

# Contract User GuideFAC121: Water Treatment Chemicals and Alternative Treatment Systems

## Contract Overview

|  |  |
| --- | --- |
| Category Manager Contact Information | Sean Corbin617-720-3105Tatiana Henry617-359-7289 |
| Contract Term | * **Current Contract Term:** November 01, 2022–October 31, 2027
* **Maximum End Date:** October 31, 2027
 |
| Massachusetts Management Accounting and Reporting System (MMARS) Master Agreement (MA) Number | FAC121\***Note:** \*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS). |
| Quote Requirements | Quotes are required for purchasing. Refer to the [Quote Response and Requirements](#_Quote_Response_and) section for guidelines. |
| Vendor List | Refer to [Vendor List and Information](#_Appendix_A:_Vendor) for eligible vendors on this contract. |
| Updates | OSD Category Manager. |

Table of Contents

[Contract User Guide FAC121: Water Treatment Chemicals and Alternative Treatment Systems 1](#_Toc207889734)

[Contract Overview 1](#_Toc207889735)

[Contract Summary 3](#_Toc207889736)

[Benefits and Cost Savings 3](#_Toc207889737)

[Contract Categories 3](#_Toc207889738)

[Contract Exclusions and Related Statewide Contracts 3](#_Toc207889739)

[Who May Use the Contract 4](#_Toc207889740)

[Pricing Options 4](#_Toc207889741)

[Quote Response and Requirements 5](#_Toc207889742)

[Purchase Options 5](#_Toc207889743)

[How to Purchase from Vendors on FAC121 5](#_Toc207889744)

[Direct Quotes (Using COMMBUYS) 5](#_Toc207889745)

[Direct Quotes (Outside of COMMBUYS) 6](#_Toc207889746)

[Setting Up a COMMBUYS Account 6](#_Toc207889747)

[Finding Contract Documents 6](#_Toc207889748)

[Finding Vendor-Specific Documents 7](#_Toc207889749)

[Construction and Construction-Related Labor Requirements 7](#_Toc207889750)

[Construction Thresholds 8](#_Toc207889751)

[Prevailing Wage Law Requirements 8](#_Toc207889752)

[Labor Hours 9](#_Toc207889753)

[Apprentice Labor Rates 9](#_Toc207889754)

[Supplier Diversity Office (SDO) Requirements 9](#_Toc207889755)

[Supplier Diversity Program (SDP) Requirements 10](#_Toc207889756)

[Small Business Purchasing Program (SBPP) Requirements 10](#_Toc207889757)

[Subcontractors 10](#_Toc207889758)

[Shipping, Delivery, and Returns 10](#_Toc207889759)

[Additional Discounts 11](#_Toc207889760)

[Emergency Services 11](#_Toc207889761)

[Vendor Performance 11](#_Toc207889762)

[General Procurement Guidelines and Best Practices 12](#_Toc207889763)

[Adding a Product or Service 13](#_Toc207889764)

[Environmentally Preferable Products and Services (EPPS) 13](#_Toc207889765)

[Instructions for Massachusetts Management Accounting and Reporting System (MMARS) Users 13](#_Toc207889766)

[Vendor List and Information 14](#_Toc207889767)

[United Nations Standard Products and Services Code® (UNSPSC 16](#_Toc207889768)

**TIP: To return to the first page throughout this document, use Ctrl+home**.

## Contract Summary

**FAC121 Water Treatment Chemicals and Alternative Treatment Systems:**

This Statewide Contract (SWC) covers water treatment chemicals, environmentally preferable alternative treatment systems, chemical testing services, system and tank cleaning, and related products and services.

**Note:** This contract may be used to procure the goods or services described herein **at any dollar amount**. Any limitations, including for procurements involving **construction**, are outlined in this Contract User Guide.

For Master Contract Record, refer to Master Blanket Purchase Order (MBPO) with RFR [PO-23-1080-OSD03-SRC01-26989](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-26989&releaseNbr=0&external=true&parentUrl=close).

### Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by:

* Leveraging the Commonwealth’s buying power
* Simplifying the solicitation process
* Providing contracting expertise
* Enhancing vendor relationships through proactive management and oversight
* Offering competitive pricing
* Partnering with a pool of qualified and experienced vendors
* Offering Prompt Payment Discount
* Accessing a wide range of environmentally preferable products and services

## Contract Categories

This contract includes three (3) categories:

**Category 1**: Water Treatment Chemicals

**Category 2**: Services

**Category 3**: Alternative Treatment Systems

## Contract Exclusions and Related Statewide Contracts

FAC121 covers only Water Treatment Chemicals and Alternative Treatment Systems. Related products and services that fall outside the scope of this contract are available under the following Statewide Contracts:

* [TRD01](https://www.mass.gov/doc/trd01/download)–Tradesperson Installation and Repair Services
* [TRD02](https://www.mass.gov/doc/trd02/download)–Tradesperson Installation, Repair, and Maintenance Services
* [TRD03](https://www.mass.gov/doc/trd03/download)–Tradesperson Installation and Repair Services
* [TRD04](https://www.mass.gov/doc/trd04/download)–Tradesperson Installation, Repair, and Maintenance Services FAC121 is for Water Treatment Chemicals and Alternative Treatment Systems only. Related products that are not covered under this contract are listed below along with the statewide contract under which they can be found:

## Who May Use the Contract

The following is a complete list of the types of organizations generally allowed to use the Operational Service Division’s (OSD's) Statewide Contracts (SWCs). Some SWCs may be open to additional organizations, and some are more restricted in usage.

* Cities, towns, districts, counties, and other political subdivisions
* Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
* Independent public authorities, commissions, and quasi-public agencies
* Local public libraries, public school districts, and charter schools
* Public hospitals owned by the Commonwealth of Massachusetts
* Public institutions of higher education
* Public purchasing cooperatives
* [Non-profit](https://www.mass.gov/info-details/non-profit-purchasing-programs), UFR-certified organizations that are doing business with the Commonwealth
* Other states and territories and their cities, towns, districts, counties, other political subdivisions, and public institutions of higher education without prior approval from the State Purchasing Agent
* Other entities when designated in writing by the State Purchasing Agent

## Pricing Options

**FAC121** offers Ceiling/Not-to-Exceed pricing, which may be further negotiated and can be found under the [Master Price File and RFR](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-26989&releaseNbr=0&external=true&parentUrl=close). Select the [vendors’ MBPOs](#_Appendix_A:_Vendor) links for more details.

**Note:** The price files and vendor catalogs are accessible through public view in COMMBUYS; therefore, buyers may access the price files and vendor catalogs without signing into COMMBUYS. Product pricing may be found on the [vendor information](#_Appendix_A:_Vendor) page, where links to all the vendors’ MBPOs are provided.

## Quote Response and Requirements

Please refer to the following guidelines:

* Bidders should inform vendors to reference Contract FAC121 on all quotes and invoices.
* Prepayment or Pre-ship Deposits are not allowed.
* Sales tax is not allowed.
* Fees and surcharges (including travel costs, fuel, delivery) are not allowed.
* Special order fees must be agreed upon by both parties upfront.
* Payments for products or services provided must be paid within 45 days per Massachusetts Bill-Payment Policy. If you apply for a Prompt Payment Discount, this date may be sooner.
* Bidders are not required to sign additional agreements that conflict with the Request for Response (RFR) Terms and Conditions. For more information, refer to the [Master Blanket Purchase Order (MBPO) and RFR](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-26989&releaseNbr=0&external=true&parentUrl=close), and contact Senior Category Manager Amanda Ferdinand with questions.

## Purchase Options

### How to Purchase from Vendors on FAC121

**FAC121** offers two options for purchasing from vendors under this Statewide Contract:

* Direct Quotes using COMMBUYS
* Direct Quotes outside of COMMBUYS

### Direct Quotes (Using COMMBUYS)

Buyers may solicit quotes from multiple vendors (refer to the [Vendor MBPO Listing](#_Appendix_A:_Vendor), award vendors, and place orders through COMMBUYS. A solicitation-enabled contract allows the buyer to solicit quotes from vendors who have Master Blanket Purchase Orders (MBPOs) or Statewide Contracts in COMMBUYS. The buyers may create a solicitation-enabled bid using a release requisition, converting the requisition to a bid, and then requesting quotes from eligible vendors.

