleanteam@hotmail.com</a>	Statewide	3% - 10 days 2% - 15 days 1% - 20 days		8%
ACP Facility Services, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22772</a>	Crisostomo Gouveia	781-932-0500	<a href="mailto:cgouveia@acpfacility.com">cgouveia@acpfacility.com</a>	All except Dukes & Nantucket	2.5% - 10 days 2% - 15 days 1.5% - 20 days	MBE	15%
American Cleaning Co., Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22786</a>	Henry Valerio	617-562-4000	<a href="mailto:Hvalerio@amercln.com">Hvalerio@amercln.com</a>	Middlesex, Norfolk, Worcester, Essex, Plymouth, Suffolk & Bristol	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days		10%
BestPro Cleaning, LLC	<a href="#">PO-21-1080-OSD03-SRC04-22763</a>	Diana Gallego	508-310-5406	<a href="mailto:cleaning@bestprollc.com">cleaning@bestprollc.com</a>	Franklin, Middlesex, Norfolk, Worcester, Essex, Suffolk & Bristol	4% - 10 days 3% - 15 days 2% - 20 days 1% - 30 days	MBE, WBE	10%
CLEANCO Maintenance Corp.	<a href="#">PO-21-1080-OSD03-SRC04-22788</a>	Jack Hauswirth	781-890-2400	<a href="mailto:jhauswirth@cleancocorp.com">jhauswirth@cleancocorp.com</a>	Middlesex, Norfolk, Worcester & Suffolk	2% - 10 days 1% - 15 days		2%
C.M. Cleaning Company, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22764</a>	Teresa Moore	781-828-2014	<a href="mailto:teresa@cmcleaning.com">teresa@cmcleaning.com</a>	Middlesex, Norfolk, Plymouth, Suffolk, Barnstable & Bristol	1% - 10 days .5% - 15 days	WBE	1.5%
Coastal Cleaning	<a href="#">PO-21-1080-OSD03-SRC04-22778</a>	Jamieson Wieland	203-371-4061	<a href="mailto:jamie@cthomecare.com">jamie@cthomecare.com</a>	Statewide	4% - 10 days 4% - 15 days 2% - 20 days 1% - 30 days		50%

