

Contract User Guide for TRD04

TRD04 Tradesperson Installation, Repair, Maintenance Services

UPDATED: January 29, 2020

Contract #:	TRD04
MMARS MA #:	TRD04*
Initial Contract Term:	June 1, 2018 – June 1, 2022
Maximum End Date:	Two (2) – three (3) year extensions to June 1, 2028
Current Contract Term:	June 1, 2018 – June 1, 2022
Contract Manager:	Kelly Thompson Clark, (617) 720-3184, kelly.thompsonclark@mass.gov
This Contract Contains:	MBE/MWBE/WBE
UNSPSC Codes:	76-11-16 Cleaning Restoration Services; 40-15-18 Compressor Services; 72-15-18 Kitchen Exhaust Services; 40-15-17 Pump & Motor Services; and 72-13-00 Roofing Services

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

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Contract User Guide for TRD04

Contract Summary

This is a Statewide Contract for Tradespersons. The contract provides Contractors who deliver construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials for five (5) trade categories identified below;

The list of available contractors is updated in COMMBUYS on an on-going basis. To locate vendors and learn more, check out the [Tradespersons Contract Index](#) on the COMMBUYS Homepage.

Contract Categories

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

- Category 1: Cleaning Restoration Services
- Category 2: Compressor Services
- Category 3: Kitchen Exhaust Services
- Category 4: Pump & Motor Services
- Category 5: Roofing Services

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 represents their awarded county(s).

A “Conversion Vendor” [Vendor Information](#) has been set up in COMMBUYS for each trade category for Eligible Entities to solicit quotes from.

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, 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.

County Awards – Contractors provide service on a County level with an option for statewide coverage.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, available vendor lists, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for TRD04 to find related Master Blanket Purchase Order (MBPO) information.
- Also, visit [COMMBUYS.com](#) and search TRD04 to find a list of available contractors for specific trades located in the “Conversion Vendor” Master Blanket Purchase Order (MBPO).



Who Can Use This Contract

Applicable Procurement Law

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

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

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

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

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](https://www.mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

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 M.G.L. c.149 or M.G.L. c.30, §39M. Services provided under this contract (i.e. labor) are limited to \$50,000 or less per engagement. **OSD does not provide guidance on Construction law;** questions around Construction Law should be directed to the Eligible Entities legal counsel, the [Office of the Attorney General](#), and/or the [Office of the Inspector General](#).

Eligible Entities will be allowed to contract with any contractor under Statewide Contract TRD04 for services for building or public works construction projects estimated to cost **less than \$10,000** without the need to solicit multiple written price quotations when procuring these services, unless required by the eligible entity's internal procurement policies and requirements. Eligible Entities must use sound business practices which require a record that includes, at a minimum, the name and address of the person from whom the services were procured.

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If using Statewide Contract TRD04 for services for c. 149 building construction or c. 30, s. 39M public works projects estimated to cost **between \$10,000 and \$49,999.00 (this amount is capped for labor only)**, public agencies will be required to **solicit at a minimum, responses from at least three (3) TRD04 contractors and MUST receive two (2) written responses**, provided that the contract shall be awarded to the responsible person offering to perform the contract at the lowest price quotation. If the project requires additional equipment/parts/materials the costs associated with such equipment/parts/materials may exceed \$50,000 cost limit.

Labor vs. Parts and Material - When conducting quotes for a construction project the materials cost does not count against your \$10,000 or \$50,000 thresholds. Only the labor costs are counted against the thresholds.

Construction Project Labor Greater than \$50,000 - If soliciting quotes for a construction project involving labor costs that will be greater than \$50,000 in construction related labor, Eligible Entity must go out to Public Bid. Tradesperson contracts cannot be used for labor costs exceeding \$50,000.

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

In instances where Statewide Contract TRD04 is used for services in excess of \$25,000, MGL 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.

Questions about public construction bidding should be directed to the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [web page](#) to learn more about Prevailing Wage and Public Bidding Laws.

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 Options

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:** All pricing on this contract is "Ceiling" or not to exceed" pricing. Vendors provide a %markup for prevailing wage, hourly cost for emergency situations and a %markup for supplies. Each contractor has a "Bidder Response Form" on COMMBUYS that has a Pricing Information Section with specific details.

