

Contract User Guide for TRD01

TRD01: Tradesperson Installation, Repair and Maintenance Services

UPDATED: June 5, 2025

Contract #:	TRD01
MMARS MA #:	TRD01*
Current Contract Term:	April 1, 2024 – March 31, 2027
Initial Contract Term:	April 1, 2017 – March 31, 2021
Maximum End Date:	March 31, 2027 (no remaining renewals)
Contract Manager :	Richard Levesque, richard.levesque@mass.gov, 6173597269
This Contract Contains:	MBE/MWBE/WBE, Service-Disabled, Veteran-Owned Business
UNSPSC Codes :	Appendix A : Vendor MBPO/UNSPSC Code Guidance
Updates :	OSD CONTRACT MANAGER

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

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Contract Summary

This is the Statewide Contract for Tradespersons. The contract provides Contractors who perform construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, provide associated materials and supplies.

Contract Categories

This contract includes eleven (11) categories of trade services as listed below:

Category 1: Boiler Services – Servicing and maintenance of boiler system to include steam and forced hot water equipment including next-gen, high-efficiency condensing gas boiler systems.

Category 2: Drain Services – Services include, but are not limited to drain cleaning, unclogging and blockage remediation, floor drain systems, outflow pipe maintenance, and damage/problem inspections.

Category 3: Electrician Services – Provides electrician services in a variety of areas to include but not limited to, installation of new electrical components, maintenance and repair of existing infrastructure, solar, lighting, and related devices.

Category 4: Fencing Services – Products and services related to the installation and maintenance of fencing and related enclosure systems.

Category 5: General Contracting Services – Full-service line of general contracting (GC) services related to the installation, construction, demolition or maintenance of a structure, project, and related work.

Category 6: Generator/Turbine Services – Services related to steam and gas turbines, turnkey outages, generators, controls systems, total turbine care & repair to include running condition assessments.

Category 7: Glass/Window/Door Services - Providing products and services related to the purchase or replacement of glass, windows, and doors.

Category 8: HVAC/Sheet Metal Services – Providing equipment and service to all elements of heating, ventilation, and air conditioning to include sheet metal fabrication related to HVAC.

Category 9: Painting Services – All aspects of interior and exterior commercial painting services.

Category 10: Plumbing Services – Plumbing services not limited to, gas, drainage, backflow, water heaters (related HVAC), storage tanks, fixtures, pumps, and energy efficiency equipment.

Category 11: Solar Array Inspection Services - Covers inspection, standard corrective maintenance and maintenance to panels and roofing areas related to the current solar equipment; software code upgrades for legacy systems and ballast block replacement are also included. This contract does not cover the installation of a new solar system or equipment

*Looking for Locksmith Services, please refer to [ITC71](#).

Benefits and Cost Savings

This contract provides a list of prequalified vendors who as a condition of the contract agree to comply with the requirements for Construction Law and Prevailing Wage.

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Tradesperson Index – Quickly locate information on the TRD contract vendors in this standalone index. Contact, markup, and pricing information along with industry categories and counties they service can be found in the [Tradespersons Contract Index](#) also accessible from the COMMBUYS homepage.

Proprietary products or Sole Source Vendors: At times, a product may be proprietary to a specific vendor or only available from a select or sole vendor (i.e. a specific maker of equipment; equipment requiring certified maintenance). If that is the case, please note your procurement files to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.

Maintenance Agreements – Maintenance and service agreements are allowed under the TRD contracts. Always obtain or provide a full scope of the services to include what is and what is not covered under a maintenance and service agreement.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for TRD01 to find related Master Blanket Purchase Order (MBPO) information.
- All common contract documents and list of available contractors for specific trades are in the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for TRD01 and can be accessed directly by visiting [Vendor Information](#) page.
- Additional tool for locating vendor information is the [Tradespersons Contract Index](#) located on the COMMBUYS homepage.

Who Can Use This Contract

Applicable Procurement Law

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

Construction Materials and Services: G.L. c. 149, § 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. If using subcontractors, the awarded vendor must notify OSD and the buyer agency. No buyer will be billed directly by a subcontractor. Awarded vendors must bill a buyer agency (per awarded vendor’s markup rates noted on the bidder response form located in COMMBUYS) and provide certified payroll for all work being billed even if a subcontractor performed the work.

Construction Requirements

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

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OPERATIONAL SERVICES DIVISION

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@mass.gov](mailto:30BHotline@mass.gov).

For further information about the public construction bidding laws, please contact the Attorney General's Office Bid Unit by email at: AGOBidUnit@mass.gov. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws. **OSD does not provide legal guidance on construction law.**

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

This contract is to be used for construction, reconstruction, alteration, installation, demolition, maintenance, or repair services and, if needed, associated materials. It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by G.L. c. 149 or G.L. c.30, § 39M.