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC3-22820</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	Statewide	N/A		N/A
Compas Facility Services	<a href="#">PO-22-1080-OSD03-SRC3-22830</a>	Michelle Permatteo	978-352-7600	<a href="mailto:mpermatteo@compassfacility.com">mpermatteo@compassfacility.com</a>	Statewide	1% - 10 days 1% - 15 days		
Complete Cleaning Company, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22762</a>	Garry Beaver	781-598-1666	<a href="mailto:garry@complete-cleaning.com">garry@complete-cleaning.com</a>	Statewide	3% - 10 days 2.5% - 15 days 2% - 20 days		8%
C&W Services	<a href="#">PO-21-1080-OSD03-SRC04-22770</a>	Tony Andrade Gregory Dunn Jennifer Galvao Angel Doyle	617-428-2724 781-389-2214 617 330 7878	<a href="mailto:tony.andrade@cwservices.com">tony.andrade@cwservices.com</a> <a href="mailto:gregory.dunn@cwservices.com">gregory.dunn@cwservices.com</a> <a href="mailto:jennifer.galvao@cwservices.com">jennifer.galvao@cwservices.com</a> <a href="mailto:angel.doyle@cwservices.com">angel.doyle@cwservices.com</a>	All except Dukes & Nantucket	1% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days		10%
Community Work Services	<a href="#">PO-22-1080-OSD03-SRC02-22864</a>	Tanya Figelman	617-910-5152	<a href="mailto:TFigelman@cwsne.org">TFigelman@cwsne.org</a>	Middlesex, Norfolk & Suffolk	1% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days		28%
Done Right Building Services, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22765</a>	Kenneth Martin	617-236-0155	<a href="mailto:kmartin@donerightservices.com">kmartin@donerightservices.com</a>	Statewide	3% - 10 days 2% - 15 days 1% - 20 days 1% - 30 days	MBE	80%
Enterprise Professional Services Inc	<a href="#">PO-21-1080-OSD03-SRC04-22774</a>	Stephan Saia	512-433-9770	<a href="mailto:ssaia@epsimail.com">ssaia@epsimail.com</a>	Statewide	2% - 10 days 1% - 15 days .5% - 20 days		10%
Facilities Management & Maintenance, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22761</a>	Lisa Fitzgerald	617-561-7003	<a href="mailto:lfitzgerald@fmm-inc.com">lfitzgerald@fmm-inc.com</a>	Statewide	.30% - 10 days .30% - 15 days .20% - 20 days		2%
Mass Commercial Cleaning Inc	<a href="#">PO-21-1080-OSD03-SRC04-22781</a>	Katerina Cai	413-586-4696	<a href="mailto:mailto:pconnly@macommclean.com">mailto:pconnly@macommclean.com</a> <a href="mailto:Katerina@macommclean.com">Katerina@macommclean.com</a>	Franklin, Norfolk, Barnstable, Berkshire, Worcester, Hampshire & Hampden	1% - 10 days 1% - 15 days 1% - 20 days		3%
MP Building Services LLC	<a href="#">PO-21-1080-OSD03-SRC04-22768</a>	Thakor Patel	978-375-9868	<a href="mailto:thakorbp@comcast.net">thakorbp@comcast.net</a>	Middlesex, Norfolk, Worcester, Essex, Suffolk & Bristol	2% - 10 days	MBE, WBE	3%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC3-22820</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	Statewide	N/A		N/A
National Facility Services, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22784</a>	Corey Amico	978-850-6064	<a href="mailto:Corey@nfsincorp.com">Corey@nfsincorp.com</a>	Statewide	3% - 10 days 2% - 15 days 1.5% - 20 days 1% - 30 days		10%
Mouras Cleaning Service, Inc	<a href="#">PO-21-1080-OSD03-SRC04-22787</a>	David Moura	978-562-1839 X100	<a href="mailto:dave@mourascleaningservice.com">dave@mourascleaningservice.com</a>	Statewide	2% - 10 days	PBE	1%
S. J. Services Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22779</a>	Daniel Shea	351-201-9276	<a href="mailto:Danielshea@sj-services.com">Danielshea@sj-services.com</a>	Statewide	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days		3.5%
SMG Corporate Services	<a href="#">PO-21-1080-OSD03-SRC04-22776</a>	Scott Weintraub	203-925-6110	<a href="mailto:sweintraub@smgcorporate.com">sweintraub@smgcorporate.com</a>	Statewide	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days		15%
Sole Source Restoration	<a href="#">PO-21-1080-OSD03-SRC04-22777</a>	Michael Sepe	401-864-1844	<a href="mailto:msepe@solesourcerestoration.com">msepe@solesourcerestoration.com</a>	Statewide	2% - 10 days .5% - 15 days .25% - 20 days		1%
Partner Solutions Facility Services	<a href="#">PO-21-1080-OSD03-SRC04-22769</a>	Ricardo Pereira	617-553-4862 ext.402	<a href="mailto:rpereira@psgc.email">rpereira@psgc.email</a>	Statewide	3% - 10 days 2% - 15 days 1% - 20 days	SBPP	15%
Transcend Maintenance Services Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22767</a>	Diana Young	617-308-2694	<a href="mailto:DYoung@TranscendMaintenance.com">DYoung@TranscendMaintenance.com</a>	Middlesex, Worcester, Essex, Hampshire & Suffolk	5% - 10 days 4% - 15 days 3% - 20 days 2% - 30 days	MBE, WBE & SBPP	10%
UG2, LLC	<a href="#">PO-21-1080-OSD03-SRC04-22760</a>	Bob Desaulniers	617-279-8109	<a href="mailto:bdesaulniers@ug2.com">bdesaulniers@ug2.com</a>	Statewide	1% - 10 days		4%
Advanced Maintenance Solutions, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22785</a>	Scott Dougherty	617-835-0283	<a href="mailto:advancedmaintenanceinc@gmail.com">advancedmaintenanceinc@gmail.com</a>	Essex, Middlesex and Suffolk	2% - 10 days 1% - 30 days		7%
GDI Services Inc.	<a href="#">PO-22-1080-OSD03-SRC3-22831</a>	Nancy Miller	1-800-696-2676	<a href="mailto:Nancy.Miller@gdi.com">Nancy.Miller@gdi.com</a>	Middlesex, Norfolk, Worcester, Essex, Plymouth, Suffolk & Bristol	2% - 10 days 1% - 15 days		1%

