



OPERATIONAL SERVICES DIVISION

# OFF52 Office, School, Library, Furniture, Accessories & Services

**UPDATED:** March 11, 2025

<b>Contract #:</b>	OFF52
<b>MMARS MA #:</b>	OFF52*
<b>Initial Contract Term:</b>	April 1, 2024 – March 31, 2031
<b>Maximum End Date:</b>	March 31, 2031, no renewals
<b>Current Contract Term:</b>	April 1, 2024 – March 31, 2031
<b>Contract Manager:</b>	Tatiana Henry, 617-359-7289, <a href="mailto:Tatiana.Henry@mass.gov">Tatiana.Henry@mass.gov</a> Sonia Castro, 617-359-7271, <a href="mailto:Sonia.Castro@mass.gov">Sonia.Castro@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	<a href="#">List of UNSPSC Codes</a>
<b>Updates:</b>	Updated Contract Manager

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is the statewide contract for office, school, library furniture, accessories and services. This contract replaces OFF38: Office, School and Library Furniture, Accessories & Installation.

OFF52 includes the following changes:

Expansion of categories to accommodate for dormitory, residential, correctional and healthcare furniture

Using a tiered discount system to determine pricing

Addition of a refurbished and reused furniture category

Addition of quick ship options

**Requirement that vendors provide disclosure of third-party certifications, Health Product Declarations (HPDs), Environmental Product Declarations (EPDs) so buyers have the ability to choose those with desired environmental and climate preferences.**

## Contract Categories

This contract includes 12 categories of both products and services as listed below. Detailed description can be found in [Appendix B](#)

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 & Dining Furniture

Category 7: Dormitory / Residential / Healthcare & Behavioral Healthcare & Detention Facility Furniture

Category 8: Ergonomic Accessories & 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

## 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.

- 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 upon location. If the final delivery destination has not been identified during the quote process the vendor will need to obtain written instruction from the purchasing entity that has been mutually agreed upon prior to shipping.

- No installation charge for loose seating, file cabinets or other drop-in-place items. This assumes delivery during vendor defined normal business hours as stated in the bid process with a working loading dock, freight elevator access or equivalent. Stair carries may be included as an additional cost.

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- 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: A tiered discount system based on project spend, discount is to be applied to the most current manufacturer pricing found on the manufacturer's website, most current catalog or submitted by the Bidder and accepted by the SST. Pricing must be submitted for all goods and services to be provided on this Statewide Contract.
- 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.
- 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.
- Vendors are required to make products available that hold a third-party certification listed in the RFR's Environmental Specifications section 4.9.3, including but not limited to Cradle to Cradle Certified, LBC Red List Free, GreenScreen Certified, BIFMA LEVEL, SCS Indoor Advantage Gold certified low emitting, Intertek Clean Air Gold certified, MAS Certified Green, and UL GREENGUARD GOLD
- 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
- Additional discounts:
  - o Prompt payment discounts
  - o Dock delivery discounts

## Find Bid/Contract Documents

- To link directly to the MBPO for OFF52 visit Master Blanket Purchase Order PO-24-1080-OSD03-SRC3-32282. To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for OFF52 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;  
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 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.

## Supplier Diversity Requirements

**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:**

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

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

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

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

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

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder's level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder's SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
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.

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Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"><li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li><li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li><li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li><li>• Award to a large business only if there is no SBPP participating in business meeting departments' best value criteria.</li><li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li><li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li></ul>
More than \$250,000/year	<ul style="list-style-type: none"><li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li><li>• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.</li><li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li></ul> <p><b>Note:</b> Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for 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.</p>

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
- This is a fee for service contract

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### Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price. This information can be found in the OFF52 Master Discount Sheet located in the attachments of the OFF52 Master Contract Record in COMMBUYS.

Sell pricing for OFF52 Category 10 is based on a direct sell price; Bidders are to provide direct sell pricing for all product offerings under this category for buyers to reference while using the contract.

