

Contract User Guide for OFF38

OFF38: Office, School and Library Furniture, Accessories & Services

UPDATED: December 5, 2023

Contract #:	OFF38
MMARS MA #:	OFF38*
Initial Contract Term:	April 15, 2015 – April 14, 2018
Maximum End Date:	April 14, 2024
Current Contract Term:	April 15, 2021 – April 14, 2024
Contract Manager:	Amanda Ferdinand, 617-720-3166, Amanda.Ferdinand@Mass.Gov
This Contract Contains:	Environmentally Preferable Products, WBE
UNSPSC Codes:	56-11-15 Workstations & Office Packages, 56-11-21 Seating, 56-10-17 Office, 24-10-20 Shelving & Storage, 56-11-00 Commercial & Industrial, 56-12-00 Classroom, Instructional, & Institutional, 56-12-10 Library, 56-10-19 Parts and Accessories

*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 office, school, and library furniture as well as related accessories and services as listed in the contract categories. Numerous bulk purchasing discounts have been negotiated, but a buyer has the ability to negotiate pricing further.

Contract Categories

This contract includes 9 categories of products & services as listed below.

1. Systems Furniture (Workstations/Cubicles)
2. Seating
3. Office Furniture
4. High Density Shelving
5. Dismountable/Movable Walls
6. School Furniture
7. Library Furniture
8. Specialty Furniture and Accessories: 8A – Accessories and 8F – Specialty Furniture
9. Services such as Repairs, Disassembly, Reconfiguration, Space Planning/Design, Project Planning/Management, Installation, Refinishing, Reupholstering, Upholstery Cleaning, Warehousing/Storage

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.

- School furniture catalogs.
- Seating & school categories free two week loan of evaluation samples.
- Free Delivery on Orders including inside delivery with Seating and Metal Office Furniture assembled free.
- Wide variety of product choice and purchase flexibility. Vendors have the ability to provide products for the full category and from multiple manufacturers.
- Competitive pricing: discounts as published will remain in effect for the full term of the contract; list pricing may change up to two times per year after the first 12 months.
- 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.
- Good/Better/Best product line distinctions, for easier, quicker comparisons.
- Free Quick Ship options for product lines as indicated, shipment within 10 business days of order at no additional charge.
- Rental options as indicated by vendor and by category. Rental limited to 6 months.
- ADA-compliant options as indicated by vendor, by category, and by product line.

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- Updated flammability code to new standards that require less use of harmful chemical flame retardants. Users are encouraged to request furniture manufactured to the new standard, unless specifically mandated otherwise (*i.e.*, purchasers in Boston, as of the publication of this Contract User Guide).
- Mandatory services offered by each contractor, by category; services that are subcontracted will be labeled as such on the Price Sheets.
- Availability of remanufactured furniture (and additional discounts), and the assurance that remanufactured furniture performs to the same standards as new furniture.
- Additional category for Furniture Accessories (Cat. 8A).
- Additional discounts:
 - Prompt payment discounts
 - Dock delivery discounts
 - Published discounts on repair parts by product line

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for OFF38 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 OFF38 and can be accessed directly by visiting the Master Blanket Purchase Order [PO-15-1080-OSD01-OSD10-00000004029](https://www.mass.gov/doc/PO-15-1080-OSD01-OSD10-00000004029).
- 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;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

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.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. 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

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General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or [email them at: 30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

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

When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

Small Business Award Preference: In accordance with the Supplier Diversity Office's SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department's best value criteria as defined in the RFR or RFQ.

SDP Commitment: Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder's level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	

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SDP commitment – subcontracting	Evaluate the bidder's SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending.

Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

Other Requirements:

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

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- Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.
- See the [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](#) for additional guidance.

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

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

Pricing, Quote and Purchase Options

Purchase Options

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

- Purchases made through this contract will be direct, outright purchases.
- Rental options (limited to 6 months) are also available from select vendors; please see vendor Pricing Sheets using links to individual vendor MBPOs on the [Vendor Information](#) page.

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.
- **Installation, disassembly, or re-installation services** must be quoted and billed as a separate line item in compliance with the applicable hourly labor rates and cannot be included in the cost of the product.

