

Contract User Guide for FAC114

FAC114: Janitorial Services, Environmentally Preferable

UPDATED: September 14, 2021

Contract #:	FAC114
MMARS MA #:	FAC114*
Initial Contract Term:	August 1, 2021 to July 31, 2026
Maximum End Date:	One (1) option for two (2) year extension through July 31, 2028
Current Contract Term:	August 1, 2021 to July 31, 2026
Contract Manager:	Daniel Billings, Phone: 617-720-3309, Daniel.Billings@mass.gov
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business.
UNSPSC Codes:	76-11-00-00: Cleaning and Janitorial Services

*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.

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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.

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 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.

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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.

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.

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.

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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

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.

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- 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.
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. 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 contact, 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.

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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)

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 FAC85](#). FAC85 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 FAC85 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 include:

- 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.

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- Vacuum upholstered furniture and full rug area.
- Spot clean carpet to remove all stains.
- Clean and vacuum all air diffusers.
- 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

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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Memorandum of Understanding/Statement of Work

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 each District’s 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
- # 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.
- For non-Commonwealth owned or rented facilities, invoices for services rendered during the previous month must be submitted to the hiring entity according to the terms of the Statement of Work.



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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)	MBE MWBE WBE Veteran
Master Contract Record	PO-22-1080-OSD03-SRC3-22820	Dan Billings	617-720-3309	Daniel.Billings@mass.gov	Statewide	N/A	N/A
Solicitation-Enabled	PO-22-1080-OSD03-SRC3-22824	Dan Billings	617-720-3309	Daniel.Billings@mass.gov	Statewide	N/A	N/A
A-1 Clean Team, Inc.	PO-21-1080-OSD03-SRC04-22780	Peter Pooler	508-728-4749	a1cleanteam@hotmail.com	Statewide	3% - 10 days 2% - 15 days 1% - 20 days	
ACP Facility Services, Inc.	PO-21-1080-OSD03-SRC04-22772	Crisostomo Gouveia	781-932-0500	cgouveia@acpfacility.com	All except Dukes & Nantucket	2.5% - 10 days 2% - 15 days 1.5% - 20 days	
American Cleaning Co., Inc.	PO-21-1080-OSD03-SRC04-22786	Henry Valerio	617-562-4000	Hvalerio@amercln.com	Middlesex, Norfolk, Worcester, Essex, Plymouth, Suffolk & Bristol	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days	
BestPro Cleaning, LLC	PO-21-1080-OSD03-SRC04-22763	Diana Gallego	508-310-5406	cleaning@bestprollc.com	Franklin, Middlesex, Norfolk, Worcester, Essex, Suffolk & Bristol	4% - 10 days 3% - 15 days 2% - 20 days 1% - 30 days	
CLEANCO Maintenance Corp.	PO-21-1080-OSD03-SRC04-22788	Jack Hauswirth	781-890-2400	jhauswirth@cleancocorp.com	Middlesex, Norfolk, Worcester & Suffolk	2% - 10 days 1% - 15 days	
C.M. Cleaning Company, Inc.	PO-21-1080-OSD03-SRC04-22764	Teresa Moore	781-828-2014	teresa@cmcleaning.com	Middlesex, Norfolk, Plymouth, Suffolk, Barnstable & Bristol	1% - 10 days .5% - 15 days	
Compass Facility Services	PO-22-1080-OSD03-SRC3-22830	Michelle Permatteo	978-352-7600	mpermatteo@compassfacility.com	All except Dukes & Nantucket	1% - 10 days 1% - 15 days	
Complete Cleaning Company, Inc.	PO-21-1080-OSD03-SRC04-22762	Garry Beaver	781-598-1666	garry@complete-cleaning.com	Statewide	3% - 10 days 2.5% - 15 days 2% - 20 days	