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC3-22820</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	Statewide	N/A		N/A
KleenRite Services	<a href="#">PO-21-1080-OSD03-SRC04-22782</a>	Richard Paixao	413-737-7663	<a href="mailto:kleenrite@gmail.com">kleenrite@gmail.com</a>	Berkshire, Worcester, Hampshire & Hampden	1% - 10 days .5% - 15 days .25% - 20 days .10% - 30 days	PBE	7%
M&M Contract Cleaning, Inc	<a href="#">PO-21-1080-OSD03-SRC04-22783</a>	Amancio Fontes	781-436-5850	<a href="mailto:jmiller@mmcontractcleaning.com">jmiller@mmcontractcleaning.com</a>	Statewide	4% - 10 days 3% - 30 days 2% - 20 days	MBE, SBPP	3%
Star Building Services	<a href="#">PO-21-1080-OSD03-SRC04-22766</a>	Hans Familia	617-825-2266	<a href="mailto:hfamilia@sbsboston.net">hfamilia@sbsboston.net</a>	All except Dukes & Nantucket	2% - 30 days	MBE, WBE	6%
United Services of America	<a href="#">PO-21-1080-OSD03-SRC04-22773</a>	Tammi Kent	781-223-1831	<a href="mailto:tkent@us-a.com">tkent@us-a.com</a>	Middlesex, Norfolk, Worcester, Essex, Plymouth, Hampshire, Hampden, Suffolk & Bristol	1% - 10 days .5% - 15 days .25% - 20 days .15% - 30 days		4%
Olympic Services, Inc.	<a href="#">PO-21-1080-OSD03-SRC04-22771</a>	Asa Gasbarro	(508) 277-7404	<a href="mailto:asagasbarro@comcast.net">asagasbarro@comcast.net</a>	Statewide	1.5% - 10 days 1.5% - 15 days 1.10% - 20 days	WBE, SBPP	22%

\* 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.

\*\*\* The Solicitation Enabled MBPO is for multiple quote requests and price comparison.

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## Appendix A:

### Massachusetts Secretary of State's Listing of Counties:

Bristol County	Dukes County	Essex County	Franklin County	Hampden County	Hampshire County	Middlesex County	Middlesex County Cont.	Norfolk County	Plymouth County	Suffolk County	Worcester County	Worcester County Cont.
Acushnet	Aquinnah	AMESBURY	Ashfield	AGAWAM	AMHERST	Acton	Pepperell	Avon	Abington	BOSTON*	Ashburnham	Oakham
ATTLEBORO	Chilmark	Andover	Barnardston	Blandford	Belchertown	Arlington	Reading	Bellingham	Bridgewater	CHELSEA	Athol	Oxford
Berkley	Edgartown*	BEVERLY	Buckland	Brimfield	Chesterfield	Ashby	Sherborn	BRAINTREE	BROCKTON*	REVERE	Auburn	Paxton
Dartmouth	Gosnold	Boxford	Charlemont	Chester	Cummington	Ashland	Shirley	Brookline	Carver	WINTHROP	Barre	Petersham
Dighton	Oak Bluffs	Danvers	Colrain	CHICOPEE	EASTHAMPTON	Ayer	SOMERVILLE	Canton	Duxbury		Berlin	Phillipston
Easton	Tisbury	Essex	Conway	East Longmeadow	Goshen	Bedford	Stoneham	Cohasset	East Bridgewater		Blackstone	Princeton
Fairhaven	West Tisbury	Georgetown	Deerfield	Granville	Granby	Belmont	Stow	Dedham*	Halifax		Bolton	Royalston
FALL RIVER*		GLOUCESTER	Erving	Hampden	Hadley	BillERICA	Sudbury	Dover	Hanover		Boylston	Rutland
Freetown		Groveland	Gill	Holland	Hatfield	Boxborough	Tewksbury	Foxborough	Hanson		Brookfield	Shrewsbury
Mansfield		Hamilton	GREENFIELD*	HOLYOKE	Huntington	Burlington	Townsend	FRANKLIN	Hingham		Charlton	Southborough
NEW BEDFORD*		HAVERHILL	Hawley	Longmeadow	Middlefield	CAMBRIDGE*	Tyngsborough	Holbrook	Hull		Clinton	SOUTHBRIDGE
North Attleborough		Ipswich	Heath	Ludlow	NORTHAMPTON*	Carlisle	Wakefield	Medfield	Kingston		Douglas	Spencer
Norton		LAWRENCE*	Leverett	Monson	Pelham	Chelmsford	WALTHAM	Medway	Lakeville		Dudley	Sterling
Raynham		LYNN	Leyden	Montgomery	Plainfield	Concord	WATERTOWN	Millis	Marshfield		East Brookfield	Sturbridge
Rehoboth		Lynnfield	Monroe	PALMER	South Hadley	Dracut	Wayland	Milton	Mattapoisett		FITCHBURG*	Sutton
Seekonk		Manchester by the sea	Montague	Russell	Southampton	Dunstable	Westford	Needham	Middleborough		GARDNER	Templeton
Somerset		Marblehead	New Salem	Southwick	Ware	EVERETT	Weston	Norfolk	Norwell		Grafton	Upton
Swansea		Merrimac	Northfield	SPRINGFIELD*	Westhampton	FRAMINGHAM	Wilmington	Norwood	Pembroke		Hardwick	Uxbridge
TAUNTON*		METHUEN	Orange	Tolland	Williamsburg	Groton	Winchester	Plainville	Plymouth*		Harvard	Warren
Westport		Middleton	Rowe	Wales	Worthington	Holliston	WOBURN	QUINCY	Plympton		Holden	Webster
		Nahant	Shelburne	WEST SPRINGFIELD		Hopkinton		RANDOLPH	Rochester		Hopedale	West Boylston
		Newbury	Shutesbury	WESTFIELD		Hudson	Nantucket County	Sharon	Rockland		Hubbardston	West Brookfield
		NEWBURYPORT*	Sunderland	Wilbraham		Lexington	Nantucket*	Stoughton	Scituate		Lancaster	Westborough
		North Andover	Warwick			Lincoln		Walpole	Wareham		Leicester	Westminster
		PEABODY	Wendell			Littleton		Wellesley	West Bridgewater		LEOMINSTER	Winchendon
		Rockport	Whately			LOWELL*		Westwood	Whitman		Lunenburg	WORCESTER*
		Rowley				MALDEN		WEYMOUTH	Marshfield		Mendon	
		SALEM*				MARLBOROUGH		Wrentham			Milford	
		Salisbury				Maynard					Millbury	
		Saugus				MEDFORD					Millville	
		Swampscott				MELROSE					New Braintree	
		Topsfield				Natick					North Brookfield	
		Wenham				NEWTON					Northborough	
		West Newbury				North Reading					Northbridge	