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.

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference OFF38 to receive contract pricing.

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Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

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

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

This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see the contractors who are listed on the MBPO - click the "Vendor" Tab within the Bid document in COMMBUYS, then click the "Distributors" Tab.

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.

- **Furniture Services**

Please reference the Category 9 tab of the Price Sheet for each vendor to determine which services are offered.

Services differ by category. There are no service-only vendors on contract; all vendors awarded for product categories are also able to offer services as listed on their Price Sheets.

Obtaining Quotes

Contract users should always reference OFF38 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Eligible Entities are encouraged to obtain competitive quotes from multiple awarded contractors. Special pricing, promotional pricing, and pricing further negotiated by any Eligible Entity will be honored for all contract users for a minimum of 90 days.

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.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

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For more information on compliance with construction laws, see the [Construction Requirements](#) section.

Estimates

The cost for installation, disassembly, or re-installation services must be quoted and billed as a separate line item in compliance with the applicable hourly labor rates and cannot be included in the cost of the product.

Product Trials, Pilots, and Demonstrations

Vendors for the Seating & School categories will provide free 2 week loans of evaluation samples.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\) at www.mass.gov/dols](#). 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 contact, the following prevailing wage categories include: all construction trades, and moving furniture & equipment.

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 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](#) 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)

The Operational Services Division’s Environmentally Preferable Products Procurement (EPP) Program has worked with existing vendors to identify environmentally preferable “lines” of furniture on Statewide Contract OFF38: Office, School and Library Furniture, Accessories & Installation that have reduced indoor air quality emissions and toxicity. This includes furniture that has reduced formaldehyde and volatile organic compounds (VOCs) emissions, is free of added antimicrobials, flame retardant free, polyvinyl chloride (PVC) free, and free of per- and poly-fluorinated chemicals used as stain/water/oil resistant treatments. You may find guidance and additional information below to help with your selections:

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- [Finding EPP Furniture on Statewide Contract OFF38: Office, School and Library Furniture, Accessories & Services:](#) this is a two page summary description of the OFF38 EPP Furniture Table.
- [Guidance for Environmental Preferable Furniture: Review of Chemicals of Concern and Certifications & Standards, August 2016:](#) includes a summary of chemicals of concern typically used in the furniture industry, and a list of some of the certifications and standards that have been used to measure environmental performance of furniture.
- [OFF38 EPP Furniture Table, 7/1/2016:](#) searchable list of furniture lines from existing OFF38 Vendor offerings which notes whether the products meet environmentally preferable criteria, including those for indoor air quality. All information in the table was submitted by the vendors and has not been verified by the Commonwealth of MA. Buyers should confirm with the vendor all environmental specifications prior to purchase and should discuss how the vendor will provide evidence of conformance. This table is meant solely as a guide to help buyers identify environmentally preferable options and is current as of 7/1/2016.

COVID19:

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

Contract Exclusions and Related Statewide Contracts

The purchase of the following products or services are not available on this contract but may be made through the statewide contract indicated below. Information on how to use them can be obtained from the OSD [Contract User Guides](#).

- Office supplies and standard desk accessories such as desk blotters, calendars, staplers, tape dispensers and the like are available through OFF36: Office Supplies and should not be purchased through the Furniture Accessories category on this contract. Exceptions are white boards and bulletin boards that fit any of the following requirements:
 - Sized 4' x 6' and over
 - Requiring professional installation
 - Priced at \$500 and over
- Smart boards are not included in this contract under any circumstance. Smart boards and other electronically enabled products are available through OFF40: Audio, Video, Multimedia Presentation Equipment and Supplies.
- Outdoor furniture is available through FAC104: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service.
- Moving services are available through FAC96: Records Management, Storage and Archiving Services and Moving Services.

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Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Delivery: Awarded vendors must make delivery and have product available for delivery statewide. Delivery must be F.O.B. destination prepaid freight with no delivery expense paid by the eligible entity. F.O.B. destination for seating and metal office furniture shall mean delivery or product inside, on-floor, assembled and ready to use at no additional cost to the eligible entity. For every other product, F.O.B. destination shall mean inside and on-floor at no additional cost to the eligible entity. No transportation, fuel, energy, insurance, or any other surcharges or added fees will be accepted.