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	MBE MWBE WBE Veteran
C&W Services	PO-21-1080-OSD03-SRC04-22770	Tony Andrade	617-428-2724	tony.andrade@cwservices.com	All except Dukes & Nantucket	1% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days	
Community Work Services	PO-22-1080-OSD03-SRC02-22864	Tanya Figelman	617-910-5152	TFigelman@cwsne.org	Middlesex, Norfolk & Suffolk	1% - 10 days 1% - 15 days 1% - 20 days 1% - 30 days	
Done Right Building Services, Inc.	PO-21-1080-OSD03-SRC04-22765	Kenneth Martin	617-236-0155	kmartin@donerightservices.com	Statewide	3% - 10 days 2% - 15 days 1% - 20 days 1% - 30 days	
Enterprise Professional Services Inc	PO-21-1080-OSD03-SRC04-22774	Stephan Saia	512-433-9770	ssaia@epsimail.com	Statewide	2% - 10 days 1% - 15 days .5% - 20 days	
Facilities Management & Maintenance, Inc.	PO-21-1080-OSD03-SRC04-22761	Lisa Fitzgerald	617-561-7003	lfitzgerald@fmm-inc.com	Statewide	.30% - 10 days .30% - 15 days .20% - 20 days	
Mass Commercial Cleaning Inc	PO-21-1080-OSD03-SRC04-22781	Peter Connly	413-586-4696	pconnly@macommclean.com	Franklin, Norfolk, Barnstable, Berkshire, Worcester, Hampshire & Hampden	1% - 10 days 1% - 15 days 1% - 20 days	
MP Building Services LLC	PO-21-1080-OSD03-SRC04-22768	Thakor Patel	978-375-9868	thakorbp@comcast.net	Middlesex, Norfolk, Worcester, Essex, Suffolk & Bristol	2% - 10 days	
National Facility Services, Inc.	PO-21-1080-OSD03-SRC04-22784	Corey Amico	978-850-6064	Corey@nfsincorp.com	Statewide	3% - 10 days 2% - 15 days 1.5% - 20 days 1% - 30 days	
Mouras Cleaning Service, Inc	PO-21-1080-OSD03-SRC04-22787	David Moura	978-562-1839 X100	dave@mourascleaningservice.com	Statewide	2% - 10 days	
S. J. Services Inc.	PO-21-1080-OSD03-SRC04-22779	Daniel Shea	351-201-9276	Danielshea@sj-services.com	Statewide	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days	

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	MBE MWBE WBE Veteran
SMG Corporate Services	PO-21-1080-OSD03-SRC04-22776	Scott Weintraub	203-925-6110	sweintraub@smgcorporate services.com	Statewide	1% - 10 days .75% - 15 days .5% - 20 days .25% - 30 days	
Sole Source Restoration	PO-21-1080-OSD03-SRC04-22777	Michael Sepe	401-864-1844	msepe@solesourcerestoration.com	Statewide	2% - 10 days .5% - 15 days .25% - 20 days	
Partner Solutions Facility Services	PO-21-1080-OSD03-SRC04-22769	Ricardo Pereira	617-553-4862 ext.402	rpereira@psgc.email	Statewide	3% - 10 days 2% - 15 days 1% - 20 days	
Transcend Maintenance Services Inc.	PO-21-1080-OSD03-SRC04-22767	Diana Young	617-308-2694	DYoung@TranscendMaintenance.com	Middlesex, Worcester, Essex, Hampshire & Suffolk	5% - 10 days 4% - 15 days 3% - 20 days 2% - 30 days	
UG2, LLC	PO-21-1080-OSD03-SRC04-22760	Bob Desaulniers	617-279-8109	bdesaulniers@ug2.com	Statewide	1% - 10 days	
Advanced Maintenance Solutions, Inc.	PO-21-1080-OSD03-SRC04-22785	Scott Dougherty	617-835-0283	advancedmaintenanceinc@gmail.com	Franklin, Middlesex, Norfolk, Barnstable & Hampden	2% - 10 days 1% - 30 days	
GDI Services Inc.	PO-22-1080-OSD03-SRC3-22831	Nancy Miller	1-800-696-2676	Nancy.Miller@gdi.com	Middlesex, Norfolk, Worcester, Essex, Plymouth, Suffolk & Bristol	2% - 10 days 1% - 15 days	
KleenRite Services	PO-21-1080-OSD03-SRC04-22782	Richard Paixao	413-737-7663	kleenrite@gmail.com	Berkshire, Worcester, Hampshire & Hampden	1% - 10 days .5% - 15 days .25% - 20 days .10% - 30 days	
M&M Contract Cleaning, Inc	PO-21-1080-OSD03-SRC04-22783	Amancio Fontes	781-436-5850	jmiller@mmcontractcleaning.com	Statewide	4% - 10 days 3% - 30 days 2% - 20 days	
Coastal Cleaning	PO-21-1080-OSD03-SRC04-22778	Jamieson Wieland	203-371-4061	jamie@cthomecare.com	Statewide	4% - 10 days 4% - 15 days 2% - 20 days 1% - 30 days	

