

# Contract User Guide OFF52: Office, School, Library, Furniture, Accessories & Services

## Contract Overview

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| --- | --- |
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| Contract Term | * **Current Contract Term:** April 1, 2024 – March 31, 2031 * **Maximum End Date:** March 31, 2031, no renewals * [**Extend Beyond Date:**](#_Extend_Beyond_(Performance_2)06/30/2031. No new agreements beyond this date except for performance and payment purposes only. |
| Massachusetts Management Accounting and Reporting System (MMARS) Master Agreement (MA) Number | OFF52000000000000000 |
| Quote Requirements | Quotes are required for purchasing. See 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 | Updated Contract Manager |

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## Contract Summary

**OFF52–Office, School, Library, Furniture, Accessories & Services:** This is a Statewide Contract (SWC) for office, school, library furniture, accessories, and services, including but not limited to dormitory, residential, correctional, and healthcare furniture types, as well as refurbished and reused furniture options and quick drop-ship items.

Products and services frequently purchased through this contract include but are not limited to all types of workstations and free-standing office furniture. Services frequently purchased include installation, disassembly, or re-installation of furniture.

This contract uses tiered discounts based on spend, with the most current manufacturer’s annual catalog as the pricing reference.

In addition to this, the contract also offers the following:

* The contract includes both Value Added Resellers and Distributors.
* Quick ship options are available, providing more streamlined and efficient deliveries. Quick ship is defined as a shipment occurring within 10 business days of order placement, at no additional charge to the Eligible Entity.
* Rental options are available (indicated by the vendor and by category). Rental is limited to 6 months.
* This contract provides options for refurbished and reused furniture.
* Vendors must offer products that meet third-party environmental certifications or standards, as outlined in the RFR’s Environmental Specifications, Section 4.9.3. These certifications include, but are not limited to:
* Cradle to Cradle Certified® or Material Health Certificate (Silver or higher)
* Declare: Living Building Challenge (LBC) Red List Free
* GreenScreen Certified®
* BIFMA LEVEL®
* Listed in the Center for Environmental Health (CEH) Database for Healthier Furniture
* SCS Indoor Advantage Gold® Certified (Low-Emitting)
* Intertek Clean Air Gold® Certified (Low-Emitting)
* MAS Certified Green® (Low-Emitting)
* UL GREENGUARD Gold®
* Free of: Per- and polyfluoroalkyl substances (PFAS), Vinyl or polyvinyl chloride (PVC), Antimicrobial additives
* Has a proposition 65 warning labels
* Compliant with California Technical Bulletin 117-2013 (furniture flammability) and verified to be free of added flame retardants (via product tag/label)
* Certified by the Forest Stewardship Council (FSC) for wood and bamboo products
* Vendors must disclose in the OFF 52 [Master Discount Sheet](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close%20) whether furniture has an Environmental Product Declaration (EPD), a Health Product Declaration (HPD), or meets any of the third party environmental certifications or standards listed above.

**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](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close%20).

### 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, with a wide variety of product choice and purchase flexibility. Vendors can provide products for the full category and from multiple manufacturers.
* Partnering with a pool of qualified and experienced vendors.
* Offering Prompt Pay, Dock Delivery, and Bulk Order Discounts.
* In addition, this contract offers the following:
  + Remanufactured furniture is readily available with potential discounts, while ensuring it performs at the same level as new furniture.
  + Americans with Disabilities Act-compliant (ADA-compliant) options as indicated by vendor, by category, and by product line.
  + Additional category for furniture accessories.

## Contract Categories

This contract includes 12 categories of both products and services listed as follows:

**Note:** Detailed descriptions can be found in [Appendix A](#_Appendix_A:_Category).

* **Category 1:** Systems Furniture (Workstations/Cubicles)
* **Category 2:** Seating
* **Category 3:** Office Furniture
* **Category 4:** Specialty Storage/Shelving
* **Category 5:** Preconfigured Walls, Cabinetry, and Millworks
* **Category 6:** Early and Higher Education, Library, and Dining Furniture
* **Category 7:** Dormitory, Residential, Healthcare, Behavioral Healthcare, and Detention Facility Furniture
* **Category 8:** Ergonomic Accessories and Specialty/Custom Furniture
* **Category 9:** Refurbished and Reused Furniture
* **Category 10**: Quick Ship
* **Category 11:** Furniture Services–Project Management
* **Category 12:** Furniture Services–Installation, Repair, and Storage/Inventory

## Contract Exclusions and Related Statewide Contracts

This contract does not cover the following products or services; however, they are available through the indicated statewide contracts:

**Note:** For more detailed guidance on using these contracts, please refer to the OSD Contract User Guides accessible through the links below.

* [OFF53 Office Supplies](https://www.mass.gov/info-details/office-contract-user-guides) or its replacement–Whiteboards and bulletin boards that fit any of the following requirements:
  + Sized 4' x 6' and up
  + Requiring professional installation
  + Priced at $500 and over

**Note:** Standard office supplies, including desk accessories like blotters, calendars, staplers, and tape dispensers, should not be purchased under the Office Supplies category of this contract.