Refer to the [How to Request Quotes from Vendors on Statewide Contracts](https://www.mass.gov/doc/how-to-request-quotes-from-vendors-on-statewide-contracts/download) job aid for more details.

### Direct Quotes (Outside of COMMBUYS)

Buyers can solicit quotes directly from vendors outside of COMMBUYS by email or phone.

To ensure proper application of contract pricing, always reference FAC121 when requesting quotes and confirm that FAC121 is referenced on all quotes received. All quotes should clearly indicate Free on Board (FOB) destination, with all charges for transportation and unloading prepaid by the vendors for all Commonwealth of Massachusetts departments, cities, towns, and political subdivisions.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth of Massachusetts' e-procurement platform, serving as a central marketplace for state agencies and other Eligible Entities to procure goods and services, connecting government buyers and businesses. It aims to streamline the purchasing process, ensuring transparency and efficiency in the procurement process.

For Executive Agencies, COMMBUYS is required. Per 801 CMR 21.00, Executive Agencies must use established Statewide Contracts (SWCs) for the purchase of products and services. To set up a COMMBUYS buyer account or to update an existing agency account, the buyers must email the OSD Help Desk or call 1-888-627-8283.

While COMMBUYS use is not mandated for Non-Executive Agencies and other Eligible Entities, it is highly recommended to streamline the procurement process and assist buyers in making informed purchasing choices. Eligible entities should follow their internal guidelines for COMMBUYS use.

## Finding Contract Documents

Buyers may view contract documents (including Contract User Guides, Request for Response, specifications, and other attachments) on COMMBUYS without requiring a COMMBUYS account or logging in.

To find contract documents in COMMBUYS, follow these steps:

1. On the [COMMBUYS](http://www.commbuys.com/) home page, enter **FAC121** in the search tool and select **Blankets** from the drop-down list.
2. Select the Search icon. The related Master Blanket Purchase Orders (MBPOs) information opens in a table format.
3. To view the associated contract documents, under the **Blanket #** column, select on the applicable Purchase Order (PO) link. The MBPO opens for the selected PO, and the attachments may be found in the **Agency Attachments** or **Vendor Attachments** section.

All standard contract documents are within the Master Contract Record. Access them directly by selecting [Master Blanket Purchase Order PO-20-1080-OSD03-SRC01-17574](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-20-1080-OSD03-SRC01-17574&releaseNbr=0&external=true&parentUrl=close).

## Finding Vendor-Specific Documents

To find vendor-specific documents, refer to the links to the individual vendor MBPOs on the [Vendor Information](#_Appendix_A:_Vendor) page, and follow these steps:

1. On the [Vendor Information](#_Appendix_A:_Vendor) page, under the **Master Blanket Purchase Order #** Column, select the applicable Purchase Order (PO) link. The Master Blanket Purchase Order (MBPO) opens for the selected PO.
2. On the MBPO, scroll down to the **Vendor Attachments** section to find the vendor-specific documents.
3. To view, select the desired document link.

## Construction and Construction-Related Labor Requirements

This contract may include construction, reconstruction, alteration, installation, demolition, maintenance, and repair work, including associated materials. The Eligible Entity is responsible for consulting with legal counsel to determine if work sought under this contract qualifies as construction under [G.L. c. 149 or G.L. c.30, § 39M](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30/section39m).

Please refer to the following construction and construction-related labor requirements:

* Purchasing entities are responsible for compliance with applicable construction procurement law requirements. Information concerning specific G.L. c. 149 and c. 30 construction requirements may be found in the [Office of the Inspector General’s Public Procurement Charts](https://www.mass.gov/lists/oig-forms-guides-and-advisories).
* It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M.Chapter 30B Procurement Assistance from the Office of the Inspector General is available on the [OIG Public Procurement](https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team) web page. To access the 30B Hotline, please call 617-722-8838 or email 30B Hotline.
* For further information about the public construction bidding laws, please email the Attorney General’s Office Bid Unit. Visit the Attorney General’s [Public Construction](https://www.mass.gov/public-construction) web page to learn more about Public Bidding Laws. **Note:** Operational Services Division (OSD) does not provide legal guidance on construction law.