Construction Thresholds

Services provided under this contract (i.e. construction services) are limited to \$50,000 or less per engagement (job/project); multi-year maintenance and service agreements are limited to \$50,000 over the life of the contract. All Service Agreements must be established and agreed to by Vendor and Buyer as to what is included and expected as part of the Agreement (i.e. quarterly service/inspections/certifications). All maintenance and service agreement RFQs must follow the same bidding process as any other TRD work and can only be awarded to a TRD statewide contracted vendor. Please consult with the OSD Contract Manager if you have questions or are unsure about your project and use of the TRD contracts.

Construction Project Costs Between \$10,000 to \$50,000 - When estimating the cost of a construction project that will utilize an OSD statewide contract pursuant to G.L. c. 149, § 44A(2)(B), awarding authorities must include in their cost estimates all costs, including but not limited to construction labor, materials, and non-construction labor.

All jobs under the TRD contracts—with estimated costs of \$10,000 or over require Buyers to solicit three responses from awarded TRD vendors. Two of these responses must include a quotation in dollars. If you receive a response indicating that the TRD vendor does not want to bid, that can count toward one of your three responses. After conducting the RFQ process and you do not receive two actual dollar quotes, contact the TRD Contract Manager.

Construction Project Costs \$10,000 and Under - For jobs estimated to cost less than \$10,000, a Buyer may award the work to a TRD vendor without seeking additional quotes. Using an OSD statewide contract satisfies the sound business practices requirement of G.L. c. 149 for jobs costing less than \$10,000.

Eligible Entities must also maintain an adequate record that includes, at a minimum, the name and address of the person from whom the services were procured. When using the TRD contracts, and construction labor and materials exceed \$10,000, buyers must get multiple quotes for all work to guarantee a best value procurement. Contracts shall be awarded to the responsible TRD contracted vendor offering to perform the contracted work at the lowest price.

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Construction Project Costs Greater than \$50,000 - If soliciting quotes for a construction project involving costs that will be greater than \$50,000, Eligible Entities must go out to Public Bid as required by G.L. c. 149 § 44A. Tradesperson contracts cannot be used for construction projects with estimated costs exceeding \$50,000.

Construction projects exceeding these limits are not permitted under this contract. Additionally, G.L. c. 7C, §§ 44-57, Design Services for Public Building Projects, is outside the scope of this statewide contract.

In instances where Statewide TRD Contract is used to procure a construction contract that exceeds \$25,000, pursuant to G.L. c. 149, § 29, payment bonds are required from the selected Contractor. It is the responsibility of the Eligible Entity to enforce this requirement when soliciting quotes.

Supplier Diversity Requirements

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 soliciting quotes, the following requirements apply:

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. • 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 in 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. • 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.

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	<ul style="list-style-type: none"> • 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.
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OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

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

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

Pricing Information

Purchases made through this contract will be made on a fee for service basis. If needed, associated materials may be included in the fee for service cost.

- **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.
- Vendors provide a % markup over prevailing wage; a flat hourly rate or % markup over prevailing wage for OT (Commonwealth considers regular working hours to be M-F, 7am-5pm), holidays and emergencies; and a % markup for materials/supplies. Each contractor has a Bidder Response Form located in COMMBUYS in their Vendor File Attachments.
- Please note, “quotes” are considered an estimate of what a project may cost and required man hours. Unforeseen or unexpected issues or conditions may dictate a change order. Change orders are allowed and do not impact the original due diligence in seeking or providing quotes. A Vendor is to bill Buyers for the time it took to do the work. If a job took **less or more time** to complete, a bill will reflect those hours worked. OSD strongly suggests keeping change orders filed with complete project information.
- Proprietary products or Sole Source Vendors -- At times, a product may be proprietary to a specific vendor or only available from a select or sole vendor (ie: a specific maker of equipment; equipment requiring certified maintenance). If that is the case, please note your procurement files to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.
- Buyers on the Cape and Islands should consider allowing vendors to add the cost of ferry use to their billing invoices.

Product/Service Pricing and Finding Vendor Markup Files

Service and Product mark-ups may be found by referencing the Vendor’s Bidder Response Form in located COMMBUYS.

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In total, the TRD contracts have hundreds of vendors, so each TRD category is listed as a Conversion Vendor in this user guide. For the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for each identified trade category, please reference the [vendor information](#) page. Once in COMMBUYS, each individual vendor has an MBPO for each category in which they serve. It is the responsibility of all Vendors to make sure their COMMBUYS file is updated and accurate.

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.

When contacting a vendor on statewide contract, always reference TRD01 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

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(ies) they have been awarded. The Line Items for each vendor MBPO represent their awarded county(ies).