Pricing for OFF52 Categories 11 & 12, Any Labor to be done after delivery must be mutually agreed upon by the vendor and the Eligible Entity prior to delivery and installation. Bidders will submit labor rates in their quote/bidder response form, and they will be published in COMMBUYS.

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

The Product Master Discount Sheet may be found in the attachments list in the [Master Blanket Purchase Order PO-24-1080-OSD03-SRC3-32282](#).

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference OFF52 to receive contract pricing.

### Quick Search in COMMBUYS

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

### How To Purchase from The Contract

OFF52 is set up to allow buyers the option to solicit multiple quotes from awarded vendors. Buyers may solicit quote via category specific Solicitation Enabled Master Blanket Purchase Order. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This purchasing mechanism allows buyers to solicit quotes, award the best value bidder and place the order all through COMMBUYS. Each OFF52 category has its own solicitation enabled MBPO to facilitate ease of ordering. through the contract. see vendor information table for MBPO numbers and additional information.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism, solicitation enabled catalog to easily obtain quotes, as specified above. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "OFF52 RFQ" when entering information in the Description field.

Each solicitation enabled MBPO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. To see the contractors for each awarded category who are listed on the MBPO - click

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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 Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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 *How to Create an RPA Requisition* job aid.

## Obtaining Quotes

Contract users should always reference OFF52 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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.
- Recommendations for when obtaining Statement of Work (SOW)/Quote
  - A sample SOW has been added to the [Master Blanket Purchase Order PO-24-1080-OSD03-SRC3-32282](#)
  - Quotes must be submitted in writing.
  - Negotiating is an option but not necessarily a guarantee, and would be encouraged based on project phase, size, scope and/or spend for products and services starting with pricing windows of tier 2. Pricing negotiations are not encouraged with tier one pricing as significant discounts for that tier have already been provided.
  - 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 separate line items for materials and labor.

## 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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## Estimates

When receiving quotes be sure vendors include labor as a separate line item. Additional information to have included is contract ID, list price, discount percentage and sale price per item, the total should be broken down into materials and labor as well as any other buyer requested information.

## Prevailing Wage Requirements

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

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include but not limited to: 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](http://www.mass.gov/prevailing-wage-enforcement) for more information.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Environmentally and Climate Preferable Products

This contract requires vendors to disclose whether products have an EPD or HPD, in addition to any third-party certifications and standards in the OFF52 Master Discount Sheet which may be found in the [OFF52 Master MBPO](#) in COMMBUYS. This includes: below:

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- [Cradle to Cradle Certified](#) or have a [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 certified \(low-emitting\)](#)
- [UL GREENGUARD GOLD](#)
- free of per- and polyfluoroalkyl substances (PFAS)
- [does not have a Prop 65 warning](#)
- Free vinyl or PVC
- Free from Antimicrobials
- meets California's furniture flammability standards (per [Technical Bulletin 117-2013](#)) and is free of added flame retardants (verified by product tag/label)
- [Forest Stewardship Council \(FSC\)](#) (For wood and bamboo products)

Purchasing entities are also encouraged to discuss with vendors any materials used and to identify if there are alternative options that are environmentally and climate preferable. More information about environmentally and climate preferable furniture may be found on the OSD's EPP Environmentally Preferable Furniture webpage entities are also encouraged to discuss with vendors alternative options that are environmentally and climate preferable. More information about environmentally and climate preferable furniture may be found on the [OSD's EPP Environmentally Preferable Furniture webpage](#)

