

Contract User Guide for FAC118

FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies

UPDATED: May 10, 2023

Contract #:	FAC118
MMARS MA #:	FAC118*
Initial Contract Term:	March 1, 2022 – February 29, 2028
Maximum End Date:	Two-year extension to 2030
Current Contract Term:	March 1, 2022 – February 29, 2028
Contract Manager:	Camille Clarke, Phone 617-251-1858, camille.l.clarke@mass.gov
This Contract Contains:	Environmentally Preferable Products, MBE/MWBE/WBE
UNSPSC Codes:	47-12-00-00 Janitorial Equipment, 47-13-00-00 Cleaning and Janitorial Supplies, 47-13-17-00 Restroom Supplies, 47-12-18-00 Cleaning Equipment
Notes:	This is an ALL-green contract – all products on the contract are required to meet environmentally preferable specifications.

*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 Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies. This is a multi-state contract available to Connecticut, Maryland, New Hampshire, New York and Rhode Island in cooperation with the lead state of Massachusetts. Other states are eligible to join FAC118 at any time.

The products on this contract must meet environmentally preferable specifications as outlined in [Attachment A FAC118 Mandatory Specifications and Desirable Criteria](#). Many of the products, including but not limited to chemicals and janitorial paper products are required to be “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 third-party certification program. Contract users do not have to analyze technical data and may be assured that the product will perform well. (The only chemicals without such certification are the disinfectants and various sanitizers, for which no certification is available but must abide by safer active ingredient requirements). In addition, vendors were selected for their ability to provide assistance in transitioning eligible entities to a green cleaning program.

COVID-19 Updates

FAC118 contains a range of PPE available in Category 2 (Janitorial Supplies, Equipment and Services). Buyers are encouraged to engage with vendors for additional information. See vendor list and information table [below](#).

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 4 categories of products as listed below:

Category #	Category Names	Products Included (but not limited to)
1	Cleaning, Facility Maintenance Chemicals, Disinfectants and Sanitizers	Non-disinfecting general purpose, bathroom, floor, and glass cleaners; sanitizers and disinfectants; deicing and snowmelt
2	Janitorial Supplies, Equipment and Services	Cleaning Supplies, hand soaps, hand sanitizers, personal care products, PPE, Waste/recycling/composting liners, Entryway, and other matting
3	Disposable Janitorial Paper Products	Toilet paper, paper towels, folded towels, toilet seat covers, facial tissue, paper napkins and wipers, feminine hygiene products
4	Powered Janitorial Equipment, Supplies and Service	Carpet extraction equipment, powered scrubbing machines, powered floor maintenance equipment, hand dryers, Hands free restroom cleaning equipment, on-site cleaning generations units, powered steam cleaning units

Contract Exclusions and Related Statewide Contracts

Because this is an all green contract, all products must meet environmentally preferable specifications outlined in [Attachment A FAC118 Mandatory Specifications and Desirable Criteria](#) of the RFR. This document may be found in the FAC118 "Master Contract Record" Master Blanket Purchase Order (MBPO) for FAC118 and can be accessed directly in COMMBUYS by visiting: [PO-22-1080-OSD03-SRC3-24779](#). The below list outlines some of the products which are available on other statewide contracts and are excluded from sale under this contract:

- Office paper/supplies (OFF47 - Office Supplies, Recycled Paper and Envelopes Statewide Contract)
- Custodial/Janitorial Services (FAC114 - Janitorial Services, Environmentally Preferable Statewide Contract)
- Public Safety Equipment (except for PPE) (FIR04 - Public Safety Equipment, Supplies, Services and Repairs Statewide Contract)
- Furniture (OFF38 - Office, School and Library Furniture, Accessories & Installation Statewide Contract)
- Clothing (CLT08 - Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding Statewide Contract)
- Sharps and Medical Waste Disposal Equipment (FAC110)

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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.

All Green Contract

All products on this contract (where applicable) have an independent third-party certification in order to validate and substantiate their environmental claims as well as the product performance.

Cost Savings Opportunities

- Competitive pricing across all categories
 - Vendors offer a range of Prompt Pay and Volume Discounts.
- Product Consolidation: A single green cleaning product may permit the end-user to eliminate the need to purchase multiple standard cleaning products.
- Product Elimination: Some green cleaning equipment eliminates the need to purchase chemicals.

