

Contract User Guide for TRD03

TRD03: Tradesperson Installation, Repair and Maintenance Services

UPDATED: June 5, 2025

Contract #:	TRD03
MMARS MA #:	TRD03*
Initial Contract Term:	January 11, 2018 – December 31, 2022
Maximum End Date:	One (1), three (3) year extension to December 31, 2028
Current Contract Term:	January 1, 2023 – December 31, 2025
Contract Manager:	Richard Levesque, richard.levesque@mass.gov , (617) 359-7269
This Contract Contains:	MBE/MWBE/WBE, Service Disabled, Veteran-Owned Business
UNSPSC Codes:	Appendix A: Vendor MBPO/UNSPSC Codes Guidance
Updates :	OSD Contract Manager

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Prevailing Wage Requirements](#)
- [Instructions for MMARS Users](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Vendor MBPO/UNSPSC Codes Guidance](#)
- [Appendix B: Truck Safety Standards](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

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

Contract Categories

This contract includes seven (7) categories of trade services as listed below:

Category 1: Elevator Services – Servicing of elevator systems (all rise levels) to include, repair & maintenance, monitoring, overall system connectivity, modernization and the maintaining of warranty/certification standards.

Category 2: Exhaust System Services – Maintenance and services to exhaust systems related but not limited to, HVAC ducts, dryer vent systems, kitchen exhaust systems, fire detection/suppression damper & water restoration systems.

Category 3: Fire Detection Services – Includes but is not limited to monitoring, smoke detection, heat detection, and flame detection which would encompass a fire alarm system*

Category 4: Fire Suppression Services - Includes but is not limited to sprinkler systems, fixed extinguishing systems and other special hazard protection systems related to fire suppression*

Category 5: Overhead Door Services – Services to all overhead door systems to include marine doors, large-scale systems, and multiple panel or single unit that operate via an electric opener, manual pulley, or other mechanisms.

Category 6: Signage Services – Providing services in the prep, plan, and design of a variety of signage options.

Category 7: Welding Services – The fabrication process joining materials, usually metals or thermoplastics to include brazing and soldering services.

*This is not an exhaustive list of the services related to fire protection.

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.

Prequalified Vendor List – Provides a list of prequalified vendors who as a condition of the contract agree to comply with the Construction Law and Prevailing Wage.

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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 2 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Maintenance Agreements – Maintenance and service agreements are allowed under the TRD contracts. Always obtain a full scope of the services you require or are providing 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](https://www.commbuys.com) and search for TRD03 to find related Master Blanket Purchase Order (MBPO) information.

- All common contract documents and list of available contractors for specific trades are located in the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for TRD03 and can be accessed directly by visiting [Vendor Information](#) page.
- An 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 vendors’ 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>.

It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by G.L. c. 149 or 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 guidance on construction law.**

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](https://www.mass.gov/osd).

Updated: June 5, 2025

Template version: 8.0

Page 3 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: [@Mass_OSD](https://twitter.com/Mass_OSD) | Fax: (617) 727 - 4527

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) 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-\$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 which 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 your RFQ process, if 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. OSD recommends buyers consider getting 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.

Construction Project Costs Greater than \$50,000 - If soliciting quotes for a construction project involving estimated 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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 4 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

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 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. • 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.

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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 5 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- 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 emergency situations; and a % markup for materials/supplies. Each contractor has a “Bidder Response Form” on COMMBUYS in their Vendor File Attachments.
- Please note, “quotes” are considered an estimate of what a project may cost and required manhours. 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. OSD strongly suggests keeping change orders filled 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.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by referencing the “Bidder Response Form” on COMMBUYS in the “Pricing Information Section” with specific details.

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.

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 TRD03 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(s) they have been awarded. The Line Items for each vendor MBPO represent their awarded county(s).

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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 6 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: [@Mass_OSD](https://twitter.com/Mass_OSD) | Fax: (617) 727 - 4527

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 TRD03) 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.

P.O. For On-going 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, in order 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**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor’s e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right-hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor’s e-commerce site. After shopping is complete on the vendor’s e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Creating a Punch Out Order* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a COMMBUYS PunchOut* job aid.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 7 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

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

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “TRD03 RFQ” when entering information in the Description field.

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 TRD03 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.