## 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.

- OFF53 Office Supplies or its replacement - Office supplies and standard desk accessories such as desk blotters, calendars, staplers, tape dispensers and the like, should not be purchased through the Furniture Accessories category on this contract. Exceptions are whiteboards and bulletin boards that fit any of the following requirements:
  - Sized 4' x 6' and over
  - Requiring professional installation
  - Priced at \$500 and over.
- OFF50 Audio, Video, Multimedia Presentation Equipment and Supplies or its replacement -. Smart boards and other electronically enabled products.
- FAC122 Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service or its replacement - Outdoor furniture
- FAC126 Records Management, Storage and Archiving Services or its replacement - Records storage and archiving services.
- FAC127 Moving Services and Storage or its replacement - Moving Services and Storage

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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 Terms

- Awarded vendors must make deliveries and have product 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 upon location. If the final delivery destination has not been identified during the quote process the vendor will need to obtain written instruction from the purchasing entity that has been mutually agreed upon prior to shipping.
- It is the vendor's responsibility to survey and review the installation location prior to accepting an order. If special installation is required, the cost must be agreed to by both parties and noted prior to a purchase order release.
- Awarded vendors shall be responsible for all delivery and unloading of products at no additional charge. All deliveries shall be performed during vendor reported regular working hours as stated in the bid process. Changes may be granted with written approval of the Eligible Entity.
- Awarded vendors must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases and packing slips must show the name of the supplier, the name and address of the receiving customer and purchase order number.
- Awarded vendors may not include additional charges for blanket wrapped items.
- Awarded vendors must obtain a signature on the packing slip from the authorized Eligible Entities personnel upon delivery. Proof of Deliveries must be maintained for a minimum of eighteen (18) months after deliveries.
- Awarded vendors must adhere to established security and/or property entrance policies and procedures established for all Department of Correction facilities or any other Eligible Entities facilities. It is the Awarded vendors responsibility to adhere to those policies and procedures prior to any attempt to enter the premises. 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.
- Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the Eligible Entity, or returned at the expense of the Awarded vendor, for a refund or credit of the purchase price with no restocking fees.

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#### OPERATIONAL SERVICES DIVISION

- The Awarded vendor, if necessary, is responsible for securing any required permits from state and/or local governmental entities. Awarded vendors will provide any information those entities may request. Awarded vendors will also attend inspections as requested by the permitting entities and notify the Eligible Entity of the applicable cost for the permits within the quote provided for the commodity or service.
- Access to a location will be determined by a call at a minimum one day before delivery to the Eligible Entity by the awarded vendor to coordinate the delivery date and time.
- Temporary storage for a duration of less than 30 days may not incur an additional charge unless agreed upon prior. Temporary storage in excess of 30 days may be charged at a predetermined and agreed upon square footage rate. This charge must be agreed upon at least ten business days prior to being charged.

### Returns/Disposal

Products returned because of quality problems, vendor duplicated shipments, outdated products, damaged items, etc., shall be picked up by the contractor within five (5) business days after notification, with no restocking charge, and shall be replaced with specified products or the ordering entity shall be credited/refunded for the full purchase price. Products ordered in error must be returned for credit within fifteen (15) days of receipt. Products must be in resalable condition (original container, unused). The contractor may not charge for such returns. There shall be no restocking charges.

### Additional Information/FAQs

#### Buyer/contract user checklist & Best Practices

- It is legal obligation of the buyer to provide upon request a prevailing wage schedule/sheet to vendors
- It is a best practice when submitting your quote, please include the following information:
  - o Title of document to include the agency and description (e.g. Quote: Vendor Name\_DPH\_12 months storage)
  - o Include a project/task name
  - o Include a "Ship to" and "Bill to" address (or e-mail for DCAMM billing)
  - o Include the Project Manager's name & contract info
  - o Clarify all timelines, delivery restrictions, building requirements and/or CORI requirements with vendors
  - o Strongly suggested as a buyer you ask for the detailed price breakdown with the manufacturer's price, the discount and the final sell price.

### Frequently Purchased Items on the Contract

Products and/or Services frequently purchased through this contract include but not limited to [list all types of Workstations and free standing Office, Library and School Furniture. Services frequently purchased include installation, disassembly, or re-installation of furniture.