Approved Products List

This contract includes a consolidated list of all approved products, from all vendors, in one searchable spreadsheet called the Approved Products List. This list may be found in the Master Contract Record in COMMBUYS under the [MBPO PO-22-1080-OSD03-SRC3-24779](#).

Technical Assistance and Training

Vendor on this contract were chosen for their ability to provide training, technical assistance and relevant materials that will enable customers to make the transition more easily to green cleaning products and practices and track their progress and success.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, the Approved Products List, price sheets and other attachments, visit [COMMBUYS.com](#) and search for "FAC118" to find related Master Blanket Purchase Order (MBPO) information.
- All common contract documents are located in the "Master Contract Record" MBPO for FAC118 and can be accessed directly by visiting the MBPO [PO-22-1080-OSD03-SRC3-24779](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- To link directly to the solicitation enabled MBPO visit [PO-22-1080-OSD03-SRC3-25011](#).

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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.

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)	

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

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- 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.
- See the [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](#) for additional guidance.

Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.

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

Pricing, Quote and Purchase Options

Purchase Options

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

- Purchases made through this contract will be direct, outright purchases

Pricing Options

Pricing on FAC118 is intended to be derived by accessing the FAC118 Approved Products List. This document is available for download from COMMBUYS here by visiting [Master Blanket Purchase Order # PO-22-1080-OSD03-SRC3-24779](#).

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in the FAC118 Approved Products List or by visiting a vendor’s price file within their MBPO posted in COMMBUYS. Links to vendor PO’s can be found on the [vendor information](#) page. 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.

When contacting a vendor on statewide contract, always reference FAC118 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

Only items contained within the FAC118 Approved Products List should be purchased under this contract.

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right-hand corner [] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

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

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Creating a Punch Out Order* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a COMMBUYS PunchOut* job aid.

- **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.

Obtaining Quotes

Contract users should always reference FAC118 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. Only items contained in the FAC118 Approved Products List are eligible for purchase under this contract. Buyers may also request quotes from vendors for additional discounts by using Solicitation Enabled MBPO PO-22-1080-OSD03-SRC3-25011 .

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.

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 is an all-green contract, meaning all products on this contract have been reviewed to meet the required specifications found in [Attachment A: Mandatory Specifications and Desirable Criteria](#). Buyers may view products approved on this contract in the Approved Products List located in the Master Contract Record in COMMBUYS.

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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

Delivery

All deliveries are FOB destination, no additional freight and/or delivery charges can be added to invoicing Shipping FOB Destination. No transportation, fuel, energy, insurance, or any other surcharges will be allowed throughout the duration of the contract(s).

Returns

Vendors must offer a minimum of a 90-day return policy and acknowledge all return requests within 2 business days.

Non-custom items: If the buyer orders the wrong item, it is their responsibility to pay for its return. If the vendor delivers the wrong item, it is their responsibility to pay for the returns.

Custom items: A restocking fee may be charged if the item was ordered at the request of the buyer. If the item was ordered at the advice of the vendor, no charge will be assessed to the buyer.

Additional Information/FAQs

Geographical Service Area

See the [Vendor List and Information](#) for states covered.

Importance of Third Party Certification

“Independent/Third-Party Certified” means that cleaning products have been certified by an established and legitimate, nationally recognized program developed with the purpose of identifying environmentally preferable products. Any such certification program shall verify all green claims and test for the actual performance of the product. This final point is essential as it provides clear assurance to purchasers that the products really work.

Alternative Approval for New or Innovative Products

Existing vendors may receive an alternative approval for specialty products or innovative technologies or services to allow for use on FAC118 which OSD has established in cooperation with the Toxics Reduction Task Force. To be eligible for review, the product/technology/service must have a compelling reason to be considered for an alternative approval – it either falls outside the existing specifications or specific categories. The product/technology/service must be in existing use in the marketplace. Additional information regarding this process may be found on the [Toxic Reduction Task Force](#) webpage including the Alternate Approval Form located at the bottom of the page.

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Warranties

For all equipment offered, vendors must provide at least a one (1) year warranty or the maximum manufacturer's warranty, whichever is greater. Extended warranties are available for most equipment.