### Construction Thresholds

Please refer to the following requirements:

* Construction services purchased under this contract are limited to $50,000 or less per engagement (job/project). The total cost of all maintenance and service agreements, including those spanning multiple years, shall not exceed $50,000 over the life of the contract.
* For construction materials and labor valued from **$10,000-$50,000**, the buyers **must** solicit a minimum of three (3) quotes and receive two written responses. The contract shall be awarded to the responsible bidder who offers the lowest price.
* For construction materials and labor estimated to cost less than **$10,000**, a Buyer may use sound business practices to award the work to a vendor without seeking additional quotes. Using an OSD statewide contract satisfies the sound business practices requirement of G.L. c. 149 for jobs costing less than $10,000.

## Prevailing Wage Law Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards (DLS)](http://www.mass.gov/dols). To get the proper rates for your region/job, you must request a determination. 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.

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

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by [G.L. c. 149, § 44A(2)(G)](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/section44a). A “state-assisted contract” is a construction project undertaken by a political subdivision of the Commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair, or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the Commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please email the Attorney General’s Office Bid Unit.

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Review [Prevailing Wage Enforcement](https://www.mass.gov/prevailing-wage-enforcement) for more information.

Buyers should always refer to a vendor’s Bidder Response Form (located in their COMMBUYS file) for their mark-up over prevailing wage and materials as well as a vendor’s charge for emergency services, holidays, and non-business hours.

### Labor Hours

Business Hours (excluding holidays) are defined as Monday through Friday 7:00 a.m. to 5:00 p.m. Non-Business Hours are defined as periods outside of Business Hours.

**Note:** Many state facilities operate continuously (24/7).

### Apprentice Labor Rates

Bidders may only include apprentice labor rates if they are participating in the Commonwealth's Approved Apprentice Program and can provide the required documentation. Refer to [Information for apprentices](https://www.mass.gov/information-for-apprentices) to learn more.

## Supplier Diversity Office (SDO) Requirements

Please refer to the following guidelines:

* Executive Departments must use diverse and small businesses to the extent possible based on contract terms, [Supplier Diversity Office (SDO)](https://www.mass.gov/orgs/supplier-diversity-office-sdo), and departmental policies, laws, and regulations.
* The [Small Business Purchasing Program (SBPP)](https://www.mass.gov/info-details/small-business-purchasing-program-sbpp?_gl=1*flb0s8*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzg1NCRqMjgkbDAkaDA.) applies to small procurements ($250,000 or below annually), while the [Supplier Diversity Program (SDP)](https://www.mass.gov/supplier-diversity-program-sdp?_gl=1*1dd4k06*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzk5MCRqNTckbDAkaDA.) applies to large procurements (over $250,000 annually). Executive Departments must consider these requirements when soliciting quotes or issuing Statements of Work (SOWs).
* Operational Services Division (OSD) provides a list of SDO businesses through the [Statewide Contract Index](https://www.mass.gov/doc/statewide-contract-index). Refer to the **SDO Programs (SDP and SBPP)** tab on the index (scroll to view the tab).

### Supplier Diversity Program (SDP) Requirements

Please view the following guidelines:

* In cases where all other factors are equal, and particularly when adhering to a best value approach, the department will favor the vendor with stronger SDP commitment.
* For more information, refer to [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-sdp-plan-forms-a-guide-for-strategic-sourcing-teams/download).
* Vendor SDP commitment percentages may be found on the [vendor list](#_Appendix_A:_Vendor) table.

### Small Business Purchasing Program (SBPP) Requirements

Please view the following guidelines:

* If available, departments must notify at least two certified small businesses capable of providing the product or service. Bids received from SBPP-participating small businesses must be evaluated, and if one meets the department’s best value criteria, the contract must be awarded to that vendor.
* For more information, refer to [Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-responses-to-small-procurements-a-guide-for-strategic-sourcing-teams/download).
* Vendor SBPP Certification status can be found on the [vendor list](#_Appendix_A:_Vendor) table in the **SDO Certification Type** column.