* [OFF50 Audio, Video, Multimedia Presentation Equipment and Supplies](https://www.mass.gov/info-details/it-equipment-and-services-contract-user-guides) or its replacement– Smart boards and other electronically enabled products
* [FAC122 Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service](https://www.mass.gov/info-details/facility-landscaping-contract-user-guides) or its replacement–Outdoor furniture
* [FAC126 Records Management, Storage and Archiving Services](https://www.mass.gov/info-details/office-contract-user-guides) or its replacement–Records storage and archiving services
* [FAC127 Moving Services and Storage](https://www.mass.gov/info-details/facilities-general-contract-user-guides) or its replacement–Moving services and storage

## 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

**Note:** The price files and vendor catalogs are accessible through public view in COMMBUYS; therefore, buyers can access the price files and vendor catalogs without needing to sign into a COMMBUYS account.

Please refer to the following guidelines for pricing options:

* **Vendor Price File:** All vendors have been provided with a Microsoft Excel file outlining their awarded pricing, including approved manufacturers and the awarded discount percentage off MSRP for their base price. The Product Master Discount Sheet may be found in the attachments list in the [Master Blanket Purchase Order PO-241080-OSD03-SRC3-32282](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close).
  + If a vendor does not have a manufacturer listed in their awarded price file, the vendor must contact the Category Manager ([Tatiana.Henry@mass.gov](mailto:Tatiana.Henry@mass.gov) or [Sonia.Castro@mass.gov](mailto:Sonia.Henry@mass.gov)to get the manufacturer added before they can sell their products on **OFF52**.
  + If a vendor is not honoring their discount pricing from the price file, then the customer should contact the Category Managers as well.
* **Discount from Manufacturers Suggested Retail Price (MSRP):** Off52 offers discounted pricing, which is a percentage off of the MSRP. This information is available in the OFF52 Master Discount Sheet located in the attachments of the [OFF52 Master Contract Record](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close) in COMMBUYS.
* **Ceiling/Not-to-Exceed:** Pricing is ceiling pricing and allows the user to negotiate stronger discounts based on the project scope, with no further approval from OSD required. Eligible entities are encouraged to obtain competitive quotes from multiple awarded contractors. Negotiations are encouraged for purchases that fall within the total purchase volume as outlined in Tier 2 and higher in the Response for Request (RFR) Form and Master Discount Sheet.
* Sell pricing for Category 10 is based on a direct sell price. Bidders should provide their standard direct-sell pricing for all products included in this category. This pricing will serve as a reference for buyers when utilizing this contract.
* For pricing of Categories 11 and 12, any work performed after delivery must be mutually agreed upon by the vendor and the Eligible Entity prior to delivery and installation, including all pricing terms. Bidders **must** submit their labor rates in their quote/bid response form. These rates will be published in COMMBUYS.

**Note:** 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:

* Quotes should be awarded based on the best value.
* Quotes must be submitted in writing.
* While negotiation is not guaranteed, discussions on pricing are welcome, especially for Tier 2 projects. Negotiation depends on the project's phase, size, scope, and anticipated spending on products and services. **Note:** The pricing details for Tier 2 are outlined in the vendor price sheet.
* Tier 1 pricing provides clients with the best possible value upfront. Further negotiations on this tier are generally not necessary due to the existing discounts. **Note:** The pricing details for Tier 1 are outlined in the vendor price sheet.
* It is recommended that bidders specify that the quote should include project reference information, contract number, list price, discount applied, and sell price.
* When requesting quotes, it is encouraged to specifically request an itemized quote, with separate line items for materials and labor.
* When submitting your quote, please ensure that you include the following information:
* Title of document to include the agency and description (for example, Quote: Vendor Name\_DPH\_12 months storage)
* Include a project/task name
* Include a “Ship to” and “Bill to” address (or e-mail for DCAMM billing)
* Include the Project Manager’s name and contact information
* Clarify all timelines, delivery restrictions, building requirements and/or CORI requirements with vendors
* A detailed price breakdown, including the manufacturer's price, applicable discounts, and the final selling price

Buyers must solicit quotes when using this contract.

For purchases of **$10,000 and above**, Buyers are required to solicit quotations from all eligible vendors and obtain a minimum of three (3) responses. This ensures a competitive bidding process and helps the Buyer find the best possible value for their purchase. A “no bid” response is considered an acceptable response.

For purchases **under $10,000**, soliciting quotes is at the discretion of the Buyer. However, before making a purchase, Buyers should consult with their Chief Purchasing Officer or equivalent authority.

## Purchase Options

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

* Purchases made through this contract will be direct, outright purchases
* This is a fee-for-service contract

This contract has multiple ways of purchasing listed as follows:

* Quote Solicitation: Buyers can solicit quotes from multiple vendors (see 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 can create a solicitation-enabled bid using a release requisition, converting the requisition to a bid, and then requesting quotes from eligible vendors.

See 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.

Buyers may solicit quotes via category specific Solicitation-Enabled Master Blanket Purchase Order. Each OFF52 category has its own solicitation-enabled MBPO to facilitate ease of ordering through the contract. See the [Vendor List and Information](#_Appendix_A:_Vendor) table for MBPO numbers and additional information.

* **Document Items in COMMBUYS That Have Already Been Purchased:** This contract enables buyers to retroactively record a previously made contract purchase within the COMMBUYS system. This is done through a Request for Payment Authorization (RPA) Release Requisition, which also allows MMARS users to easily keep track of spending.