Furniture Services: Awarded vendors will provide sales and services to an eligible entity. Users should reference the Category 9 tab of the Price Sheet for each vendor to determine which services are offered. Services differ by category. There are no service-only vendors on contract; all vendors awarded for product categories are also able to offer services as listed on their Price Sheets.

Billing/Invoicing: Invoices should clearly identify discounts including dock delivery discounts.

Additional Information/FAQs

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include all types of Workstations and free standing Office, Library and School Furniture. Services frequently purchased include installation, disassembly, or re-installation of furniture.

Geographical Service Area

Contractors will be able to provide the requested service(s) throughout the Commonwealth.

If the Needed Product Can Not be Found

If a product or service 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 or service meets the scope of the product category, the vendor may be able to add it to their product offerings with approval of the OSD Strategic Sourcing Lead. If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames which Exceed Contract Duration

No written agreements shall extend past the final termination date of this Statewide Contract as stated on the [first page](#) of this contract user guide. All written agreements after the final termination date of this Statewide Contract shall be entered into under the rebid Statewide Contract.

Product Quality Tier Rating Reference

For categories 1-7 product lines offered must be distinguished on the Price Sheet as Good, Better, or Best.

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Quality tier ratings of Good, Better, and Best should follow the generally-accepted industry guidelines as outlined below. Contractors must choose and identify which tier best describes their product line using the specifications below as a guide.

	GOOD	BETTER	BEST
ANSI/BIFMA Standards	meets	meets	meets/exceeds
Warranty	up to 5 yr	6-12+ yr	25+ yr
Indoor Air Certification	yes	yes	yes
Sound/Noise Ratings	meets min. STC/NRC	meets min. STC/NRC	exceeds min. STC/NRC
USA Made/USA Origin Steel	yes/no	yes/yes	yes/yes
Seating warranty for...	8-hr day, 1 shift	8-hr day, 3 shifts, 250 lb.	24/7, 300 lb.
LEED Level	no requirement	no requirement	Level One support
Laminate Grade	LPL	HPL/LPL	HPL
Systems Panels	Monolithic	Monolithic / Segments	Monolithic / Segments / Stacking
Systems UL Listing	yes	yes, panel & electrical	yes, panel & electrical
COM	basic upholstery, etc.	ability for custom fabrics, finishes	variety of finishes, colors, surface applications
Veneer	no requirement	catalyzed lacquer/varnish	wood, Clear Tech UV finish
Healthcare Fabric (seating)	no requirement	available	available
Ergonomic Options for Seating	no requirement	yes (ie. adjustable arm treatments)	yes (variety of treatments)
Casework / Casegoods	prebuild standard	modular	modular
Panel Tile options	no requirement	glazed, steel, laminate, fabric, frosted	extensive options, incl. glazed, steel, laminate, fabric, frosted
Power Management Options	basic	some options offered	extensive options, in tables, casegoods, soft seating
Weight Capacity for Steel Storage, Tables	minimum	moderate	high

KEY:

- Air certification: Greenguard, SCS
- STC = Sound Transmission Class (how well partitions reduce sound)
- NRC = Noise Reduction Class (how well enclosures reduce the buildup of noise)
- LPL/HPL = Low Pressure Laminate / High Pressure Laminate (high pressure more durable and resistant to chemicals and heat)
- LEED Levels: 4 levels, furnishings contribute to points for attaining certification

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General Standards on Contract

Industry-Accepted guidelines

Unless otherwise stated in the specification section for each category, specifications should, at minimum, meet the industry-accepted guidelines set forth by the furniture industry as they are generally understood and accepted within that industry across the nation, which includes products, services, and warranties.

ANSI-BIFMA Furniture Standards

Awarded Bidders product must meet all current and future **ANSI-BIFMA** specifications for the specific category of furniture. On the Price Sheet, Bidders must attest to the statement that each product line offered meets or exceeds set standards and will maintain all appropriate **ANSI-BIFMA** standards for the term of the contract. The SSST may also require a manufacturer's statement of the same.