## Subcontractors

The awarded vendor’s use of subcontractors is subject to the provisions of the [Commonwealth’s Terms and Conditions](https://www.mass.gov/doc/exhibit-f-1-commonwealth-terms-and-conditions-0/download?_ga=2.11892660.1852975385.1737644168-411155804.1736349941&_gl=1*1ehavvx*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*MTczNzY1MjIyMi4xNS4xLjE3Mzc2NTIzODYuMC4wLjA.) and [Standard Contract Form](https://www.macomptroller.org/wp-content/uploads/instructions_standard-contract-form.pdf), as well as other applicable terms of this Statewide Contract (SWC).

## Shipping, Delivery, and Returns

Please refer to the following guidelines:

* Vendors must be capable of delivering to all counties in the Commonwealth.
* All products must be delivered new and in unopened containers.
* Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) must be provided on all chemicals at the time of delivery or upon request by Eligible Entity.
* All items must be packed in accordance with best commercial practice and in such a manner as to ensure delivery in good condition and as specified in the purchase order.
* All chemicals must be properly labeled in accordance with all federal, state, and local laws or requirements.
* The shelf life must be indicated on the product. No expired products will be accepted.
* All products must be shipped in approved containers compatible with the products being shipped.
* All products must be shipped in accordance with federal, state, and local regulations.
* All drums must be delivered with OSHA Product Information and Safety labels. If the OSHA labels are missing from the drums, the shipment should not be accepted and there will be no charge to the Eligible Entity.
* Any rejected product must be replaced as soon as possible or on an emergency delivery basis, as required by the purchasing entity.
* Containers are to be furnished by and will remain the property of the vendor. Return of empty containers to the vendor will be at the expense of the vendor.
* The net weight invoiced must be the gross weight of each container, less tare weight.
* The net weight for bulk chemical delivery trucks must be based on the machine-generated scale weight ticket that lists the gross, tare, and net weights unless the Eligible Entity expressly agrees to a different means of measurement based on the Scale Weight Certificates specifications of the **FAC121** RFR.

## Additional Discounts

Vendors under this Statewide Contract offer **Prompt Pay Discount**, which isa discount given to the bidder if the invoice is paid within a specified time, in accordance with the [Commonwealth’s Bill Paying Policy](https://www.macomptroller.org/policies/). **Prompt Pay Discount** may vary for each vendor and can be found under the [vendor list](#_Appendix_A:_Vendor) table.

## Emergency Services

Vendors on this contract may be required to provide products or services in cases of statewide emergencies. The [801 CMR 21.05(3)](https://www.mass.gov/doc/801-cmr-21-procurement-of-commodities-or-services-including-human-and-social-services/download?_ga=2.5187184.276064254.1754065769-411155804.1736349941&_gl=1*sw9tsp*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTQwNzY0MjMkbzMyMyRnMSR0MTc1NDA3NjQ1NSRqMjgkbDAkaDA.) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](https://www.mass.gov/doc/emergency-response-supplies-services-and-equipment-contact-information) list for emergency services related to this contract.

## Vendor Performance

Key points concerning vendor performance are outlined below:

* Provide actionable feedback on vendors for this contract to optimize performance through the [Procurated Platform](https://go.procurated.com/ma-statewide/). On the Procurated website, select an OSD contract, choose **Select**, and then choose **Provide a Review** for the applicable vendor listed.
* Buyers are encouraged to reach out to the Category Manager(s) (Sean Corbin and Tatiana Henry) if vendors are not meeting their contractual obligations and buyers may be surveyed for vendor performance feedback.
* Vendors will be evaluated on their current performance and may be asked to work with the Commonwealth toward improvement.
	+ If vendor performance is unacceptable but may be corrected, the vendor will be given the opportunity to develop and implement a Corrective Action Plan (CAP), working collaboratively with OSD and the relevant purchasing entities.
	+ If vendor performance is inadequate or breaches the RFR terms, including attachments and agreements, the OSD Category Manager(s) may issue a warning, implement a CAP, or suspend/terminate the contract.
* Vendors must meet all contractual requirements throughout the life of the contract, including requirements for timely and accurate report submission, to remain in good standing under the contract.