For a description on how to complete this purchase in COMMBUYS, see the [How To Record a Contract Purchase Previously Made (RPA Release)](https://www.mass.gov/doc/qrg-how-to-record-a-contract-purchase-previously-made-rpa-release/download)job aid*.*

**Note:** MMARS and COMMBUYS do not interface. Payment request and invoice must be reported in both MMARS and COMMBUYS.

## Extend Beyond (Performance and Payment That Goes Beyond Contract End Date)

The extend beyond period is primarily used to aid the transition between an expiring contract and its replacement by allowing time for new agreements to be established with newly awarded vendors.\

For extend beyond, the following stipulations are in place:

* Buyers **may not** enter into a written agreement that will go more than three (3) months beyond the maximum end date of the contract. Existing services may be completed and payments made during this period.
* No new agreements, including leases, rentals, or service contracts, may be made after the contract's expiration.
* Encumbrances must be established before the contract end date, and deliveries/installations must be accepted before the fiscal year end.

## 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](mailto:OSDhelpdesk@mass.gov) 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 **OFF52** 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 PO-24-1080-OSD03-SRC3-32282](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close).

## Finding Vendor-Specific Documents

To find vendor-specific documents, including the SDP Plan Form, Bidder Response Form, PPD Form, Continuing of Operations Plan, Price List, Letters of Authorizations, and certificates, 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.

## Statement of Work (SOW) Requirements

The buyers must complete a detailed SOW when soliciting quotes. A sample SOW has been added as an attachment in the [MBPO PO-24-1080-OSD03-SRC3-32282](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close).

When creating a statement of work, make sure to include language that will make it clear that all associated documents are in reference to the OFF52 statewide contract by using the **OFF52** contract number.

The following are examples of required information on the SOW (your organization may require more details):

* Scope of services
* Deliverables dates
* Location of service
* Detailed budget
* Estimated total costs
* Number of staff
* Rate(s) per hour

## Construction and Construction-Related Labor Requirements (Applicable to Category 5 and Category 11)

For **Category 5 and Category 11**, 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](mailto:OIGProcurementSupport@mass.gov).
* For further information about the public construction bidding laws, please email the [Attorney General’s Office Bid Unit](mailto:AGOBidUnit@mass.gov). 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](mailto:AGOBidUnit@mass.gov).

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

### Shipping

For shipping, please adhere to the following guidelines:

* Free Quick Ship options for product lines as indicated in Category 10. Shipment is within 10 business days of order at no additional charge.
* Shipping cases and packing slips must show the name of the supplier, the name and address of the receiving customer, and the purchase order number.
* Awarded vendors may not include additional charges for blanket wrapped items.
* Upon delivery, vendors must obtain a signature from the authorized personnel on the packing slip.
* Proof of delivery documentation must be maintained for a minimum of eighteen (18) months after delivery.
* Damaged shipments will not be accepted. If a shipment is accepted but later found to be incomplete, incorrect, or damaged, the awarded vendor will either replace it at no cost to the Eligible Entity, or provide a full refund or credit (no restocking fees) with the option to return it at the vendor's expense.

### Delivery

For delivery, please adhere to the following policies:

* Awarded vendors must make deliveries and have products available for delivery statewide.
* Delivery must be F.O.B. (Freight on Board) Destination Prepaid freight with no delivery expenses paid by users of this contract.
* Delivery on this contract is defined as delivery to a mutually agreed location. The vendor needs mutually agreed-upon written delivery instructions from the purchasing entity before shipping if the final destination was not identified during the quote.
* Awarded vendors shall be responsible for all delivery and unloading of products at no additional charge.
* All deliveries shall be completed within the vendor's standard operating hours, as specified in their bid submission. Changes may be granted with written approval of the Eligible Entity.
* Recipient should have a suitable loading dock, freight elevator, or similar facilities capable of handling the shipment. Stair carries may be included as an additional cost.
* Awarded vendors must be responsible for the delivery of products in first class conditions at the point of delivery, and in accordance with good commercial practice.
* Awarded vendors must strictly comply with all security and property entrance policies and procedures established for Department of Correction facilities and other Eligible Entity facilities.
  + The awarded vendor must be prepared to supply a list of driver's names and any other background information necessary to the Department of Correction or an Eligible Entity for security clearance into the various locations throughout the state.
  + All vendor vehicles are subject to inspection upon entering and leaving all Department of Correction facilities.
* Awarded vendor is responsible for securing any required permits from state and local government entities.
  + Awarded vendors will provide any information those entities may request.
  + Awarded vendors' responsibilities include attending inspections when requested by permitting entities and itemizing the cost of any required permits within the quote provided for the commodity or service.
* Access to the location for delivery will be coordinated by the awarded vendor with the Eligible Entity by a phone call at least one (1) business day in advance of the delivery date and time. This will ensure that the delivery can proceed smoothly and that the Eligible Entity is prepared for the arrival of the goods.

### Installation

For installation, please follow these guidelines:

* The vendor is responsible for performing a site survey and reviewing the installation location before accepting an order.
* If special installation is necessary, the associated costs must be mutually agreed upon and documented on the purchase order before it is released.
* No installation charge for loose seating, file cabinets, or other drop-in-place items.

### Storage

For storage, please follow these guidelines:

* For temporary storage lasting less than 30 days, additional charges may not apply unless otherwise agreed upon in advance.
* For temporary storage exceeding 30 days, charges will be assessed based on the square footage of the stored items at a pre-negotiated rate. Agreement on this charge is required at least ten business days in advance of billing.

### Returns

For returns, please adhere to the following policies:

* Products returned due to quality issues, duplicate shipments, obsoletion, damage, or other reasons shall be picked up by the contractor within five (5) business days after notification, with no restocking charge.
* The defective product will be replaced with a specified product, or the ordering entity will be credited or refunded for the full purchase price.
* Returns for products ordered in error must be processed within 15 days of delivery to receive a credit.
* Products must be returned in new, unused conditions with original packaging.
* The contractor is not entitled to charge for these returns.

