

Contract User Guide for TRD04

TRD04: Tradesperson Installation, Repair, and Maintenance Services

UPDATED: June 5, 2025

Contract #:	TRD04
MMARS MA #:	TRD04*
Initial Contract Term:	June 1, 2018 – June 1, 2022
Maximum End Date:	One (1), three (3) year extension to June 30, 2028
Current Contract Term:	June 1, 2022 – June 30, 2025
Contract Manager:	Richard Levesque, richard.levesque@mass.gov , 617-359-7269
This Contract Contains:	MBE/MWBE/WBE
UNSPSC Codes:	Cleaning Restoration Services: 76-11-00 Cleaning & Janitorial Services and 76-11-16 Building Component Cleaning Services; 40-15-18 Compressor Services; 72-15-18 Kitchen Exhaust Services; 40-15-17 Pump & Motor Services; 72-13-00 Roofing Services; 76-11-17 Building Site Clean-up & Biohazardous Site Cleaning; and 76-10-00 Decontamination Services
Updates:	Added Appendix A: Truck Safety Standard Issued by RMV

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

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](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Truck Safety Standards](#)

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

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 1 of 14

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 Summary

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

Contract Categories

This contract includes five (5) categories of trade services as listed below:

Category 1 - Cleaning Restoration Services: Wide range of cleaning and restoration services for commercial and business facilities, property owners and managers. Services will include water damage restoration, fire damage restoration, mold remediation, storm, and major events to include natural disasters. This category does not include biohazard cleaning.

Category 2 – Compressor Services: Services to any compressor system or mechanical device used to increase pressure in a variety of compressible fluids, gases or, the most common, air.

Category 3 – Kitchen Exhaust Services: Service and/or cleaning to a kitchen ventilation system including an exhaust hood or canopy, duct work or fan system.

Category 4 – Pump & Motor Services: Service and equipment for motors or pumps connected to water, HVAC systems, sewage and dewatering pumps, booster pumps, hydraulic pumps and motors and any related industrial pumps and motors.

Category 5 – Roofing Services: Roof repair, installation, inspection, maintenance, tarping, and roof damage assessment services.

Category 6 – Biohazardous Site Cleaning: Specialized removal, disposal and decontamination of uncommon substances, industrial chemicals, and potentially harmful pathogens in affected areas to include forensic and crime scenes.

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.

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 TRD04 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 "Master Contract Record" Master Blanket Purchase Order (MBPO) for TRD04 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.

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 2 of 14

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

Eligible Entities

Please see the standard list of Eligible Entities on the [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

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 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 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) 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 (ie: 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 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 the 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.

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 3 of 14

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

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 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, G.L. c. 149, s. 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. *PLEASE NOTE: TRD contracted vendors do not currently have an SDP commitment.*

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.

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 14

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

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 emergency situations; and a % markup for materials/supplies. Each contractor has a “Bidder Response Form” on COMMBUYS in their Vendor File Attachments of their MBPO.
- 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 filed with complete project information.
- If a vendor estimates a job will take 5 hours (as an example) and the job takes 6 hours, you will be billed for 6 hours and they will be paid for 6 hours; the same can be said in the reverse, if the job ended up taking 4 hours, then buyers should be billed for 4 hours, and vendor should be paid for 4 hours. Minimum hours are not allowed.
- Also, there may be cases when providing a quote will involve a tour and extensive use of vendor equipment (cranes or other heavy equipment). In those cases, there may be a minimum charge, however, that is to be agreed upon prior to the tour or quote.

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; each TRD category is listed as Master Contract Record in this user guide. For the “Maser Contract Record” 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 TRD04 to receive contract pricing.

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 14

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

Quick Search in COMMBUYS

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](#).

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 TRD04) 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

Further direction is available in the “[How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#)” Job Aid.

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**
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.

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 14

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

- **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 Release Requisition* job.

Obtaining Quotes

Contract users should always reference TRD04 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 Eligible Entity has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#) at www.mass.gov/dols for each job under TRD04. Any Eligible Entity that uses the contract must request a prevailing wage schedule at the time of the engagement of the contractor for specific services or projects. If the Eligible Entity is soliciting quotes, the prevailing wage schedule must be included in the Request for Quotes to vendors. As a condition of this contract, all Contractors have agreed to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS Website at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at 617- 626-6953.

Eligible Entities must obtain a copy of the Contractors weekly payroll records to ensure that Prevailing Wage was paid.

The weekly payroll record must be reviewed prior to paying any invoice that includes Prevailing Wage. G.L. c. 149, § 27B requires the following information be contained on certified payroll records: For each employee, the name, address, occupational classification, hours worked, and wages paid. For each apprentice, in addition to the aforementioned information, a photocopy of the apprentice's ID card. Example of certified payroll record (report form) <https://www.mass.gov/doc/massachusetts-weekly-certified-payroll-report-form-0/download>

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

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 14

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

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.