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discount (PPD)	MBE MWBE WBE Veteran
Star Building Services	PO-21-1080-OSD03-SRC04-22766	Hans Familia	617-825-2266	hfamilia@sbsboston.com	All except Dukes & Nantucket	2% - 30 days	
United Services of America	PO-21-1080-OSD03-SRC04-22773	Tammi Kent	781-223-1831	tkent@us-a.com	Middlesex, Norfolk, Worcester, Essex, Plymouth, Hampshire, Hampden, Suffolk & Bristol	1% - 10 days .5% - 15 days .25% - 20 days .15% - 30 days	
Olympic Services, Inc.	PO-21-1080-OSD03-SRC04-22771	Asa Gasbarro	(508) 277-7404	asagasbarro@comcast.net	Statewide	1.5% - 10 days 1.5% - 15 days 1.10% - 20 days	

*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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OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC114

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	Bernardston	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	Cumington	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*		HAVERTHILL	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	Mattapoiet		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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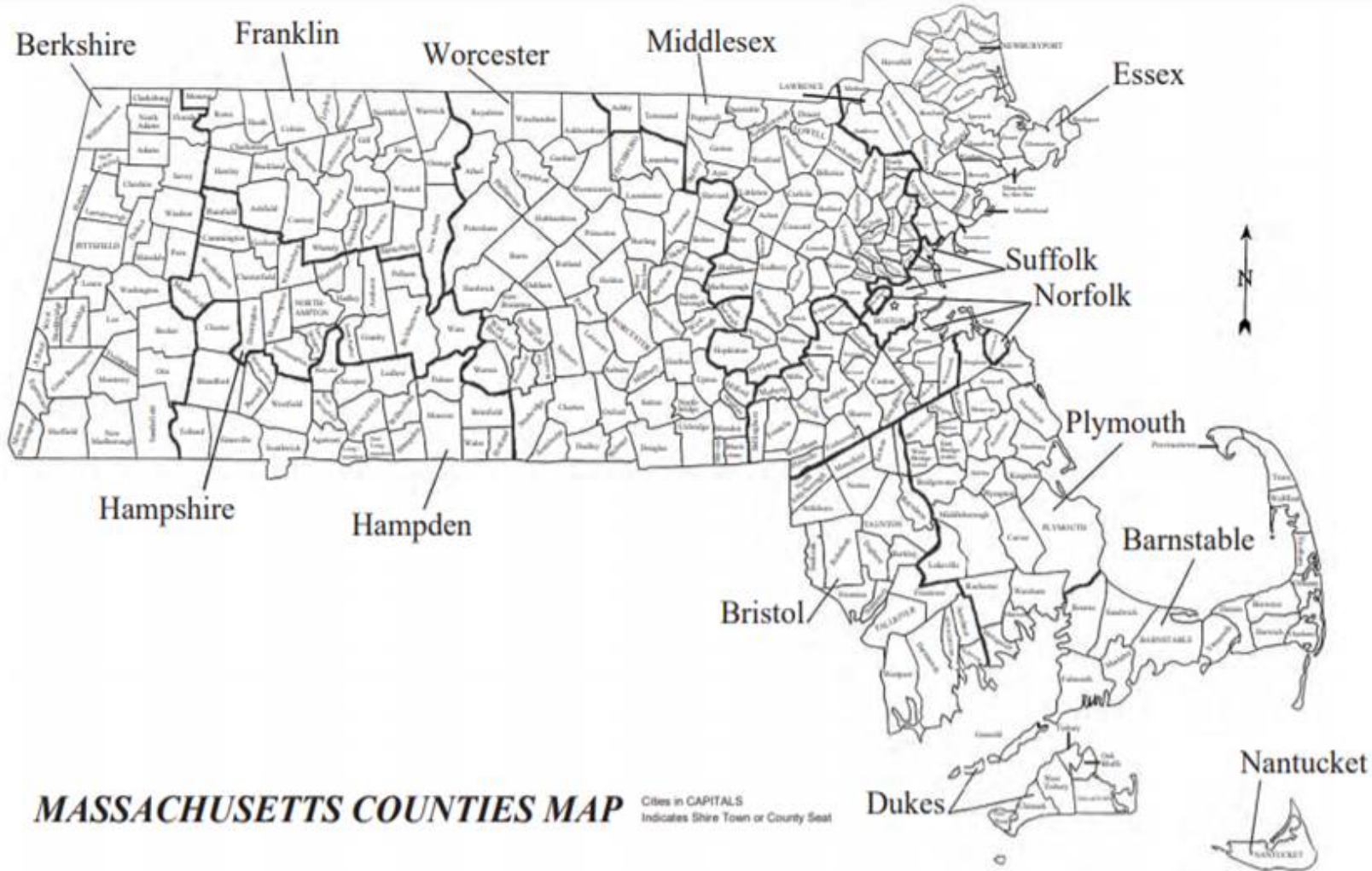
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Link to County Map: <https://www.sec.state.ma.us/cis/cisctlist/ctlistcoun.htm>



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