## Repairs and Services Warranties

For repairs and services warranties, please refer to these guidelines:

* Vendors have indicated the length of the Manufacturer’s Warranty by product line on the discount sheet, which will apply to all products purchased within that line, including remanufactured furniture options.
* The awarded vendor will promptly replace and install any product that has been damaged in transit, or that fails during the warranty period.
* Replacement parts and installation made under the warranty shall be free of charge.
* Vendors will be responsible for insuring that item(s) received, that do not meet the written guarantees and/or warrantees published by the manufacturer are replaced within thirty (30) days of notification by the department who purchased the item.
* Returning defective items/products will be done so at the expense of the vendor.
* All awarded bidders will have an expectation to guarantee labor for one year after substantial completion at no additional cost.
* Any replacement parts outside of warranty will be discounted at the same rate as new parts/products.

## Additional Discounts

Vendors in this statewide contract offer the following discounts, which may vary for each vendor:

* **Prompt Payment Discount:** A percentage discount given to the buyer if the invoice is paid within a specified time, in accordance with the [Commonwealth’s Bill Paying Policy](https://www.macomptroller.org/policies/).
* **Dock Delivery Discount:** A discount given if product is delivered directly to the loading dock.
* **Tiered Discount:** A discount that offers progressively larger savings as the order size or spending threshold increases, depending on the contract.

**Note:** Vendor discounts are detailed in the [vendor list](#_Appendix_A:_Vendor) table and the price files within each vendor's Master Blanket Purchase Order (MBPO) or Master Contract Record MBPO.

## 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 Managers [Tatiana Henry](mailto:Tatiana.Henry@mass.gov) or [Sean Corbin](mailto:Sean.Corbin2@mass.gov) 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 **OFF52** 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 Managers [Tatiana Henry](mailto:Tatiana.Henry@mass.gov) or [Sean Corbin](mailto:Sean.Corbin2@mass.gov) for guidance.
* Vendors must notify buyers of product substitutions.
* The buyer is legally required to provide a prevailing wage schedule or sheet to vendors upon request.

## Adding a Product

To add a product to the list of eligible products sold under this contract, buyers must contact the Category Managers [Tatiana Henry](mailto:Tatiana.Henry@mass.gov) or [Sean Corbin](mailto:Sean.Corbin2@mass.gov) for approval. The new products requested must comply with the established specifications and scope of the contract.

## Environmentally Preferable Products and Services (EPPS)

contract requires vendors to disclose whether their products have a Health Product Declaration (HPD) and an Environmental Product Declaration (EPD). These declarations assist buyers in identifying environmental, climate and health information about the products.

**Refurbished or Reused Furniture**: The contract includes Category 9 for refurbished/reused furniture and buyers are strongly encouraged to consider these options. All refurbished or remanufactured furniture under this contract must be restored to original performance standards and functions.

**Third-Party Certifications and Standards:** Vendors must also disclose whether their products or product lines:

* have third-party certifications
* meet specific environmental or health standards
* possess other environmental or climate-related attributes

Details of these certifications and standards are available in the OFF52 Master Discount Sheet located in the [OFF52 Master Contract Record](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close).

**Certifications and Standards include:**

* [Cradle to Cradle Certified](https://urldefense.com/v3/__https:/www.c2ccertified.org/products/registry__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloa3xgSOE$) or have a [Material Health Certificate](https://c2ccertified.org/material-health-certificate), silver or higher
* [Declare Living Building Challenge (LBC) Red List Free](https://urldefense.com/v3/__https:/declare.living-future.org/__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloH90qbYI$)
* [GreenScreen Certified®](https://www.greenscreenchemicals.org/certified)
* [BIFMA LEVEL](https://urldefense.com/v3/__https:/www.bifma.org/mpage/levelcertifiedproducts__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzlo2DO9l5E$)
* Listed in the [Center for Environmental Health (CEH) Database for Healthier Furniture](https://urldefense.com/v3/__https:/docs.google.com/spreadsheets/d/1_4Tuum7AqMuSk1Scv1hBoiobjRBe4RvOWKrpARdLMGE/edit*gid=1163922567__;Iw!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzlojHZTRMU$)
* [SCS Indoor Advantage Gold-Certified (low-emitting)](https://urldefense.com/v3/__https:/www.scsglobalservices.com/certified-green-products-guide__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloW6a5EQg$)
* [Intertek Clean Air Gold-Certified (low-emitting)](https://urldefense.com/v3/__https:/sustainabilitydirectory.intertek.com/search__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloOvDKfFY$)
* [MAS-Certified Green-Certified (low-emitting)](https://urldefense.com/v3/__https:/mascertifiedgreen.com/certified-products/__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloBuv9-DQ$)
* [UL GREENGUARD GOLD](https://urldefense.com/v3/__https:/spot.ul.com/main-app/products/catalog/?keywords=__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzloQ1-DwbY$)
* Free of per- and polyfluoroalkyl substances (PFAS)
* [Does not have a Prop 65 warning](https://urldefense.com/v3/__https:/oehha.ca.gov/proposition-65/about-proposition-65__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzlo1EY7sD0$)
* Free of vinyl or PVC
* Free from antimicrobials
* Meets California’s furniture flammability standards (per [Technical Bulletin 117-2013](https://urldefense.com/v3/__https:/bhgs.dca.ca.gov/about_us/tb117_2013.pdf__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzlo4I4YPUY$)) and is free of added flame retardants (verified by product tag/label)
* [Forest Stewardship Council (FSC)](https://urldefense.com/v3/__http:/us.fsc.org/download.fsc-certified-papers-north-america.422.htm__;!!CPANwP4y!U2GRBUG5YGEdqiSmDxWinDh4vZZB6xRD7ey1JpPOdBxskJbXhM67zb6WI7dJsRrRyj-8UMQZ3uHluzlo15dqHXo$) (For wood and bamboo products)

**Flame Retardants and Massachusetts Fire Codes:** Many chemical flame retardants are semi-volatile organic compounds that migrate into indoor air and dust. These substances are often persistent, bioaccumulative, and toxic, raising environmental and health concerns.