Metal Surface Coating Standards

All metal surfaces must utilize a plated or baked enamel (or equal) coating process. Powder Coating is highly desirable.

Lock Accessory Standards

All furniture pieces that have locks as a standard or optional accessory must have locks that secure all drawers and must be accompanied by the appropriate set of keys upon delivery and installation.

Underwriters Laboratories, Inc. (UL) Standards

Product with electrical components must meet all appropriate current and future Underwriters Laboratories Inc. specifications. Bidders must attest to the statement that each applicable product line offered meets or exceeds set standards and will maintain all appropriate **UL** standards for the term of the contract. The SSST may also require a manufacturer's statement of the same.

Americans with Disabilities Act (ADA) Standards

Bidders must have product for each category bid, which can be ordered for use by individuals with physical disabilities. The bidder must identify product lines that have options that meet the ADA requirements on the Price Sheet.

Flame Retardants

The Commonwealth of Massachusetts is concerned about the increasing environmental and health problems caused by certain flame retardants. It is desirable that products meet flammability requirements without added flame retardants (as is possible with CAL TB-117-2013), or that they utilize flame retardants for which comprehensive toxicity data is available and demonstrates the flame retardant is not toxic.

Flammability Standards

The Department of Fire Services is the sole agency within state government responsible for overall coordination of fire service policy and operations. Fire code 527 CMR 1.00 effective 01/01/2015 [derivative of base code: NFPA-1 (2012) with Massachusetts amendments], and the specific Section 12.6 are applicable to this request for response. 527 CMR 1.00 refers to CAL TB-133 and CAL TB-117-2013. All upholstered or re-upholstered furniture and molded seating must meet all flammability requirements referenced in 527 CMR 1.00, Section 12.6.

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At least two product lines in each category from each bidder must be able to meet CAL TB-133 standards to accommodate purchasers in the City of Boston, subject to any updates to the Boston Fire Code, Regulation BFD IX-10, as set by the Boston Fire Department, Fire Prevention Division.

Warranties

All manufacturer warranties apply.

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Strategic Sourcing Team Members

- John C. Ferrara Division of Capital Asset Management and Maintenance
- Karen Glass Department of Developmental Services
- Ryan Harrington Trial Court
- Barry Necktow Town of Canton School Department
- Jackie Lombardo Division of Capital Asset Management and Maintenance
- Julia Wolfe Operational Services Division, EPP



OPERATIONAL SERVICES DIVISION

Contract User Guide for OFF38

Vendor List and Information*

Vendor	COMMBUYS MBPO Page	Contact Person	Phone #	Email	Categories	Discounts Available	SDO Certification Type	SDP Commitment Percentage
**Conversion Vendor	15-1080-OSD01-OSD10-00000004029	*COMMBUYS is the official system of record for vendor contact information. **The Conversion Vendor MBPO is the central repository for contract files. Price files may be found in the individual vendor's MBPO.						
Affordable Interiors Systems	15-1080-OSD01-OSD10-00000003996	Bryan Poist	978-562-7500	bpoist@ais-inc.com	1, 3, 8A, and 9	1% off payments made in 20 days	N/A	15%
Central Ceilings	15-1080-OSD01-OSD10-00000004005	Christopher Connolly	508-238-6985	cconnelly@centralceilings.com	5 and 9	1% off payments made in 30 days 2% Dock Delivery Discount	N/A	1%
Creative Office Pavilion	15-1080-OSD01-OSD10-00000004001	Alexander Pouch	617-956-4148	apouch@cop-inc.com	1, 2, 3, 5, 6, 7, 8F, and 9	1% off payments made in 30 days 2% Dock Delivery Discount	N/A	2%
Donnegan Systems	15-1080-OSD01-OSD10-00000004003	Mike Melanson	508-393-5700	mmelanson@donnegan.com	4, 7, and 9	2% off payments made in 15 days (1.5% in 20 and 1% in 30) 3% Dock Delivery Discount	N/A	3%
Environments at Work	15-1080-OSD01-OSD10-00000003990	Michelle Shaver	617-830-5319	michelles@environmentsatwork.com	1, 2, and 9	1.25% off payments made in 10 days (1% in 15, 0.75% in 20, and 0.5% in 30) 3% Dock Delivery Discount	N/A	7%
Humanscale	15-1080-OSD01-OSD10-00000003991	Katie Miglin	732-537-2944	kmiglin@humanscale.com	8F and 9		N/A	10%
Interior Resources	18-1080-SRC3-12344	Larry Cain	631-256-6577	larryc@interiorresourcesusa.com	6 and 9	2% off payments made in 10 days (1% in 20) 4% Dock Delivery Discount	N/A	9%