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**OPERATIONAL SERVICES DIVISION**  
**Geographical Service Area**

Vendors must have product available and be able to deliver it statewide for Massachusetts, including the islands.

Link to Map of Massachusetts: <https://www.sec.state.ma.us/divisions/cis/maps.htm>

### **Product Specifications, including Environmental Standards and Requirements**

Product components may be made from a variety of materials including but limited to, fabric, metal, plastic, MDF, gypsum, paint, powder coating, foam, laminate, veneer, glass, electrical wiring, mechanical devices, etc.

Vendors carry a minimum of three manufacturing lines in each awarded product category and a minimum of two of the manufacturers per category line must have products available that haven an EPD, HPD or hold a third-party certification or standard as listed in the [Environmentally and Climate Preferable Products](#) section above. Vendors are required to disclose EPDs, HPDs and all third-party certifications or standards for each product in the [whatever the name of the discount off sheet is]. Disclosure helps buyers identify environmental, climate and health information about the products.

### **Warranties**

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 warranties published by the manufacturer are replaced within thirty (30) days of notification by the department who purchased the item. Returning of 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

### **Other Discounts**

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Tiered Volume Discounts:** discounts are provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

### **If the Needed Product Can Not be Found**

If a product or service cannot be found in the vendor's catalog or price discount 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

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#### OPERATIONAL SERVICES DIVISION

product category, the vendor may be able to add it to their product offerings. Vendor must consult with Commonwealth OSD Contract Manager to add product to contract.

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**

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 3 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new agreements for services may be executed after the Contract has expired.

Orders placed before the SWC end date, should have no issues with making payment. However, please ensure that encumbrance must be in place before the SWC end date and delivery/installation must be accepted before the close of the fiscal year.

#### **Memorandum of Understanding/Statement of Work**

A sample Statement of Work has been added as an attachment in the [MBPO PO-24-1080-OSD03-SRC3-32282](#). 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 its number.

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# Contract User Guide for OFF52

## Strategic Sourcing Team Members

- Gerry Dawson, OSD
- John Ferrara, DCP
- Rachel Daul, DCP
- Sarah Toupin, DOC

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# Contract User Guide for OFF52

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categori es	Prompt Payment Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
**[Master Contract Record] [Master MBPO] (All contract documents)	<a href="#">PO-24-1080-OSD03-SRC3-32282</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	N/A	N/A	N/A	N/A
***Category 1- Systems Furniture Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32263</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	1	N/A	N/A	N/A
***Category 2 – Seating, Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32273</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	2	N/A	N/A	N/A
***Category 3 Office Furniture, Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32275</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	3	N/A	N/A	N/A
***Category 4 – Specialty Storage/Shelving, Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32276</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	4	N/A	N/A	N/A
***Category 5- Preconfigured Walls, Cabinetry & Millwork, Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32277</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	5	N/A	N/A	N/A
***Category 6 – Early & Higher Education, Library & Dining Furniture, Solicitation Enabled MBPO (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32278</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	6	N/A	N/A	N/A