Where permissible by fire safety codes, non-chemical flame-retardant solutions—such as smolder-proof fabrics—should be prioritized. Recent amendments to the Massachusetts Fire Code and the City of Boston’s Fire Prevention Code enable certain spaces to select flame retardant-free furniture. Refer to the [Guidance for Environmental Preferable Furniture: Review of Chemicals of Concern and Certifications & Standards](https://www.mass.gov/doc/guidance-for-environmentally-preferable-furniture) for detailed code explanations, environmental and health impacts, and product alternatives with minimized flame-retardant content.

State agencies must comply with [Massachusetts Executive Order 515](https://www.mass.gov/executive-orders/no-515-establishing-an-environmental-purchasing-policy), which mandates the procurement of EPPs when they meet performance standards and offer best value. Purchasing entities are also encouraged to discuss greener purchasing options with vendors – which includes products with less or no chemicals of concern, fabrics free of fluorinated stain treatments, antimicrobials, PFC and or flame retardants, and recycled content.

**Learn More:** More information about environmentally and climate preferable furniture may be found on the [OSD’s EPP Environmentally Preferable Furniture](https://www.mass.gov/guides/epp-program-environmentally-preferable-products-and-services-on-statewide-contracts#-furniture,-environmentally-preferable-) webpage. Also 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).

### Product Specifications, including Environmental Standards and Requirements

Product components may be made from a variety of materials including but limited to the following:

* Fabric
* Metal
* Plastic
* Medium Density Fiberboard (MDF)
* Gypsum
* Paint
* Powder coating
* Foam
* Laminate
* Veneer
* Glass
* Electrical wiring
* Mechanical devices

Vendors carry a minimum of three manufacturing lines for each product category they are awarded. Each product category must have at least two manufacturers whose products either have an EPD, an HPD, or hold a third-party certification or standard as listed in the [Using Environmentally Preferable Products (EPP)](#_Using_Environmentally_Preferable) section.

## 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 **OFF52** 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](mailto:Comptroller.Info@mass.gov) or by calling 617-973-2468.