## General Procurement Guidelines and Best Practices

For general procurement guidelines and best practices, follow these recommendations:

* Buyers should inform vendors to reference Statewide Contract **FAC121** on all quotes and invoices.
* No prepayment should be made for products not yet delivered or services not yet rendered.
* No sales tax should be applied to invoices.
* No fees or surcharges (including travel, fuel, delivery) should be applied to invoices.
* Special order fees must be agreed upon by both parties upfront.
* Payments for products or services provided must be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.
* Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions. Contact the Category Manager(s) (Sean Corbin and Tatiana Henry) for guidance.
* Vendors must notify buyers of product substitutions.

## Adding a Product or Service

To add a product or service to the list of eligible products or service sold under this contract, buyers must contact the Category Manager(s) (Sean Corbin and Tatiana Henry) for approval. The new products or services requested must comply with the established specifications and scope of the contract.

## Environmentally Preferable Products and Services (EPPS)

Request environmentally preferable water treatment technologies, systems, and services that use less toxic products, conserve energy and water, and reduce waste. Solutions may include, but not be limited to, chemical-free cooling tower systems, saltwater generation technologies, and ozonation or ionization systems for swimming pools. Additionally, outdoor water fountain treatment options that can reduce chlorine use by up to 70% are encouraged.

To find environmentally preferable options, navigate to the FAC121 Price File found in the [Master MBPO](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-26989&releaseNbr=0&external=true&parentUrl=close) (under agency attachments) and search each tab for an EPP column.

**Learn More:** Explore the [Environmentally Preferable Products (EPP) Procurement Program](https://www.mass.gov/environmentally-preferable-products-epp-procurement-program) and discover detailed guidance in the [EPP Products and Services Guide](https://www.mass.gov/handbook/environmentally-preferable-products-and-services-guide).

## Instructions for Massachusetts Management Accounting and Reporting System (MMARS) Users

When placing orders with a contractor, MMARS users **must** include a reference to the Statewide Contract ID number FAC121\* in the Agreement ID field in MMARS for encumbrances related to purchases from Statewide Contracts. Please address all inquiries regarding MMARS technical support and job aids by emailing the Comptroller Help Desk or by calling 617-973-2468.