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# OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categori es	Prompt Payment Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
***Category 7 - Dormitory, Residential, Healthcare, Behavioral Healthcare & Detention Facility Furniture, Solicitation Enabled MBPO] (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32279</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	7	N/A	N/A	N/A
***Category 8 – Ergonomic Accessories & Specialty/Custom Furniture, Solicitation Enabled MBPO] (for requesting quotes)	<a href="#">PO-24-1080-OSD03-SRC3-32280</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	8	N/A	N/A	N/A
***Category 9 – Refurbished & Reused Furniture, Solicitation Enabled MBPO]	<a href="#">PO-24-1080-OSD03-SRC3-32281</a>	Tatiana Henry Sonia Castro	617-359-7289 617-359-7271	<a href="mailto:Tatiana.henry@mass.gov">Tatiana.henry@mass.gov</a> <a href="mailto:Sonia.castro@mass.gov">Sonia.castro@mass.gov</a>	9, 10	N/A	N/A	N/A
<b>B2B Holdings Inc</b>	<a href="#">PO-24-1080-OSD03-OSD03-32253</a>	Randy Bloem	508-579-0870	<a href="mailto:rbloem@MyGoToSource.com">rbloem@MyGoToSource.com</a>	1, 2, 3, 6	0.75% - 10 Days 0.50% - 15 Days 0.25% - 20 Days 0.00% - 30 Days	DBE/WBE	6%
<b>CAM Office Services Inc.</b>	<a href="#">PO-24-1080-OSD03-OSD03-32260</a>	Gail Mandrafino	781-932-9868	<a href="mailto:g.mandrafino@camoffice.com">g.mandrafino@camoffice.com</a>	2,3,6,7,12	1.00% - 10 Days 1.00% - 15 Days 1.00% - 20 Days 0.00% - 30 Days	MBE/WBE	2%
<b>Commercial Office Interiors LLC</b>	<a href="#">PO-24-1080-OSD03-OSD03-32257</a>	Josh Flibotte	(603) 704.0411	<a href="mailto:Josh@CommercialOfficeInteriors.com">Josh@CommercialOfficeInteriors.com</a>	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		2%
<b>Creative Office Pavilion, LLC dba Creative Office Resources</b>	<a href="#">PO-24-1080-OSD03-OSD03-32259</a>	Jennifer Starusky	508-740-7665	<a href="mailto:jennifer.starusky@creativeofficeresources.com">jennifer.starusky@creativeofficeresources.com</a>	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%
<b>CRF Inc Interior Systems</b>	<a href="#">PO-24-1080-OSD03-OSD03-32516</a>	Heather Allen	860-779-5835 x2170	<a href="mailto:hgauthier@crfinteriors.com">hgauthier@crfinteriors.com</a>	5, 12	2.00% - 10 Days 2.00% - 15 Days 0.00% - 20 Days 0.00% - 30 Days		1%

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**OPERATIONAL SERVICES DIVISION**

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categori es	Prompt Payment Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Donnegan Systems	<a href="#">PO-24-1080-OSD03-OSD03-32261</a>	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		2%
Environments at Work / DBA People Places & Spaces LLC	<a href="#">PO-24-1080-OSD03-OSD03-32475</a>	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	<a href="#">PO-24-1080-OSD03-OSD03-32517</a>	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		1%
Furngully, LLC	<a href="#">PO-24-1080-OSD03-OSD03-32254</a>	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		3%
Hertz Furniture Systems, LLC	<a href="#">PO-24-1080-OSD03-OSD03-32250</a>	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		1%
Ideal Office Solutions LLC	<a href="#">PO-24-1080-OSD03-OSD03-32478</a>	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		2%
Interior Resources USA, LLC	<a href="#">PO-24-1080-OSD03-OSD03-32252</a>	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		10%
Lakeshore Learning Materials	<a href="#">PO-24-1080-OSD03-OSD03-32518</a>	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		5%
MassCor Industries	<a href="#">PO-25-1080-OSD03-OSD03-33423</a>	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