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 \$10,000.00 - \$50,000: Buyers must solicit a minimum of three responses and receive two written dollar quotes; award to lowest responsible bidder.

Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. 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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 8 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

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/prevaling-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. TRD03ELEVATOR*
2. TRD03EXHAUST*
3. TRD03DETECTION*
4. TRD03SUPPRESSION*
5. TRD03OVERHEAD*
6. TRD03SIGNAGE*
7. TRD03WELDING*

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 maintenance and repair on 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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 9 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: [@Mass_OSD](https://twitter.com/Mass_OSD) | Fax: (617) 727 - 4527

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. To determine if vendors are awarded in your county for the trade category you are soliciting services for, please follow the below:

- **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., TRD03 - Signage 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., TRD03 - Signage Services) and your County in the *Item Description Field* (e.g., Essex County).
- An additional tool available for locating vendor county information is the [Tradespersons Contract Index](#) 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 valid licenses, certifications, insurance, OSHA, etc. from the Contractor for all employees working on a project prior to engagement.

Permits

Contractor is 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 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. The Commonwealth considers regular working hours to be, M-F, 7:00 am – 5:00 pm.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 10 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Other Expenses

No meal charges, commuting expenses, fuel surcharges, lodging, incidental expenses, or other fees or expenses can be billed to the purchaser. If any fees or charges are needed, said charges must be disclosed and agreed upon by the purchaser prior to work being performed.

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. ***Vendors offer PPD as a benefit, agencies should not take advantage of the discount in their system and then not pay invoice in a timely manner.***

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other 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 one year 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

The Strategic Sourcing Team has developed a general Statement of Work (SOW) Template to be used when soliciting quotes under TRD03. It is highly encouraged that the Eligible Entities use the Statement of Work Template as a reference when soliciting quotes. This is not intended to replace the eligible entity's internal standard form, but to act as more of a guide.

The SOW Template is saved in COMMBUYS under the trade categories Conversion Vendor.

Contract User Guide for TRD03

Strategic Sourcing Team Members

- Richard Levesque, OSD
- Deborah Anderson, AGO
- Raydi Soto, OSD (INACTIVE)
- Tiffany Myers, DOC
- John Crisley, DCP
- Deanne Daneau, DEP
- Ken Bjorklund, DOC
- Eugene J. Deutsch, DYS
- John Ferrara, DCP
- Nancy Fitzgerald, DFS
- Sean Foley, DOC
- Kristine Marcotte, DOC
- Donald Staffiere, MSO
- Tina Urato, CDA
- Timothy Waitkevitch, EOTSS
- Catrice Williams, DPH

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 12 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract User Guide for TRD03

Vendor List and Information*

Vendor	Conversion Vendors - Master Blanket Purchase Order (MBPO) #	Vendor Contact Person	Counties	Discounts (PPD, Dock Delivery, Other)
TRD03 - Elevator Services	PO-18-1080-OSD03-SRC01-12368	See Vendor information in COMMBUYS for 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
TRD03 - Exhaust System Services	PO-18-1080-OSD03-SRC01-12370	See Vendor information in COMMBUYS for 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
TRD03 - Fire Detection Services	PO-18-1080-OSD03-SRC01-12374	See Vendor information in COMMBUYS for 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
TRD03 - Fire Suppression Services	PO-18-1080-OSD03-SRC01-12371	See Vendor information in COMMBUYS for 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
TRD03 - Overhead Door Services	PO-18-1080-OSD03-SRC01-12376	See Vendor information in COMMBUYS for 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
TRD03 - Signage Services	PO-18-1080-OSD03-SRC01-12377	See Vendor information in COMMBUYS for 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
TRD03 - Welding Services	PO-18-1080-OSD03-SRC01-12378	See Vendor information in COMMBUYS for 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

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

**The Master Contract Record MBPO [The Master MBPO] is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: June 5, 2025

Template version: 8.0

Page 13 of 15

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract User Guide for TRD03

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. | 72-10-15-06 | Elevator Services |
| 2. | 40-10-15 | Exhaust System Services |
| 3. | 46-19-15 | Fire Detection Services |
| 4. | 46-19-16 | Fire Suppression Services |
| 5. | 72-15-24 | Overhead Door Services |
| 6. | 72-15-40 | Signage Service |
| 7. | 73-18-19 | Welding 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.