## Vendor List and Information

| **Vendor[[1]](#footnote-2)** | **Master Blanket Purchase Order #** | **Contact Person** | **Phone Number** | **Email** | **Categories** | **Prompt Payment Discounts (PPD)** | **Supplier Diversity Office (SDO) Certification Type** | **Supplier Diversity Program (SDP) Commitment Percentage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Master Contract Record] [Master MBPO] (All contract documents)[[2]](#footnote-3) | [**PO-24-1080-OSD03-SRC3-32282**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32282&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | N/A | N/A | N/A | N/A |
| Category 1- Systems Furniture Solicitation Enabled MBPO  (for requesting quotes)[[3]](#footnote-4) | [**PO-24-1080-OSD03-SRC3-32263**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32263&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 1 | N/A | N/A | N/A |
| Category 2 – Seating, Solicitation Enabled MBPO  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32273**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32273&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 2 | N/A | N/A | N/A |
| Category 3 Office Furniture, Solicitation Enabled MBPO  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32275**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32275&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 3 | N/A | N/A | N/A |
| Category 4 – Specialty Storage/Shelving, Solicitation Enabled MBPO  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32276**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32276&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 4 | N/A | N/A | N/A |
| Category 5- Preconfigured Walls, Cabinetry & Millwork, Solicitation Enabled MBPO  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32277**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32277&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 5 | N/A | N/A | N/A |
| Category 6 – Early & Higher Education, Library & Dining Furniture, Solicitation Enabled MBPO  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32278**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32278&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 6 | N/A | N/A | N/A |
| Category 7 - Dormitory, Residential, Healthcare, Behavioral Healthcare & Detention Facility Furniture, Solicitation Enabled MBPO]  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32279**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32279&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 7 | N/A | N/A | N/A |
| Category 8 – Ergonomic Accessories & Specialty/Custom Furniture, Solicitation Enabled MBPO]  (for requesting quotes)3 | [**PO-24-1080-OSD03-SRC3-32280**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32280&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 8 | N/A | N/A | N/A |
| Category 9 – Refurbished & Reused Furniture, Solicitation Enabled MBPO]3 | [**PO-24-1080-OSD03-SRC3-32281**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32281&releaseNbr=0&external=true&parentUrl=close) | Tatiana Henry  Sean Corbin | 617-359-7289  617-720-3105 | [Tatiana.henry@mass.gov](mailto:Tatiana.henry@mass.gov)  [Sean.Corbin2@mass.gov](mailto:Sean.Corbin2@mass.gov) | 9, 10 | N/A | N/A | N/A |
| **B2B Holdings Inc** | [**PO-24-1080-OSD03-OSD03-32253**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32253&releaseNbr=0&external=true&parentUrl=close) | Randy Bloem | 508-579-0870 | rbloem@MyGoToSource.com | 1, 2, 3, 6 | 0.75% - 10 Days  0.50% - 15 Days  0.25% - 20 Days  0.00% - 30 Days | Disadvantaged Business Enterprise (DBE) (federal program, this certification does not qualified a vendor to be a Supplier Diversity Program partner  Woman Business Enterprise (WBE)  Small Business Purchasing Program (SBPP) | 6% |
| **CAM Office Services Inc.** | [**PO-24-1080-OSD03-OSD03-32260**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32260&releaseNbr=0&external=true&parentUrl=close) | Gail Mandrafino | 781-932-9868 | g.mandrafino@camoffice.com | 2, 3, 6, 7, 12 | 1.00% - 10 Days  1.00% - 15 Days  1.00% - 20 Days  0.00% - 30 Days | Minority Business Enterprise (MBE), WBE | 2% |
| **Commercial Office Interiors LLC** | [**PO-24-1080-OSD03-OSD03-32257**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32257&releaseNbr=0&external=true&parentUrl=close) | Josh Flibotte | (603) 704.0411 | Josh@CommercialOfficeInteriors.com | 1 ,2 ,3, 4, 5, 6, 7, 8, 11, 12 | 2.00% - 10 Days  2.00% - 15 Days  1.00% - 20 Days  0.00% - 30 Days | N/A | 2% |
| **Creative Office Pavilion, LLC dba Creative Office Resources** | [**PO-24-1080-OSD03-OSD03-32259**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32259&releaseNbr=0&external=true&parentUrl=close) | Jennifer Starusky | 508-740-7665 | jennifer.starusky@creativeofficeresources.com | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 | 1.00% - 10 Days  1.00% - 15 Days  1.00% - 20 Days  1.00% - 30 Days | WBE | 2% |
| **CRF Inc Interior Systems** | [**PO-24-1080-OSD03-OSD03-32516**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32516&releaseNbr=0&external=true&parentUrl=close) | Heather Allen | 860-779-5835 x2170 | hgauthier@crfinteriors.com | 5, 12 | 2.00% - 10 Days  2.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 1% |
| **Donnegan Systems** | [**PO-24-1080-OSD03-OSD03-32261**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32261&releaseNbr=0&external=true&parentUrl=close) | Mike Melanson | 508-380-8111 | mmelanson@donnegan.com | 3, 4, 5, 6, 7, 8, 11, 12 | 2.00% - 10 Days  2.00% - 15 Days  1.50% - 20 Days  1.00% - 30 Days | N/A | 2% |
| **Environments at Work / DBA People Places & Spaces LLC** | [**PO-24-1080-OSD03-OSD03-32475**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32475&releaseNbr=0&external=true&parentUrl=close) | Catherine Morrin | 857-544-3457 | CatherineM@pps-ct.com | 1, 2, 3, 4, 5, 6, 7, 8, 11, 12 | 1.25% - 10 Days  1.00% - 15 Days  0.75% - 20 Days  0.50% - 30 Days | MBE | 18% |
| **FBNE, LLC dba Falkbuilt New England** | [**PO-24-1080-OSD03-OSD03-32517**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32517&releaseNbr=0&external=true&parentUrl=close) | Mager Walker | 617-590-7016 | Mager.Walker@Falkbuilt.com | 5 | 5.00% - 10 Days  4.00% - 15 Days  3.00% - 20 Days  2.00% - 30 Days | N/A | 1% |
| **Furngully, LLC** | [**PO-24-1080-OSD03-OSD03-32254**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32254&releaseNbr=0&external=true&parentUrl=close) | Kevin Burke | 508-328-7939 | kevin@furngully.com | 1, 2, 3, 4, 6, 7, 8, 11, 12 | 1.00% - 10 Days  1.00% - 15 Days  1.00% - 20 Days  1.00% - 30 Days | N/A | 3% |
| **Hertz Furniture Systems, LLC** | [**PO-24-1080-OSD03-OSD03-32250**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32250&releaseNbr=0&external=true&parentUrl=close) | Dano Anderson | 603-548-8630 | dano@hertzfurniture.com | 1, 2, 3, 4, 5, 6, 11, 12 | 2.00% - 10 Days  1.00% - 15 Days  1.00% - 20 Days  1.00% - 30 Days | N/A | 1% |
| **Ideal Office Solutions LLC** | [**PO-24-1080-OSD03-OSD03-32478**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32478&releaseNbr=0&external=true&parentUrl=close) | Marc Masone | 978-375-0113 | marc@idealofficeonline.com | 2, 3, 6, 7, 8, 10, 11, 12 | 0.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  2.00% - 30 Days | N/A | 2% |
| **Interior Resources USA, LLC** | [**PO-24-1080-OSD03-OSD03-32252**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32252&releaseNbr=0&external=true&parentUrl=close) | Louis Prince | 800-397-7776 | lprince@interiorresourcesusa.com | 2, 3, 6, 7 | 2.00% - 10 Days  1.00% - 15 Days  1.00% - 20 Days  0.00% - 30 Days | N/A | 10% |
| **Lakeshore Learning Materials** | [**PO-24-1080-OSD03-OSD03-32518**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32518&releaseNbr=0&external=true&parentUrl=close) | Mark Probst | (518) 491-9178 | mprobst@lakeshorelearning.com | 6, 11, 12 | 1.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 5% |
| **MassCor Industries** | [**PO-25-1080-OSD03-OSD03-33423**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-25-1080-OSD03-OSD03-33423&releaseNbr=0&external=true&parentUrl=close) | Steven Niland | 774-573-9602 | steven.k.niland@doc.state.ma.us | 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12 | 0.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | N/A |
| **MeTEOR Education, LLC.** | [**PO-24-1080-OSD03-OSD03-32255**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32255&releaseNbr=0&external=true&parentUrl=close) | Chris Kelly | 215-280-3235 | ckelly@meteoreducation.com | 2, 3, 4, 6, 11, 12 | 0.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 1% |
| **Officeworks, Inc** | [**PO-24-1080-OSD03-OSD03-32258**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32258&releaseNbr=0&external=true&parentUrl=close) | Scott Montemerlo | (978) 844-3580 | smontemerlo@officeworksinc.com | 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12 | 1.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 2.5% |
| **Peabody Office** | [**PO-24-1080-OSD03-OSD03-32476**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32476&releaseNbr=0&external=true&parentUrl=close) | Alicia Araoz | 617-531-7344 | alicia.araoz@peabodyoffice.com | 1, 2, 3, 4, 5, 6, 7, 8, 11, 12 | 0.50% - 10 Days  0.25% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 10% |
| **Red Thread Spaces** | [**PO-24-1080-OSD03-OSD03-32481**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32481&releaseNbr=0&external=true&parentUrl=close) | Mary Sauvageau | 860-810-2835 | msauvageau@red-thread.com | 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12 | 0.50% - 10 Days  0.50% - 15 Days  0.50% - 20 Days  0.00% - 30 Days | N/A | 1% |
| **ROI OFFICE** | [**PO-24-1080-OSD03-OSD03-32251**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32251&releaseNbr=0&external=true&parentUrl=close) | James Hicks | 978-342-3366 | JHICKS@ROIIND.COM | 1, 2, 3, 6, 8 | 3.00% - 10 Days  2.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 2% |
| **R-Squared Office Panels & Furniture, Inc.** | [**PO-24-1080-OSD03-OSD03-32479**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32479&releaseNbr=0&external=true&parentUrl=close) | Mike Balas | 978-328-4646 | Mbalas@r-squared.com | 1, 9, 11, 12 | 2.00% - 10 Days  2.00% - 15 Days  1.50% - 20 Days  1.00% - 30 Days | Small Business Purchasing Program (SBPP) | 2% |
| **School Outfitters LLC** | [**PO-24-1080-OSD03-OSD03-32477**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32477&releaseNbr=0&external=true&parentUrl=close) | Chris Tscheiner | 800-260-2776 | chris.tscheiner@schooloutfitters.com | 2, 3, 6 | 2.00% - 10 Days  1.50% - 15 Days  1.00% - 20 Days  0.50% - 30 Days | N/A | 2% |
| **School Specialty LLC** | [**PO-24-1080-OSD03-OSD03-32256**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32256&releaseNbr=0&external=true&parentUrl=close) | Jim Curtis | 508-769-2675 | james.curtis@schoolspecialty.com | 2, 3, 4, 6, 7, 8, 11, 12 | 1.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 10% |
| **Strategic Spaces LLC** | [**PO-24-1080-OSD03-OSD03-32480**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32480&releaseNbr=0&external=true&parentUrl=close) | Matt Feroli | 508-509-0181 | matt@strategicspaces.com | 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12 | 2.00% - 10 Days  0.00% - 15 Days  0.00% - 20 Days  0.00% - 30 Days | N/A | 6% |
| **W.B. Mason** | [**PO-24-1080-OSD03-OSD03-32262**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32262&releaseNbr=0&external=true&parentUrl=close) | Steve Bliss | 508-509-0493 | steve.bliss@wbmason.com | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12 | 3.00% - 10 Days  2.50% - 15 Days  2.00% - 20 Days  2.00% - 30 Days | N/A | 3% |
| **Workplace Resources, Ltd** | [**PO-24-1080-OSD03-OSD03-32249**](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-OSD03-32249&releaseNbr=0&external=true&parentUrl=close) | Claudia Russo | 508-612-7989 | crusso@wprltd.com | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 | 4.00% - 10 Days  3.00% - 15 Days  2.00% - 20 Days  1.00% - 30 Days | WBE | 5% |