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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. For the “Conversion Vendor” list of available vendors for each identified trade please reference the [vendor information](#) page.

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 COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference and disclose the statewide contract number TRD04 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

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance. Below is list of the Conversion Vendor MBPOs for each trade category.

MBPO (Conversion Vendor)	Trade Category
PO-18-1080-OSD03-SRC01-13702	Cleaning Restoration Services
PO-18-1080-OSD01-OSD10-13697	Compressor Services
PO-18-1080-OSD03-SRC01-13701	Kitchen Exhaust Services
PO-18-1080-OSD03-SRC01-13703	Pump & Motor Services
PO-18-1080-OSD03-SRC01-13704	Roofing Services

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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**
 - 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.

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

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

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 a Release Requisition and Purchase Order (Contract Purchase)* job aid.

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- **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 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 aid.

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 the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Quotes Including Construction Services

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

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

Please see Construction Law Compliance section of this document for additional guidance.

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Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

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

The Eligible Entity has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](http://www.mass.gov/dols) 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. Chapter 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) <http://www.mass.gov/lwd/docs/dos/prevailing-wage/pw-payroll.pdf>

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@state.ma.us for additional support. When searching in MMARS please use and see MA category:

1. TRD04Cleaning*
2. TRD04Compressor*
3. TRD04Kitchen*
4. TRD04Pump*
5. TRD04Roofing*

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 represents their awarded county(s).

A Conversion Vendor has been set up for each trade category for Eligible Entities to solicit quotes from.



Emergency Services

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

Additional Information

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.

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, 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 bottom 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).
- Or an additional tool that is available for locating vendor county information is the [NEW Tradespersons Contract Index](#) also located on the COMMBUYS homepage.

Vendor Awarded County(s)

To determine the vendors awarded in your county for the trade category you are soliciting services for you must complete the following;

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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 bottom 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).

Product Specifications and Requirements

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. Eligible Entity will not pay for any additional labor charges away from job location.

Other Expenses

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

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.

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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 TRD04 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.

Statement of Work

The Strategic Sourcing Team has developed a general Statement of Work (SOW) Template to be used when soliciting quotes under TRD04. It is highly encouraged 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. See the How to Place an Order section of this document for direct links to the Conversion Vendors.

Strategic Sourcing Team Members

Name, Organization		
AnnMarie Rodrigues, DOC	Donald Staffiere, DOC	Katherine Morse, OSD
Catrice C. Williams, DPH	Elaine Davis, Barnstable County	Kristine Marcotte, DOC
Christopher Yacino, DOC	Jenna Ide, DCP	Nancy Fitzgerald, DFS
Deanne Daneau, DEP	Johanna Boucher, Town of Barnstable	Sean Foley, DOC
Deborah Anderson, AGO	John Crisley, DCP	Tina Urato, CDA
Eugene J Deutsch, DYS	John Ferrara, DCP	Timothy Waitkevitch, CHIA

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Vendor List and Information

“Conversion Vendor”	Conversion Vendors - Master Blanket Purchase Order #	Contact Person	Counties	Discounts Prompt Pay Discount (PPD)
TRD04 – Cleaning Restoration Services	PO-18-1080-OSD03-SRC01-13702	See Vendor information 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
TRD04 - Compressor Services	PO-18-1080-OSD01-OSD10-13697	See Vendor information 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
TRD04 – Kitchen Exhaust Services	PO-18-1080-OSD03-SRC01-13701	See Vendor information 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
TRD04 – Pump & Motor Services	PO-18-1080-OSD03-SRC01-13703	See Vendor information 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
TRD04 – Roofing Services	PO-18-1080-OSD03-SRC01-13704	See Vendor information 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 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.]

Appendix A: Vendor MBPO/UNSPC Codes Information

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 detail award information for each awarded vendor.

For reference UNSPC Codes are once again provided and are as follows:

1. 76-11-16 - Cleaning Restoration Services
2. 40-15-18 – Compressor Services
3. 72-15-18 – Kitchen Exhaust Services
4. 40-15-17 – Pump & Motor Services
5. 72-11-11 – Roofing Services