

# Contract User Guide for FAC115

## FAC115: Security Services, Private Investigative Services and Fence Rental

**UPDATED:** June 21, 2022

<b>Contract #:</b>	FAC115
<b>MMARS MA #:</b>	FAC115*
<b>Initial Contract Term:</b>	June 1, 2022 – June 30, 2027
<b>Maximum End Date:</b>	June 30, 2027
<b>Current Contract Term:</b>	June 1, 2022 – June 30, 2027
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>This Contract Contains:</b>	Prompt Payment Discount, MBE/MWBE/WBE Required CORI/SORI background checks, Key Performance Indicators
<b>UNSPSC Codes:</b>	92-12-00 Security and Personal Safety 92-12-15 Security Guard Services 92-12-16 Private Investigative Services 46-17-00 Security Surveillance and Detection

\*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 FAC115. This contract is for the supply and delivery of Security Services, Private Investigative Services, and Fence Rental.

## Contract Categories

This contract includes 3 categories as listed below:

- Category 1: Security Services
- Category 2: Private Investigative Services
- Category 3: Fence Rental

## 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. In addition, Prompt Payment Discount (PPD), Holiday, and Weekend services available for Categories 1 and 2.

## Find Bid/Contract Documents

- To find all contract-specific documents, Master Blanket Purchase Order (MBPO) information, Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for FAC115
- To link directly to the MBPO for FAC115 visit the Master Contract Record MBPO# [PO-22-1080-OSD03-SRC02-25627](#)
- 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.

## 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. All subcontractors are background checked by the awarded Vendor.

## 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></ul>

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	<ul style="list-style-type: none"><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>

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

- **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.

### 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.*

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When contacting a vendor on statewide contract, always reference FAC115 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

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section and choose the *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “FAC115 RFQ” when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

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

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create an RPA Requisition* job aid.

### Obtaining Quotes

Contract users should always reference FAC115 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.

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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.

## 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

Vendor pays transportation of goods to location plus loading costs for fence rental.

## Additional Information/FAQs

If requesting a quote from a Vendor, please be sure to include a Statement of Work (SOW) with the requisition. A template for a SOW is available under the Master Contract Record MBPO [PO-22-1080-OSD03-SRC02-25627](#).

## Frequently Purchased Items on the Contract

Services frequently purchased through this contract includes Security Guard Services, Emergency Security Guard Services, Private Investigative Services, Temporary Fence Rental (contracts not to exceed 6 months).

## Geographical Service Area

Please refer to the price list for each vendor on FAC115 to verify the counties they service. All price sheets are located in their vendor file or vendor MBPO. The counties they service should be included in top box of each price column. Please refer to the following link to locate a specific county:

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

## Product Specifications, including Environmental Standards and Requirements

Vendors awarded on FAC115 follow environmentally friendly practices such as recycling paper, printer toner, tires, batteries, lightbulbs, and other items.

## 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.

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### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 3 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. This contract has no options for renewal. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

### Memorandum of Understanding/Statement of Work

A Statement of Work template is available in COMMBUYS under FAC115 Master Contract Record [PO-22-1080-OSD03-SRC02-25627](#).

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## Strategic Sourcing Team Members

- Kristin Cafarelli (Massachusetts Department of Elementary and Secondary Education)
- Andrew Lapp (Military Command Hanscom)
- Matthew Termini (Division of Capital Asset Management & Maintenance)
- Kelly Thompson Clark (Operational Services Division)
- Christopher Silva (Department of Transitional Assistance)
- Jason Smith (Division of Capital Asset Management & Maintenance)

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OPERATIONAL SERVICES DIVISION