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:** Many vendors offer volume discounts on various products.
- **Dock Delivery Discounts:** Discount is provided if product is delivered directly to the loading dock.
- **Tiered Discounts:** Many vendors offer tiered discounts based on quantity or multiple product purchases.

If the Needed Product Can Not be Found

If a product cannot be easily found on contract it is recommended to contact vendors directly to inquire if it is available under this contract. If the product meets the scope of the product category, which means that it meets all the specifications identified in [Attachment A FAC118 Mandatory Specifications and Desirable Criteria](#) of the RFR, then it may be added with OSD's approval. Vendors are permitted to add products that meet the required specifications during their twice annual catalog updates.

If the product is not listed in the scope of the product category a buyer may contact the OSD Contract Manager to inquire whether the product may be added.

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 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Contract User Guide for FAC118

Strategic Sourcing Team Members

- Julia Wolfe MA - Operational Services Division
- Brendan McCue MA - Operational Services Division
- Alicia Culver Responsible Purchasing Network
- Jessica Burkhamer MA - Department of Public Health
- Sefora Castrello NY - Office of General Services
- Lydia Chan NY - Office of General Services
- Joanna Curry (inactive) MA - Operational Services Division
- Donald Casella CT - Department of Administrative Services
- Emily Soontornsaratool MD - Department of General Services
- Annie Gilroy NY - Office of General Services
- Michael Goldberg MA - Operational Services Division
- Ciara Healy (inactive) MA - Operational Services Division
- Kenneth Wertz MA – Sharon Public Schools
- Kshirajaa Ramesh MD - Department of General Services
- Sharon Lee MA - Department of Public Health
- Lynn Rose EHS/P2 Consultant
- Jason Marshall Toxics Use Reduction Institute
- Max Righter RI - Department of Administration
- Sally Miller MA – DCAMM
- Eva Orlinski CT - Department of Administrative Services
- Bharathi Patimalla-Dipali MA - Department of Public Health
- Holly Turner(inactive) MA - Operational Services Division
- Brendan Woodruff NY - Office of General Services

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OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC118

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Delivery Coverage	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**[Master Contract Record] [Master MBPO] (All contract documents)	PO-22-1080-OSD03-SRC3-24779	Mike Barry	617-720-3182	michael.barry3@mass.gov	N/A	N/A	N/A	N/A
Solicitation Enabled MBPO	PO-22-1080-OSD03-SRC3-25011	Mike Barry	617-720-3182	michael.barry3@mass.gov	N/A	N/A	N/A	N/A
AramSCO, Inc. dba Casey EMI (Formerly Casey Engineered Maintenance Inc.)	PO-23-1080-OSD03-OSD03-27866	Craig Smith	617-620-8228	csmith@aramsco.com	CT, ME, MA, NH, RI	PPD: 1% 10 Days, 1% 15 Days Volume & Dock Delivery Discounts Available		18%
C & C Janitorial Supplies, Inc.	PO-22-1080-OSD03-SRC3-24770	Grace Café	860-594-4200 ext. 233	GRACE.CAFE@CCSUPPLIES.COM	All States	PPD: 2% 15 Days Volume Discounts Available	WBE/PBE	35%
Clean Cut Solutions	PO-22-1080-OSD03-SRC3-24758	Rich Raskind	781-352-4707	rich@cleancutsolutions.com	CT, ME, MA, NH, RI	PPD: 2% 10 Days, 1% 15 Days Volume, Dock Delivery & Tiered Discounts Available		16%
Conlon Products, Inc.	PO-22-1080-OSD03-SRC3-24760	Courtney Archambeault	978-682-8482	courtneyc@conlonproducts.net	All States (Except NY)	PPD: 1% 15 Days Volume, Dock Delivery & Tiered Discounts Available		25%
Corr Distributors Inc.	PO-22-1080-OSD03-SRC3-24771	Carol Corr	716-873-8323	ccorr@corr distributors.com	All States	PPD: 1% 10 Days Volume & Dock Delivery Discounts Available		30%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Delivery Coverage	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**[Master Contract Record] [Master MBPO] (All contract documents)	PO-22-1080-OSD03-SRC3-24779	Mike Barry	617-720-3182	michael.barry3@mass.gov	N/A	N/A	N/A	N/A
The Durkin Company / DBA Commonwealth Supply LLC	PO-22-1080-OSD03-SRC3-24759	Jack Reynolds	978-265-8908	jreynolds@thedurkincompany.com	All States	PPD: 1% 10 Days, .5% 30 Days Volume, Dock Delivery & Tiered Discounts Available		3%
Dobmeier Janitor Supply Inc	PO-22-1080-OSD03-SRC3-24762	Sue Bumford	716-833-2005	Sue@Dobmeierinc.com	All States	PPD: 2% 10 Days Volume, Dock Delivery & Tiered Discounts Available		11%
Filo Cleantech Incorporated	PO-22-1080-OSD03-SRC3-24767	Dennis McCarthy	781-901-6030	dennis@filocppt)hemical.com	All States	PPD: 2% 15 Days, 1% 30 Days Volume & Dock Delivery Discounts Available		15%
Hill and Markes, Inc.	PO-22-1080-OSD03-SRC3-24761	Brent Roberts	585-615-7936	broberts@hillnmarkes.com	NY, Parts of MA & VT (Contact vendor for details)	PPD: 1% 10 Days, .75% 15 Days, .5% 20 Days Volume & Tiered Discounts Available		30%
Hillyard Inc.	PO-22-1080-OSD03-SRC3-24774	Dermot Pelletier	860-729-7173	dpelletier@hillyard.com	CT, ME, MA, NH, RI	PPD: 1% 10 Days, .75% 15 Days, .55% 20 Days, .25% 30 Days		15%
Lancelot Janitorial & Paper Products Inc.	PO-22-1080-OSD03-SRC3-24764	Michael Sonia	781-249-1315	Michael@lancelotjanitorial.com	MA, NH, RI	PPD: 4% 10 Days, 1% 30 Days Volume, Dock Delivery & Tiered Discounts Available		10%