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ISE	15-1080-OSD01-OSD10-00000004000	Donna Bobalek	571-565-5077	dbobalek@workriteergo.com	8A and 9	2% Dock Delivery Discount		2%
Kimball International Brands, Inc.	15-1080-OSD01-OSD10-00000003994	Tonja Blackgrove	800-482-1616 x8573	kogov@kimball.com	3, 8A, and 9	1% off payments made in 15 days 2% Dock Delivery Discount	N/A	2%
Krueger International	15-1080-OSD01-OSD10-00000004006	Andy VanStraten	800-454-9796	andrew.van.straten@ki.com	2, 5, 6, 8F, and 9	1% off payments made in 10 days 2% Dock Delivery Discount	N/A	20%
MassCor Industries	15-1080-OSD01-OSD10-00000004031	Steven Niland	508-850-1070	steven.k.niland@doc.state.ma.us	All	None	N/A	N/A
Office Resources	15-1080-OSD01-OSD10-00000004002	Robert Tenaglia	617-896-3308	RobTenaglia@ori.com	All	2% off payments made in 30 days 2.5% Dock Delivery Discount	N/A	35%
Palmieri	15-1080-OSD01-OSD10-00000003998	Frank Palmieri	800-413-4440 x23	fpalmieri@palmierifurniture.com	7 and 9	1% off payments made in 10 days (0.5% off in 15) 3% Dock Delivery Discount	N/A	1%
Peabody Office	15-1080-OSD01-OSD10-00000004009	Joshua Acevedo	617-531-7365	joshua.acevedo@peabodyoffice.com	2, 3, 8A, and 9	1% off payments made in 10 days (0.5% in 15 and 0.25% in 20)	N/A	25%
Red Thread Spaces	17-1080--SRC3-11027	Mary Sauvageau	860-810-2835	msauvageau@red-thread.com	1, 2, 6, 7, 8A, and 9	0.4% off payments made in 10 days (0.3% in 15 and 0.1% in 20) 2% Dock Delivery Discount	N/A	2%
Staples	15-1080-OSD01-OSD10-00000004008	Antonio Farinha IV	860-634-4962	Antonio.Farinha@Staples.com	1, 2, 3, 4, 6, 7, 8F, 8A, 9	3% Dock Delivery Discount	N/A	10.20%

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Teknion	15-1080-OSD01-OSD10-00000003999	Valerie Windrim	416-735-3438	valerie.windrim@teknon.com	6, 8A, and 9	2% off payments made in 10 days 2-4% Dock Delivery Discount	N/A	2%
Virco	15-1080-OSD01-OSD10-00000004007	Brent Smith	614-352-5446	brentsmith@virco.com	2, 3, 6, and 9	2% off payments made in 10 days (1% off 20) 9-19% Dock Delivery Discount	N/A	10%
W.B. Mason	15-1080-OSD01-OSD10-00000004004	Stephen Bliss	508-436-1271	steve.bliss@wbmason.com	1, 2, 3, 5, 6, 7, 8F, and 9	3% off payments made in 10 days (2.5% off 15 and 2% off 30) 5% Dock Delivery Discount	N/A	3%
Workplace Resource <i>SDO certified MBE</i>	15-1080-OSD01-OSD10-00000003997	Claudia Russo	508-770-1900 x23	crusso@wprltd.com	3, 7, 8A, and 9	1% off payments made in 10 days (0.75% off 15 and 0.5% in 20)	MBE	35%
York Street Industries	15-1080-OSD01-OSD10-00000004030	Mike Mastriani	413-547-8349	mike.mastriani@sdh.state.ma.us	All	None	N/A	N/A

* 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.

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