# Contract User Guide for FAC115

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1: Security Services	Category 2: PI Services	Category 3: Fence Rental	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record [Master MBPO] (All contract documents)	<a href="#">PO-22-1080-OSD03-SRC02-25627</a>	Kelly Thompson Clark	617-720-3184	Kelly.ThompsonClark@mass.gov				N/A	N/A	N/A
Absolute Investigations, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25504</a>	Robert Sparks	508-586-0140	<a href="mailto:Services@absoluteinvestigationsinc.com">Services@absoluteinvestigationsinc.com</a>		X		PPD- 10 days: 5%, 15 days: 4%, 20 days: 3%, 30 days: 2%		2.0
Access Investigations, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25506</a>	Paul Kernan	781-789-5536	<a href="mailto:paul@accessinv.net">paul@accessinv.net</a>		X		PPD- 10 days: 4%, 15 days: 3%, 20 days: 2%, 30 days: 1%		1.0
Alliance Detective & Security Services, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25501</a>	Richard Topham	617-387-1261	<a href="mailto:Rtopham@alliancesecurityservice.com">Rtopham@alliancesecurityservice.com</a>	X	X		PPD- 10 days: 5%, 15 days: 4%, 20 days: 3%, 30 days: 2%	WBE	2.0
American Investigative Services, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25510</a>	Jay Groob	617-739-6060	<a href="mailto:Ais@americaninvestigation.net">Ais@americaninvestigation.net</a>		X		PPD- 10 days: 2.0%, 15 days: 1%, 20 days: 0%, 30 days: 0%		1.0
Central Bureau of Investigation, Inc. (CBI)	<a href="#">PO-22-1080-OSD03-SRC01-25512</a>	Janet Bronstein or Christine Dias	781-830-6060	<a href="mailto:Detect@cbinvestigation.com">Detect@cbinvestigation.com</a>		X		PPD- 10 days: 5%, 15 days: 4%, 20 days: 3%, 30 days: 2%	WBE	2.0
Defense Investigators Group, Inc. (DIG)	<a href="#">PO-22-1080-OSD03-SRC01-25507</a>	Donal P. Anderson	781-293-4777	<a href="mailto:office@d-i-g.com">office@d-i-g.com</a>		X		PPD- 10 days: 2%, 15 days: 1.5%, 20 days: 1%, 30 days: 0.5%	VBE	10.0
East Coast Investigative Services, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25650</a>	James L. Collins III	781-740-0390	<a href="mailto:Jimc1988@ecisinc.com">Jimc1988@ecisinc.com</a>		X		PPD- 10 days: 5%, 15 days: 3%, 20 days: 2%, 30 days: 2%		7.0
Edward Davis Company, The SST	<a href="#">PO-22-1080-OSD03-SRC01-25586</a>	Amanda Wall	888-550-3120	<a href="mailto:awall@eddavisllc.com">awall@eddavisllc.com</a>	X	X		PPD- 10 days: 3%, 15 days: 1.5%, 20 days: 1%, 30 days: 0.5%		3.0
Elite Detective Services, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25518</a>	Jonathan Cassidy	978-927-4449	<a href="mailto:jcassidy@elitedetectives.com">jcassidy@elitedetectives.com</a>		X		PPD- 10 days: 2%, 15 days: 1%, 20 days: 1%, 30 days: 0.5%		1.0

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**OPERATIONAL SERVICES DIVISION**

