



# FAC127: Moving and Storage Services

**UPDATED:** June 11, 2024

<b>Contract #:</b>	FAC127
<b>MMARS MA #:</b>	FAC127*
<b>Initial Contract Term:</b>	02/01/2024 – 01/31/2030
<b>Maximum End Date:</b>	One 2-year extension to 01/31/2032
<b>Current Contract Term:</b>	02/01/2024 – 01/31/2030
<b>Contract Manager:</b>	Amanda Ferdinand, 617-720-3166, <a href="mailto:amanda.ferdinand@mass.gov">amanda.ferdinand@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	78-10-18 – Office, school, and library moving services
<b>Updates:</b>	OSD Contract Manager

\*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 moving and storage services. This contract replaces the Moving Services previously available under Statewide Contract FAC96. Services include the moving and storage of office furnishings, library collections and furnishings, and specialty items such as large musical instruments, museum pieces, laboratory equipment, historical artifacts, and other items not normally associated with office furnishings. The removal and reinstallation of furnishings and small office fixtures, as well as rigging services are included. Some vendors offer secure moving and storage of valuable, rare, or fragile items.

Hourly rates for the 5 most used labor classifications are listed for each vendor for reference when evaluating quotes. These rates are ceiling rates; lower rates may be negotiated.

## 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.

- This contract includes Prompt Payment Discounts.
- All vendors offer services statewide.
- A Statement of Work template is available to help ensure accurate quotes.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for FAC127 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for FAC127 and can be accessed directly by visiting Master Blanket Purchase Order [PO-24-1080-OSD03-OSD03-31779](#).
- 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. Subcontracting under this contract requires the prior written approval of the Eligible Entity.

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## Supplier Diversity Requirements

**When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow the 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 the 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)	
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)	

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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"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></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>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul> <p><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</p>

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	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.
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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 may be direct, outright purchases
- 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.

### Product/Service Pricing and Finding Vendor Price Files

Each contractor has a “Price Sheet” on COMMBUYS which includes their specific pricing details. Vendor price lists are in the attachments tab on each MBPO. Links to the MBPO’s are provided on the vendor information page below.

A Summary of Vendor Information and Pricing is available as an attachment to the Solicitation Enabled MBPO.

### 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).

When contacting a vendor on statewide contract, always reference FAC127 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

- **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 “FAC127 RFQ” when entering information in the Description field.

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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.

- **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 FAC127 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value.

A Statement of Work template is available under the Solicitation Enabled MBPO to assist with the quotation process.

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.

## Estimates

Vendor quotes for labor must include an estimate of the number of hours for each labor classification to be used. The hourly rate may be less than the hourly rate on the vendor's price sheet but may not exceed the price sheet rate.

Estimates/quotes for moves must include the proposed number of employees, size of vehicle(s), amounts of materials to be used, the number of hours detailed, the estimated number of days to complete the move, and estimated total move cost.

## Prevailing Wage 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) at [www.mass.gov/dols](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. For this contract, the following prevailing wage categories include: Moving Helper, Moving Installers, Moving Packer/Crater, Straight Truck Driver (Moving), Trailer Driver (Moving).

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

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by M.G.L. c. 149, § 44A(2)(G). 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 contact Deborah Anderson at the Attorney General’s Office at 617-963-2371, or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

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

### 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)

Buyers may find and choose moving materials with post-consumer recycled content (PCRC) used to perform moving services in each Vendor’s price files. In addition, vendors on this contract may provide recycling of any waste materials and surplus property that is part of a move.

Click here to learn more about the [Environmentally Preferable Products \(EPP\) Procurement Program](#).

### 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.

### Contract Exclusions and Related Statewide Contracts

This contract may not be used for the storage of public records. Statewide Contract FAC126 - Records Management, Storage, Digitization, and Archiving Services incorporates vendor performance specifications, terms, and conditions appropriate to the handling and preservation of public records.

This contract may not be used for Disposal Services unless it is part of a project that includes a move. Eligible Entities seeking obsolete furniture removal services only should utilize Statewide Contract FAC86 - Solid Waste and Recycling Services, category 2: Bulky Waste.

### Additional Information/FAQs

#### Travel Expense

If the quote or Statement of Work accepted by the Eligible Entity includes charges for travel time, tolls, or ferry fares:

- travel time may be charged for a maximum of four (4) hours
- Tolls and ferry charges may be invoiced if included in the quote. Receipts must be produced on request.

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No meals, commuting expenses, fuel surcharges, lodging, incidental expenses, or other expenses may be billed to the purchaser.

### Obsolete Furniture Removal as Part of a Move

There several recycling companies partnering with the contracted movers who are able to recycle furniture. It is a best practice to consider vendors capable of recycling the furniture or that commit to deliver the furniture to a recycling facility.

If obsolete furniture removal is a necessary part of a moving project the following instructions are mandatory for state agencies and recommended for all other eligible entities.