A “Conversion Vendor” MBPO has been set up in COMMBUYS for each trade category in which Eligible Entities should solicit quotes. When using a TRD01 Conversion Vendor MBPO to solicit quotes; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance. The list of Conversion Vendor MBPOs may be found here: [Vendor Information](#).

Once a quote is obtained, and selected, the ordering process is as follows:

Purchase Order (P.O.) For One-Time Services

- Once a service and price are determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use TRD01) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter “1” in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

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.

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P.O. for Ongoing Services

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

Further direction is available in the "[How to Complete a Partial Receipt in COMMBUYS](#)" Job Aid.

- **Select items from a PunchOut catalog and purchase through COMMBUYS**
 - The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
 - The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.
- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

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 spending. 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 Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference TRD01 when contacting vendors to ensure they are receiving contract pricing. TRD01 work 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.

Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union

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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. To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

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

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by G.L. c. 149, § 44A(2)(G). 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 the Attorney General’s Office Bid Unit by email at: AGOBidUnit@mass.gov.

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.

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

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617- 973-2468 or via email at Comptroller.Info@mass.gov for additional support. When searching in MMARS please use and see MA category:

1. TRD01Boilers*
2. TRD01Drains
3. TRD01Electrician*
4. TRD01Fencing*
5. TRD01GeneralContract*
6. TRD01GeneratorTurbin*
7. TRD01GlassWindowDoor*
8. TRD01HVACSheetMetal*
9. TRD01Painting*
10. TRD01Plumbing*
11. TRD01SolarArrayInspect*

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Emergency Services

Many statewide contracts are required to provide products or services in cases of **statewide emergencies**. [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.

Additional Information/FAQs

Maintenance

Contract users may request annual maintenance agreements with vendors through the TRD contracts. This may include the maintenance and repair of equipment or systems including but not limited to, routine testing, cleaning, parts replacement, tune-ups, and equipment/systems inspections. All Contractor work must be in accordance with the equipment Manufacturer's latest maintenance specifications and instructions, unless otherwise indicated by the purchasing entity. The Contractor and Eligible Entity must work closely together to develop and establish the maintenance terms and conditions.

Mandatory Vendor Response to Buyer Request for Quotes

As a term of the RFR, Contractors must respond in writing to all requests for quotes from Eligible Entities. If the Contractor is unable to provide the services being requested, the Contractor still must respond to the Eligible Entity that they will not be bidding. If a buyer experiences issues with vendors not responding to quotes, they should notify the Contract Manager.

Geographical Service Area

This contract has been awarded both statewide and by counties https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf. To determine if vendors are awarded in your county for the trade category you are soliciting services for you must complete the following:

- **Logged into COMMBUYS**-Click *Advanced* at the top of the screen then select *Contracts/Blankets* from the Document Type Drop Down. When the search options appear type the trade that you are soliciting in the *Description Field* (e.g., TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g., Essex County).
- **Not Logged into COMMBUYS**-Scroll to the bottom left of the page under *Browse by Category* and click on *Contract & Bid Search* then click on the radio bottom for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description Field* (e.g., TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g., Essex County).
- Or an additional tool that is available for locating vendor county information is the [Tradespersons Contract Index](#) also located on the COMMBUYS homepage.

Vendor Licenses and Certifications

The Tradespersons contracts are awarded as qualifying lists by OSD. It is the responsibility of the Eligible Entity to ensure that they obtain copies of all the proper employment requirements including but limited to licenses, certifications, insurance, OSHA, etc. from the Contractor for all employees working on a project prior to engagement.

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Permits

Contractors are responsible for obtaining and submitting all required permits from any Federal, State or Local agency. Contractors are responsible for the payment of all permits. Eligible Entities will not pay for any permits of any kind unless this is specified and agreed upon by the purchasing entity in writing prior to the start of work.

Security Deposit or Additional Insurance

Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

No Minimum Charge

Contractors are paid only for hours worked on location. Labor charges begin at the job location and end at the job location. Eligible Entity will not pay for any additional labor charges away from job location unless agreed upon prior to work being done (i.e. sheet metal work, fabrication/prep in need of specific machinery). The Commonwealth considers regular working hours to be, M-F, 7:00 am – 5:00 pm.

Other Expenses

- No meal charges, commuting expenses*, fuel surcharges, lodging, incidental expenses, or other expenses can be billed to the purchaser. If any fees or charges are needed, those charges must be disclosed and agreed upon by the purchaser prior to work being performed. Buyers on the Cape and Islands should consider allowing vendors to add the cost of ferry use to their billing invoices.*

Other Discounts

- **Prompt Pay Discount (PPD):** 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. ***Vendors offer PPD as a benefit, agencies should not take advantage of the discount in their system and then not pay invoices in a timely manner.***

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other agreements for services entered during the duration of this Contract and whose performance and payment periods extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time period and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

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OPERATIONAL SERVICES DIVISION