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1: Security Services	Category 2: PI Services	Category 3: Fence Rental	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
Ethos Risk Services	<a href="#">PO-22-1080-OSD03-SRC01-25519</a>	Robert Reynolds	866-783-0525	<a href="mailto:rreynolds@ethosrisk.com">rreynolds@ethosrisk.com</a>		X		PPD- 10 days: 3%, 15 days: 2%, 20 days: 1%, 30 days: 0%		1.0
Four Seasons Investigations, LLC	<a href="#">PO-22-1080-OSD03-SRC01-25508</a>	Edmund S. Vogt	781-585-8648	<a href="mailto:svogt@fourseasonspi.com">svogt@fourseasonspi.com</a>		X		PPD-10 days: 2.5%, 15 days: 2%, 20 days: 1.5%, 30 days: 0%		1.0
Internal Security Associates (ISA)	<a href="#">PO-22-1080-OSD03-SRC01-25589</a>	Brian Pattullo	857-350-0621	<a href="mailto:bpattullo@isa.us.com">bpattullo@isa.us.com</a>	X	X	X	PPD-10 days: 2%, 15 days: 0%, 20 days: 0%, 30 days: 0%		2.5
Jet Security, LLC	<a href="#">PO-22-1080-OSD03-SRC01-25678</a>	Endri Cenolli	617-581-8315	<a href="mailto:ecenolli@jetsecuritypros.com">ecenolli@jetsecuritypros.com</a>	X			PPD-10 days: 2%, 15 days: 1%, 20 days: 1.5%, 30 day: 0.5%		1.0
KLIP Investigations, LLC	<a href="#">PO-22-1080-OSD03-SRC01-25505</a>	Kevin O'Neil	781-844-6718	<a href="mailto:kevin@klipsecurity.com">kevin@klipsecurity.com</a>		X		PPD- 10 days: 5%, 15 days: 4%, 20 days: 3%, 30 days: 2%		1.0
Madison Security Group, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25503</a>	Michael Svizzero	978-459-5911	<a href="mailto:mike@madisonsg.com">mike@madisonsg.com</a>	X			PPD- 10 days: 2%, 15 days: 1.5%, 20 days: 1%, 30 days: 0.5%		1.0
Mark Ross dba Ross Investigations	<a href="#">PO-22-1080-OSD03-SRC01-25520</a>	Rich Angelo	781-775-0571	<a href="mailto:Rich-angelo@comcast.net">Rich-angelo@comcast.net</a>		X		PPD- 10 days: 3%, 15 days: 2%, 20 days: 1%, 30 days: 0%		2.5
New England Surveillance Specialists	<a href="#">PO-22-1080-OSD03-SRC01-25631</a>	Brian Davis	978-412-9008	<a href="mailto:bdavis@nesurveillance.com">bdavis@nesurveillance.com</a>		X	X	PPD- 10 days: 4%, 15 days: 3%, 20 days: 2%, 30 days: 1%		5.0
SRCPI, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25514</a>	Veronica Ramos	508-923-6960	<a href="mailto:srcinvestigations@verizon.net">srcinvestigations@verizon.net</a>		X		PPD- 10 days: 2%, 15 days: 1.5%, 20 days: 1%, 30 days: 0.5%	VBE	2.0
United Security, Inc.	<a href="#">PO-22-1080-OSD03-SRC01-25517</a>	Kerry Lear	617-621-2900	<a href="mailto:klear@usisecurity.com">klear@usisecurity.com</a>	X			PPD- 10 days: 0.5%, 15 days: 0.35%, 20 days: 0.25%, 30 days: 0.25%		1.0
Universal Protection Service, LLC (Allied)	<a href="#">PO-22-1080-OSD03-SRC01-25515</a>	Sarah Lennon	617-587-3500	<a href="mailto:Sarah.lennon@aus.com">Sarah.lennon@aus.com</a>	X			PPD- 10 days: 0.5%, 15 days: 0.4%, 20 days: 0.3%, 30 days: 0.2%		1.0

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1: Security Services	Category 2: PI Services	Category 3: Fence Rental	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
Windwalker Group, LLC	<a href="#">PO-22-1080-OSD03-SRC01-25502</a>	Taylor Sulik	860-481-5840	Taylor.sulik@windwalker.com	X			PPD- 10 days: 5%, 15 days: 4%, 20 days: 3%, 30 days: 2%		10.0

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

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

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# Contract User Guide for FAC115

## Appendix A: UNSPSC Codes for FAC115

**92-12-00** - Security and Personal Safety: Fence rentals, security services, labor, and sandbags.

**92-12-15** - Security Guard Services: Armed guard, armed supervisor basic security guard, patrol car special events and wandering.

**92-12-16** - Private Investigative Services: Detective, private investigative services, and undercover agent.

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