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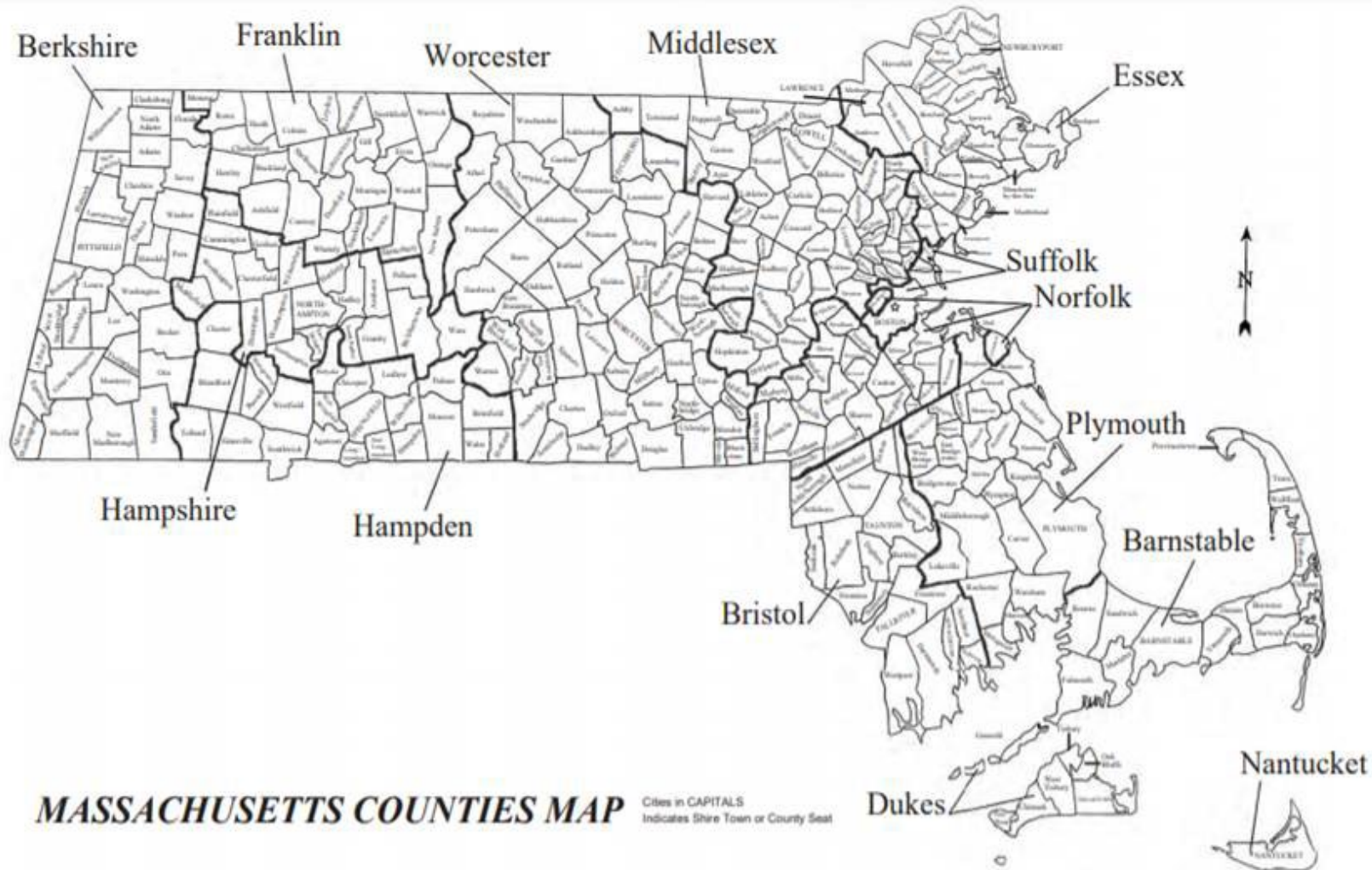
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Link to County Map: <https://www.sec.state.ma.us/cis/cisctlist/ctlistcoun.htm>



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