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MeTEOR Education, LLC.	<a href="#">PO-24-1080-OSD03-OSD03-32255</a>	Chris Kelly	215-280-3235	ckelly@meteorededucation.com	2,3,4,6,11,12	0.00% - 10 Days 0.00% - 15 Days 0.00% - 20 Days 0.00% - 30 Days		1%
Officeworks, Inc	<a href="#">PO-24-1080-OSD03-OSD03-32258</a>	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		2.5%
Peabody Office	<a href="#">PO-24-1080-OSD03-OSD03-32476</a>	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		10%
Red Thread Spaces	<a href="#">PO-24-1080-OSD03-OSD03-32481</a>	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		1%
ROI OFFICE	<a href="#">PO-24-1080-OSD03-OSD03-32251</a>	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		2%
R-Squared Office Panels & Furniture, Inc.	<a href="#">PO-24-1080-OSD03-OSD03-32479</a>	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		2%
School Outfitters LLC	<a href="#">PO-24-1080-OSD03-OSD03-32477</a>	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		2%
School Specialty LLC	<a href="#">PO-24-1080-OSD03-OSD03-32256</a>	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		10%
Strategic Spaces LLC	<a href="#">PO-24-1080-OSD03-OSD03-32480</a>	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		6%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categori es	Prompt Payment Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
W.B. Mason	<a href="#">PO-24-1080-OSD03-32262</a>	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		3%
Workplace Resources, Ltd	<a href="#">PO-24-1080-OSD03-32249</a>	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%

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# Contract User Guide for OFF52

## Appendix A: list of UNSPSC codes

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 B: Category Detail

### Category 1: Systems Furniture (workstations/cubicles)

-New panel, benching, beam-based systems that include non-acoustical and acoustical 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

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-Custom and predesigned office furniture such as desks, tables, file cabinets, bookcases, casegoods, LAN (Computer) Furniture such as computer tables, outdoor furniture, computer command stations/systems, and 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 has the ability to be installed and secure to both the floor and ceiling. Custom and predesigned movable partitions, typically found in larger conference space and attached permanently attached to the building. Custom and predesigned mobile partitions, used to temporarily separate space. Custom and predesigned casegoods, cabinetry, and millwork style desks. Products in this category will usually need to be professionally designed and permitted. Prevailing wage labor for installation is also very common.

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

-Custom and predesigned K-12 through Higher Education furniture to include furniture for both Library and Dining facilities. Furniture in this category includes, but not limited to EEC activity and dramatic play, classroom, STEAM/lab, industrial/workshop, library, dining/cafeteria early education, K-12, and Higher Education.  
-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, Metal Library furniture (metal library shelving, etc.).

#### **Category 7: Dormitory / Residential / Healthcare & Behavioral Healthcare & Detention Facility Furniture**

-Custom and predesigned furniture and accessories for the kitchen, living room, bedroom, laundry, and storage spaces within dormitory and/or residential settings. Custom and predesigned 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 & Specialty/Custom Furniture**

-Ergonomic accessories include items and equipment that are designed to complement good posture and minimize the risk of injury. Ergonomic computer workstations, Accessories (desk lamps, clocks, magazine racks, etc.), and Ergonomic Accessories (adjustable keyboards, monitor arms, CPU holders, etc.). 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/recycling centers, coat hooks, racks, coat trees, podiums/lecterns, etc.

#### **Category 9: Refurbished and Reused Furniture**

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-Eligible Entities are encouraged to consider refurbished and reused furniture to the maximum extent practicable without jeopardizing the performance or intended end use of the product. Refurbished or remanufactured furniture is required to be restored to original performance standards and functions, meeting the requirements of this specification to the extent possible.

#### **Category 10: Quick Ship**

-Quick-ship 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. Vendors have indicated quick-ship options by product line on the Master discount Sheet for categories 1-9, found on the last tab of the sheet. Please note that finish options are typically limited. This category is intended for buyer informational sourcing, purchases for Quick-ship products can be processed through their respective 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. Self-performed and/or subcontract hourly rates to provide furniture services such as Space Planning, Design, CAD/Revit, Product Inventories, and Project Management. Hourly rates will be broken down by regular time, overtime, Saturday, and Sunday/Holiday and by non-union, union, and percentage above 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. Self-performed and/or subcontract hourly rates to provide furniture services such as Installation Services, Product Inventories, Refinishing Services, Reupholstering Services, Repair Services, Warehouse/Storage, Wood Repair/ Touch-up. Hourly rates will be broken down by regular time, overtime, Saturday, and Sunday/Holiday and by non-union, union, and percentage above prevailing wage.

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