It is highly encouraged that Eligible Entities use or provide a Scope of Work (SOW) when soliciting quotes. This provides a solid base for the quoting process and allows Eligible Entities to provide the same information to all potential bidders. This is not intended to replace any Eligible Entity's internal processes. OSD has provided a SOW Template in COMMBUYS under the trade categories Conversion Vendor. **Please make sure all associated documents reference Statewide Contract TRD01.**

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Contract User Guide for TRD01

Strategic Sourcing Team Members

- Richard Levesque, OSD
- Raydi Soto, OSD (Inactive)
- John Crisley, DCP
- Ken Bjorklund, DOC
- Deanne Daneau, DEP
- Eugene J. Deutsch, DYS
- John Ferrara, DCP
- Nancy Fitzgerald, DFS
- Sean Foley, DOC
- Andrew Lapp, MIL
- Kristine Marcotte, DOC
- Donald Staffiere, MSO
- Timothy Waitkevitch, EOTSS
- Catrice Williams, DPH



OPERATIONAL SERVICES DIVISION

Contract User Guide for TRD01

Vendor Category List and Information* /**

"Conversion Vendor"	Conversion Vendors - Master Blanket Purchase Order**	Individual Vendor Information	Counties Vendors Service	Prompt Pay Discount (PPD)
TRD01 - Boiler Services	PO-17-1080-OSD03-SRC02-10358	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Drain Services	PO-17-1080-OSD03-SRC02-10359	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Electrician Services	PO-17-1080-OSD03-SRC02-10360	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01- Fencing Services	PO-17-1080-OSD03-SRC02-10361	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - General Contracting	PO-17-1080-OSD03-SRC02-10362	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Generator/Turbine Services	PO-17-1080-OSD03-SRC02-10363	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - Glass/Windows/Doors	PO-17-1080-OSD03-SRC02-10364	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 - HVAC/Sheet Metal Services	PO-17-1080-OSD03-SRC02-10365	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Painting Services	PO-17-1080-OSD03-SRC02-10366	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Plumbing Services	PO-22-1080-OSD03-SRC01-24514	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.
TRD01 – Solar Array Inspection Services	PO-23-1080-OSD03-SRC01-28669	Please refer to individual vendor MBPO in COMMBUYS for vendor contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO.	PPD is applicable under this statewide contract for all contractors and is available in MMARS and on vendor's contract form.

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO (the Master 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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Contract User Guide for TRD01

Appendix A : Vendor MBPO/UNSPSC Code Guidance

COMMBUYS Master Blanket Purchase Order (MBPO)

Each awarded contractor has been assigned a COMMBUYS MBPO number for their awarded trades. The Master MBPO is the central repository for all common contract and price files for each individual vendor. Please reference the individual MBPO for detailed award information for each awarded vendor.

For Reference UNSPSC Codes are once again provided and are as follows:

- | | |
|-------------------------|--|
| 1. 72-15-10 | Boiler Services |
| 2. 70-17-18 | Drain Services |
| 3. 72-15-15 | Electrician |
| 4. 72-15-40 | Fencing |
| 5. 72-11-11 | General Contracting |
| 6. 72-15-24 | Glass/Window/Doors |
| 7. 72-15-43 | Generator/Turbine Services |
| 8. 72-15-40 or 72-15-12 | HVAC/Sheet Metal Services |
| 9. 72-15-13 | Painting Services |
| 10. 72-15-11 | Plumbing Services |
| 11. 72-15-12-03 | Solar Energy Construction Services (Solar Array Inspection Services) |

For more information on UNSPSC codes, www.unspsc.org.

Appendix B: Truck Safety Standards Issued by RMV

Truck Safety Standards

The RMV enacted new regulations (540 CMR 4.10 to 4.13) that apply to certain registered motor vehicles, trailers, semi-trailers and semi-trailer units classified as class 3 or above by the Federal Highway Administration, with a gross vehicle weight (GVW) rating of 10,001 pounds or more (“Heavy Vehicles”). Heavy Vehicles that are (1) leased or purchased by the Commonwealth on or after January 1, 2023, or (2) operated under contracts with the Commonwealth executed on or after January 1, 2025, that require the use of Heavy Vehicles in writing or by necessary implication, must be equipped with the following truck safety devices:

- Lateral protective devices (LPD), commonly called “Side Guards,”
- Convex mirrors,
- Crossover mirrors, and
- Back-up cameras.

For snow and ice management and removal services and towing services, these regulations apply to Heavy Vehicles operated under contracts with the Commonwealth that were executed on or after July 1, 2025. Heavy Vehicles affected by the RMV regulations must be certified as compliant with these requirements beginning 12/31/2025 using the RMV portal. Please refer to MassDOT’s guidance [here](#) for information about updates on truck safety devices, the certification and waiver process, and guidance for contractors. Further guidance will soon be available on the OSD website.