When an eligible entity decides that a piece of office equipment is surplus, a determination is made by the eligible entity whether the equipment is usable or worthless. Usable equipment should be posted on the [Massachusetts State Surplus Property Office \(SSPO\) web portal](#) to be offered to State agencies, political subdivisions, and non-profit organizations in accordance with the Massachusetts policies and procedures governing the distribution of state-owned surplus property. If the equipment is not transferred to an eligible entity, a decision is made (by SSPO and the eligible entity) to either sell the item or consider the item obsolete/worthless.

Eligible Entities seeking obsolete furniture removal services only should utilize Statewide Contract FAC86 - Solid Waste and Recycling Services, category 2: Bulky Waste.

### 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.

### If the Needed Product Can Not be Found

If a product cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of this contract, the vendor may be able to add it to their product offering, subject to the approval of the OSD contract manager.

### Statement of Work

A Statement of Work (SOW) template is available under the Solicitation Enabled MBPO to assist with the quotation process. The SOW accepted by the buyer and vendor should be referenced in and attached to the resulting purchase order.

Any additional documents specific to the purchase should reference the statewide contract by its number, FAC127.

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## **Performance and Payment Timeframes Which Exceed Contract Duration**

All term leases, rentals, maintenance, or other agreements for services entered into during the duration of this Contract must terminate on or before the contract end date stated on the first page of this Contract User Guide.

## **Strategic Sourcing Team Members**

- Michael Comeau, SEC
- Mary Beth Curley, DPH
- Gerard DeFranc, DCF
- John Ferrara, DCAMM
- Sean Fisher, DCR
- David Harvey, DPH
- Melinda Izsak, SCA
- Brian Kearnan, POL
- Elizabeth O'Connell, SEC
- Kim Schippers, DPH
- Jane Sproul, Boston Public Library
- Cory Thomas, EHS
- Sarah Wilkinson, DPL
- Reann Rostamnezhad, OSD
- Tim Kennedy, OSD
- Sean Corbin (inactive), OSD
- Amanda Ferdinand, OSD

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record MBPO (All contract documents)	<a href="#">PO-24-1080-OSD03-OSD03-31779</a>	Amanda Ferdinand	617-720-3166	amanda.ferdinand@mass.gov	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-OSD03-31802</a>	Amanda Ferdinand	617-720-3166	amanda.ferdinand@mass.gov	N/A	N/A	N/A	N/A
A.Walecka & Son, Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31766</a>	Thomas Muldoon	781-933-8250	tomm@awalecka.com	All	PPD: 2.5% – 10 days PPD: 2.0% - 15 days PPD: 1.25% - 20 days	N/A	1%
American Moving and Installation Inc	<a href="#">PO-23-1080-OSD03-OSD03-31868</a>	Christie Kelley	617-952-1505	christie@americanmovingandinstall.com	All	PPD: 3% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days PPD: 1% - 30 days	WBE	15%
Diamond Relocation, Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31762</a>	Craig Highfield	413-687-1738	craig@diamondrelocation.com	All	PPD: 2% - 10 days PPD: 1% - 15 days PPD: 1% - 20 days	N/A	16%
E.A. Spry & Co. Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31764</a>	Gregory Spry	800-934-3453	gspry@sprymoving.com	All	PPD: 1% - 10 days	N/A	10%
Esquire Moving Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31763</a>	Yury Rudovich	978-322-2518	info@esquiremoving.com	All	PPD: 3% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days PPD: 0.05% - 30 days	N/A	4%
Isaacs Moving & Storage	<a href="#">PO-23-1080-OSD03-OSD03-31824</a>	Ron Hefez	781-436-4747	rhefez@isaacsmoving.com	All	PPD: 2% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days PPD: 1% - 30 days	N/A	6%
J&M Installations dba Sterling Corporation	<a href="#">PO-23-1080-OSD03-OSD03-31886</a>	Michael Deignan	617-202-9566	mdeignan@sterlingmail.com	All	PPD: 3% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days	N/A	18%
National Library Relocations, Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31823</a>	Scott Miller	781-899-0059	scott@nlrbookmovers.com	All	PPD: 3% - 10 days PPD: 2% - 15 days	N/A	1%
Oscar's Moving Company, LLC	<a href="#">PO-23-1080-OSD03-SRC02-31888</a>	Andrea Wasik	617-821-8884	sales@oscarsmovingcompany.com	All	PPD: 3% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days PPD: 1% - 30 days	WBE	5%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
Wakefield Moving and Storage	<a href="#">PO-23-1080-OSD03-OSD03-31867</a>	Steve Gorman	781-913-5284	sgorman@wakefieldmoving.com	All	PPD: 3% - 10 days PPD: 2% - 15 days PPD: 1% - 20 days	N/A	4%
William B. Meyer, Inc.	<a href="#">PO-23-1080-OSD03-OSD03-31826</a>	Frank Cantwell	800-873-6393	fcantwell@meyerinc.com	All	PPD: 1.5% - 10 days PPD: 1% - 15 days PPD: 0.5% - 20 days	N/A	2%
William Lowe & Sons Corp	<a href="#">PO-23-1080-OSD03-OSD03-31765</a>	Douglas Lowe	617-242-8600	doug@lowemovers.com	All	PPD: 1.5% - 10 days PPD: 1% - 15 days PPD: 1% - 20 days	N/A	5%

\*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 allows for obtaining quotes from multiple vendors.

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