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

UNSPSC® for **OFF52**:

* 56–10–00 Accommodation Furniture
* 56–10–15 Furniture
* 56–10–17 Office furniture
* 56–10–18 Baby and toddler furniture and accessories
* 56–10–19 Parts and Accessories
* 56–11–00 Commercial & Industrial
* 56–11–15 Workstations & Office Packages
* 56–11–16 Panel systems
* 56–11–17 Casegood and non-modular systems
* 56–11–18 Freestanding Furniture
* 56–11–19 Industrial Furniture
* 56–11–20 Computer support furniture
* 56–11–21 Seating
* 56–11–22 Desking systems
* 56–11–23 Auditorium or stadium or special use parts and accessories
* 56–12–00 Classroom, Instructional & Institutional
* 56–12–10 Library
* 56–12–11 Art classroom Furnishings
* 56–12–12 First Aid room furnishings
* 65–12–13 General Educational facility furnishings
* 56–12–14 Cafeteria and lunchroom furnishings
* 56–12–15 General classroom furnishings
* 56–12– 16 Creative Play and rest time furnishings for daycare and earl
* 56–12–17 Book and general storage units for classrooms
* 56–12–18 Vocational classroom furnishings and fixtures
* 56–12–19 Demonstration furnishings
* 56–12–20 Laboratory Furniture
* 56–14–00 Home furnishing adornments
* 24–10–20 Shelving & Storage