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Delivery Coverage	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**[Master Contract Record] [Master MBPO] (All contract documents)	PO-22-1080-OSD03-SRC3-24779	Mike Barry	617-720-3182	michael.barry3@mass.gov	N/A	N/A	N/A	N/A
Likarr Inc	PO-22-1080-OSD03-SRC3-24773 G2B Punchout: PO-23-1080-OSD03-SRC3-26506	Darryl Whittemore	508-543-2138	dwhittemore@likarr.com	CT, MA, NH, RI	PPD: 3% 10 Days, 1% 15 Days Volume, Dock Delivery & Tiered Discounts Available		15%
Milhench, Inc. / dba Milhench Supply Company	PO-22-1080-OSD03-SRC3-24772	Mike Costello	508-995-8331	mike@milhench.com	All States (Except NY)	PPD: 1% 15 Days, Volume, Dock Delivery & Tiered Discounts Available	WBE	5%
Next-Gen Supply Group LLC	PO-22-1080-OSD03-SRC3-24766 G2B Punchout: PO-22-1080-OSD03-SRC3-24835	Michael Glass	617-448-1975	michael.glass@nextgensupply.com	All States	PPD: 1% 10 Days, .5% 15 Days, .25% 20 Days Volume & Dock Delivery Discounts Available		11%
Paramount Partners LLC	PO-22-1080-OSD03-SRC3-24765	Marc Ganter	617-538-7171	marc@paramount-partners.com	CT, ME, MA, NH, NY, RI, VT	PPD: 5% 10 Days, 3% 15 Days, 1% 20 Days Volume, Dock Delivery & Tiered Discounts Available		6%
Top Notch Supply, Inc.	PO-22-1080-OSD03-SRC3-24763	Mike O'Meara	781-305-4184	momeara@topnotchsupplyinc.com admin@topnotchsupplyinc.com	All States	PPD: 2% 10 Days, 1.5% 15 Days, 1% 20 Days, .5% 30 Days Volume & Dock Delivery Available		3%
W.B. Mason Co., Inc.	PO-22-1080-OSD03-SRC3-24769	Gregg Manning	800-242-5892 x8273 Or 508-846-1490	gregg.manning@wbmason.com	All States (With restriction - Contact vendor for details)	PPD: 2% 30 Days Volume & Dock Delivery Available		3%

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

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**The Master Contract Record MBPO is the central repository for all common contract files.

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