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. TRD04CLEANRESTORATIN
2. TRD04COMPRESSORSERVO
3. TRD04KITCHENEXHAUSTO
4. TRD04PUMPMOTOR000000
5. TRD04ROOFINGSERVICES
6. TRD04BIOHAZARDOUS000

Environmentally Preferable Products(EPP)

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

Massachusetts Appliance Efficiency Standards: Pursuant to G.L. c. 25B, the Department of Energy Resources (DOER) has adopted regulations at 225 CMR 9.00 for testing the energy efficiency of certain appliance and lamps (listed here). Beginning January 1st, 2023, products in the covered categories may only be sold or installed in Massachusetts if they are certified by their manufacturer as compliant with the regulations. Compliant products are listed in the Northeast Energy Efficiency Partnerships State Appliance Standards Database (SASD) which may be found at <https://spl.mendixcloud.com/index.html>. Products not certified on the SASD database within covered categories are prohibited to be sold on this contract.

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 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.

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 14

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

Mandatory Vendor Response to Buyer Request for Quotes

As a term of the RFR, Contractors must respond to all requests for quotes from Eligible Entities (by email or via COMMBUYS is allowed). 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, Kelly Thompson Clark at kelly.thompsonclark@mass.gov.

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., TRD04 – Roofing 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 button for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description Field* (e.g., TRD04 – Roofing Services) and your County in the *Item Description Field* (e.g., Essex County).
- An additional tool available for locating vendor county information is the [Tradesperson 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 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 this is otherwise 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 job location and end at job location; minimum work hours are not allowed under the TRD contracts. If work requires off site work such as metal fabrication, that must be discussed with Eligible Entity prior to work commencing. Eligible Entity will not pay for any additional labor charges away from job location. The Commonwealth considers regular work 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, said charges must be disclosed and agreed upon by the purchaser prior to work being performed.

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 14

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 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 invoices in a timely manner.***

Performance and Payment Time Frames which Exceed Contract Duration

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 twelve (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

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 process. OSD has provided a SOW Template in COMMBUYS under the trade categories Master Contract Record. **Please make sure all associated documents reference Statewide Contract TRD04.**

Contract User Guide for TRD04

Strategic Sourcing Team Members

- **Richard Levesque, OSD**
- John Crisley, Drug Control Program
- Ken Bjorklund, DOC
- Eugene J. Deutsch, Department of Youth Services
- John Ferrara, Drug Control Program
- Nancy Fitzgerald, Department of Fire Services
- Sean Foley, Department of Correction
- Kristine Marcotte, Department of Correction
- Donald Staffiere, Middlesex Sheriff's Office
- Tina Urato, Emergency Management Agency
- Timothy Waitkevitch, Executive Office of Technology and Security
- Catrice Bradford, Department of Public Health

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 11 of 14

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 TRD04

Vendor List and Information*

TRD Categories under Master Contract Record or Solicitation Enabled	Master Blanket Purchase Order (MBPO)** by Category	Contact Person	Counties	Prompt Pay Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
TRD04 – Cleaning Restoration Services (no biohazard work)	PO-24-1080-OSD03-SRC01-31851	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Vendors in TRD04 Categories 1-5 have no SDP commitment requirement.
TRD04 - Compressor Services	PO-24-1080-OSD03-SRC01-31855	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Vendors in TRD04 Categories 1-5 have no SDP commitment requirement.
TRD04 – Kitchen Exhaust Services	PO-24-1080-OSD03-SRC01-31849	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Vendors in TRD04 Categories 1-5 have no SDP commitment requirement.
TRD04 – Pump & Motor Services	PO-24-1080-OSD03-SRC01-31832	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Vendors in TRD04 Categories 1-5 have no SDP commitment requirement.
TRD04 – Roofing Services	PO-24-1080-OSD03-SRC01-31852	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Vendors in TRD04 Categories 1-5 have no SDP commitment requirement.

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 14

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

TRD Categories under Master Contract Record or Solicitation Enabled	Master Blanket Purchase Order (MBPO)** by Category	Contact Person	Counties	Prompt Pay Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
TRD04 - Biohazardous Site Cleaning and Restoration Services	PO-24-1080-OSD03-SRC02-31119	See Vendor MBPOs or Tradesperson Index for contact information	Awarded counties are identified in COMMBUYS in the Items tab for each individual Vendor MBPO	PPD is applicable under this statewide contract and can be found on the Vendor's PPD form located in their individual COMMBUYS MBPO.	Any SDO certifications will be listed on Vendor's Bidder Response Forms located in their COMMBUYS MBPO.	Category 6 Vendors have SDP commitments. Refer to Vendor's COMMBUYS MBPO for SDP form showing vendor's commitment.

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

**The Master Contract Record or Solicitation Enabled MBPO is the central repository for all common contract files. Bidder Response Forms 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 14

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

Appendix A: 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.

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 14 of 14

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