## Appendix A: Category Details

Category details are listed as follows:

**Category 1: Systems Furniture (Workstations/Cubicles)**

* New panel, benching, beam-based systems that include non-acoustic and acoustic with electrical and non-electrical options
* Worksurfaces
* System furniture related storage and electrical systems

**Category 2: Seating–**Loose and fixed seating to be used in a variety of settings such as office space, reception, cafeteria/dining, lounge, healthcare, industrial, instructional, institutional, and outdoor

**Category 3: Office Furniture**

* Custom and pre-designed office furniture such as desks, tables, file cabinets, bookcases, and case goods
* LAN (Computer) furniture such as computer tables
* Outdoor furniture
* Computer command stations/systems
* Multimedia furniture
* Cabinets/enclosures
* Integrated technology furniture

**Category 4: Specialty Storage/Shelving**

* Custom and predesigned storage components and systems that include mobile high-density shelving, specialty storage, etc. Storage components and systems may be used manually, mechanically, or with electrical assistance.
* Services such as file organizing, file conversion, interfiling, file labeling, and file relocation are allowed under this category.

**Category 5: Preconfigured Walls, Cabinetry, and Millworks**

* Custom and predesigned architectural and drywall replacement, taller than 72” high, that can be installed and secure to both the floor and ceiling.
* Custom and predesigned movable partitions, typically found in larger conference space and attached permanently to the building.
* Custom and pre-designed mobile partitions, used to temporarily separate space.
* Custom and pre-designed case goods, cabinetry, and millwork style desks. Professional design and permits are usually required for products in this category. Prevailing wage labor for installation is also very common.

**Category 6: Early and Higher Education, Library, and Dining Furniture**

* Custom and predesigned furniture solutions for K-12 and higher education institutions, encompassing furnishings for libraries and dining facilities. Furniture in this category includes, but not limited to Department of Early Education and Care (EEC) activity and dramatic play, classroom, industrial/workshop, and Science, Technology, Engineering, Arts, and Mathematics/lab (STEAM/lab).
* Custom and predesigned library furniture that includes wood library furniture (wood end panel library shelving, chairs, tables, study carrels, circulation desks, etc.), laminate library furniture, and metal library furniture (metal library shelving, etc.).

**Category 7: Dormitory, Residential, Healthcare and Behavioral Healthcare, and Detention Facility Furniture**

* Custom and pre-designed furniture and accessories for the kitchen, living room, bedroom, laundry, and storage spaces within dormitory and residential settings.
* Custom and pre-designed furniture and accessories to be used in healthcare, behavioral healthcare, and detention settings. Furniture must be able to stand up to the industry standards of these types of settings.

**Category 8: Ergonomic Accessories and Specialty/Custom Furniture**

* Ergonomic accessories include items and equipment that are designed to complement good posture and minimize the risk of injury. Examples include ergonomic computer workstations, its accessories (desk lamps, clocks, magazine racks, adjustable keyboards, monitor arms, CPU holders.
* Custom crafted and predesigned furniture, accessories, and ancillary items. Product offerings in this category include but are not limited to freestanding and wall mounted custom furniture, such as shelving, desks, tables, conference tables, credenza, visual communication boards, room ID signage, display cases, trash and recycling centers, coat hooks, racks, coat trees, and podiums and lecterns.

**Category 9: Refurbished and Reused Furniture–**Eligible entities are encouraged to utilize refurbished and reused furniture where it is feasible and does not compromise the product's performance or intended use. Refurbished and remanufactured furniture must be restored to original performance and function, aligning with this specification to the extent possible.

**Category 10: Quick Ship**

* Quick-ship furniture is defined as preconfigured and predesigned furniture that can be shipped within 10 business days of buyer’s award, at no additional charge to the Eligible Entity.
* The last tab on the Master Discount Sheet contains a comprehensive list of vendors with quick-ship availability, broken down by product line for categories 1-9. Please note that finish options are typically limited. This category is designated for the purpose of buyer informational sourcing. To acquire quick-ship products, please proceed to their respective product categories.

**Category 11: Furniture Services – Project Management**

* If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.
* Services for furniture projects, including space planning, design, computer-aided design (CAD) and Revit, product inventories, and project management, are provided at hourly rates, covering both self-performed services and work completed by subcontractors.
* Hourly rates will be determined based on classifications including regular time, overtime, Saturday work, Sunday/Holiday work, non-union status, union membership, and percentage above the prevailing wage.

**Category 12: Furniture Services – Installation, repair and Storage/Inventory**

* If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.
* Furniture services such as installation services, product inventories, refinishing services, reupholstering services, repair services, warehouse and storage, wood repair and touch-up, are provided at hourly rates, covering both self-performed services and work completed by subcontractors.
* Hourly rates will be determined based on classifications including regular time, overtime, Saturday work, Sunday/Holiday work, non-union status, union membership, and percentage above the prevailing wage.

## Appendix B: Geographical Service Area

Vendors must ensure product availability and statewide delivery to all locations in Massachusetts, including the islands. Link to Map of Massachusetts: <https://www.sec.state.ma.us/divisions/cis/maps.htm>.

1. Note that COMMBUYS is the official system of record for vendor contact information. [↑](#footnote-ref-2)
2. The Master Contract Record 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)