## Vendor List and Information

| **Vendor[[1]](#footnote-2)** | **Master Blanket Purchase Order Number** | **Contact Person** | **Phone Number** | **Email** | **Categories** | **Counties** | **Discounts****(Prompt Payment Discount,****Dock Delivery,****Other)** | **Supplier Diversity Program (SDP) Commitment Percentage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Master Contract Record MBPO] (All contract documents)[[2]](#footnote-3) | [PO-23-1080-OSD03-SRC01-26989](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-26989&releaseNbr=0&external=true&parentUrl=close) | Sean CorbinTatiana Henry | 617-720-3105617-359-7289 | sean.corbin2@mass.govtatiana.henry@mass.gov | N/A | N/A | N/A | N/A |
| [Solicitation Enabled MBPO] (For requesting quotes)[[3]](#footnote-4) | [PO-23-1080-OSD03-SRC01-27015](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27015&releaseNbr=0&external=true&parentUrl=close) | Sean CorbinTatiana Henry | 617-720-3105617-359-7289 | sean.corbin2@mass.govtatiana.henry@mass.gov | 1 | N/A | N/A | N/A |
| [Solicitation Enabled MBPO] (For requesting quotes)3 | [PO-23-1080-OSD03-SRC01-27016](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27016&releaseNbr=0&external=true&parentUrl=close) | Sean CorbinTatiana Henry | 617-720-3105617-359-7289 | sean.corbin2@mass.govtatiana.henry@mass.gov | 2 | N/A | N/A | N/A |
| [Solicitation Enabled MBPO] (For requesting quotes)3 | [PO-23-1080-OSD03-SRC01-27018](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27018&releaseNbr=0&external=true&parentUrl=close) | Sean CorbinTatiana Henry | 617-720-3105617-359-7289 | sean.corbin2@mass.govtatiana.henry@mass.gov | 3 | N/A | N/A | N/A |
| Aqua Laboratories, Inc. | [PO-23-1080-OSD03-SRC3-26977](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26977&releaseNbr=0&external=true&parentUrl=close) | Tom Cass | 978-388-3989 | tomcass@aqualaboratories.com | 1, 2, 3 | Refer to Price File located in the Master Contract Record | 10 days – 5%15 days – 4%20 days – 3%30 days – 1% | 15% |
| Azure Water Services LLC | [PO-23-1080-OSD03-SRC3-26976](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26976&releaseNbr=0&external=true&parentUrl=close) | Scott Kaddy | 617-512-0791 | Skaddy@azurewaterservices.com | 1 ,2, 3 | Refer to Price File located in the Master Contract Record | 10 days – 1.5%15 days – 1.5%20 days – 1%30 days – 1% | 6% |
| Barclay Water Management, Inc. | [PO-23-1080-OSD03-SRC3-26982](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26982&releaseNbr=0&external=true&parentUrl=close) | Ruth Shaw | 617-744-3441 | sales-support@barclaywater.com | 1, 2 | Refer to Price File located in the Master Contract Record | 10 days – 5%15 days – 3%20 days – 2% | 10% |
| Conservation Solutions Corporation | [PO-23-1080-OSD03-SRC3-26975](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26975&releaseNbr=0&external=true&parentUrl=close) | Daniel Cook | 978-266-1900 | dcook@ConservationSolutions.com | 1, 2, 3 | Refer to Price File located in the Master Contract Record | 20 days – 3% | 13% |
| Holland Company Inc. | [PO-23-1080-OSD03-SRC3-26981](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26981&releaseNbr=0&external=true&parentUrl=close) | Matthew B. Holland | 413-743-1292 | matt.holland@hollandcompany.com | 1, 2 | Refer to Price File located in the Master Contract Record | 10 days – 1% | 1% |
| Neponset Chemical & Eng Inc | [PO-23-1080-OSD03-SRC3-26979](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26979&releaseNbr=0&external=true&parentUrl=close) | Richard Donovan | 781-762-3466 | nepchem@norwoodlight.com | 1, 2 | Refer to Price File located in the Master Contract Record | 10 days – 5%15 days – 4%20 days – 2% | 6% |
| Puraqua Pool Service, Inc. | [PO-23-1080-OSD03-SRC3-26978](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26978&releaseNbr=0&external=true&parentUrl=close) | Kerri Gabriele | 781-893-6300 | KERRIG@PURAQUAPOOLS.COM | 1 | Refer to Price File located in the Master Contract Record | 10 days – 2%15 days – 1.5%20 days – 1%30 days – 0.50% | 1% |
| The Metro Group Inc. | [PO-23-1080-OSD03-SRC3-26980](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC3-26980&releaseNbr=0&external=true&parentUrl=close) | Michael Flahive | 781-932-9911 | mflahive@metrogroupinc.commflahive@metrogroupinc.com | 1, 2 | Refer to Price File located in the Master Contract Record | 10 days – 1% | 1% |

## United Nations Standard Products and Services Code® (UNSPSC

UNSPSC® for **FAC121**:

* 47–10–00 Water and wastewater treatment supply and disposal
* 47–10–15 Water treatment and supply equipment
* 47–10–16 Water treatment consumables
* 49–24–17 Swimming pool and spa equipment and supplies
* 73–10–16 Chemicals and fertilizers production
* 83–10–15–03 Water quality control management
* 83–10–15–06 Water treatment services
* 83–10–15–07 Desalination services
* 83–10–15 Water and sewer utilities
* 41–10–42 Laboratory water purification equipment and supplies
1. Note that COMMBUYS is the official system of record for vendor contact information. [↑](#footnote-ref-2)
2. The Master Contract Record Master Blanket Purchase Order (MBPO) is the central repository for all common contract files. The price files may be found in the individual vendor’s MBPO. [↑](#footnote-ref-3)
3. The Solicitation-Enabled MBPO is for multiple quote requests and price comparison. [↑](#footnote-ref-4)