Contract User Guide for FAC87Designated DEP

FAC87Designated DEP: Recycling Containers, Compost Bins, and Rain Barrels Statewide Contract

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

Contract Summary
The Department of Environmental Protection awarded and manages the statewide contract for recycling containers, compost bins and rain barrels. There are a wide variety of containers available under the contract, including curbside recycling bins, solar trash compactors, wheeled carts, home composting bins and buckets, public space recycling containers, rain barrels, and roll-off containers, among others.
Contract Categories
This contract includes the following categories:

- Category 1: Set-Out Containers
- Category 2: Recycling Barrels
- Category 3: Wheeled Recycling Carts
- Category 4: Organics Collection Carts
- Category 5: Public Space Recycling Containers, Fixed Position
- Category 7: Roll-Off Containers, Dry Cargo Containers and Compactors
- Category 8: Multipurpose Recycling Containers
- Category 9: Compost Bins
- Category 10: Compost Kitchen Scrap Buckets
- Category 12: Rain Barrels

(Currently there is no category 6 or 11)

Benefits and Cost Savings

Environmental Benefits
The rain barrels under this contract represent a 98% reused item and most of the plastic recycling bins, containers, and carts are manufactured with approximately 30% post-consumer recycled plastic. As a result, this contract serves to keep tons of plastic out of landfills yearly, reduces our dependence on foreign oil (for the manufacturing of plastic) and works toward growing the local businesses included on the list of awarded vendors. The solar powered trash and recycling compactors on the contract increase the amount that can be handled by one or two containers and save time and labor for staff.

Cost Savings
Even though the vendors on this contract are providing products at very competitive rates, cities, towns, agencies, schools and others are encouraged to request lower pricing, particularly in situations where high volume is involved. Contract users can also negotiate delivery times and other aspects as needed.

Find Bid/Contract Documents
To obtain in depth contract information please go to the COMMBUYS (www.commbuys.com) website, click on “Contract and Bid Search,” select “Contracts/Blankets,” and then search by entering “FAC87” in the “Contract/Blanket Description,” field and selecting “Find It.” From the results, select the desired product category as described in the Contract Structure table above. The Contract User Guide and product offerings and pricing are available as attached documents on the contract page, and orders can be made online through COMMBUYS (or by contacting the vendors directly, for non-Commonwealth Departments only).

Who Can Use This Contract

Applicable Procurement Law
MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities
01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

In addition to the Eligible Entities listed above, private contractors and nonprofit entities engaged by the Eligible Entities to provide services that require products covered by this contract will be eligible to use this contract. The SSST reserves the right to revise the list of additional Eligible Entities throughout the life of the contract.

**Pricing, Quote and Purchase Options**

**Pricing and Purchase Options**

- **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.
- All pricing information is posted in COMMBUYS as an attachment to respective category MBPO and is titled *Master Price File*. Links to the respective MBPO categories may be found in the *Contract Structure* section.

Eligible entities should contact vendors to obtain samples, get marketing materials, and to order products. Although the general products offered by each of the awarded vendors are shown below, contract users should view the details of all products as well as the pricing in the *Master Price File* attachment. All prices associated with this contract are “not to exceed” prices and are the maximum prices that Contractors are permitted to charge. Departments may request that Contractors provide a lower price based on volume or other factors.

Pricing is to be inclusive of all shipping and delivery charges for all categories except Public Space Recycling Containers – Fixed Position, Roll-Off Containers, Dry Cargo Containers, and orders of fewer than 21 Compost Bins. Delivery charges for Recycling Containers – Fixed Position and Roll-Off Containers will be negotiated between the Eligible Entity and Contractor at the time of order. In the Compost Bin category, delivery charges will be included for all orders except orders of fewer than 21 units. Delivery charges will be negotiated between the Eligible Entity and Contractor at the time of order for orders of fewer than 21 compost bins.

Pricing will not include unloading delivered products onto the Eligible Entity’s loading dock or to the ground, but Contractors must offer this service to all Eligible Entities upon request. At the time of issuing a product quote to an Eligible Entity, the Contractor must ascertain if the Eligible Entity will require unloading services and must include any unloading charges into the product quote.

The Eligible Entity may further negotiate any shipping, delivery or unloading charges with the Contractor after receiving a quote.
Product/Service Pricing and Finding Vendor Price Files
All pricing information is posted in COMMBUYS as an attachment to the respective category MBPO’s and is titled Master Price File. Links to the MBPO categories may be found in the “How to Place an Order” section below.

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 FAC87 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.

Where to Obtain Important Contract Information
To obtain in depth contract information please go to the COMMBUYS (www.commbuys.com) website, click on “Contract and Bid Search,” select “Contracts/Blankets,” and then search by entering “FAC87” in the “Contract/Blanket Description,” field and selecting “Find It.” From the results, select the desired product category as described in the Contract Structure table above. The Contract User Guide and product offerings and pricing are available as attached documents on the contract page, and orders can be made online through COMMBUYS (or by contacting the vendors directly, for non-Commonwealth Departments only).

How to Place an Order
While all prices for this contract are defined in the price file, it is recommended that contract users consult the contract vendor to ensure that the list of items being ordered is correct, especially in cases where products are customized. Once the details of the order, pricing and delivery have been confirmed with the vendor, the order should be placed through COMMBUYS, or directly with the vendor. Placing the order through COMMBUYS is a requirement for all Commonwealth Departments. (Purchasers that are not Commonwealth Departments may place orders directly with the vendors.) Follow these steps to place the order through COMMBUYS:

1. Initiate a new Requisition.
2. On the Items tab use the “Search Items” -> “Advanced Search” function to find the appropriate Item for ordering. Use “FAC87designatedDEP” in the Description field on the search form and then select the Item that represents the appropriate Product Category.
3. Add item quantity (1.0), select (check off) the Item and then press “Add to Req and Exit.”
4. Once Item has been added, enter the Catalog Price/Unit Cost by clicking on the “Enter Info” link.
5. On the Vendors tab click “Look up and Change Vendor.” This is where you will select the vendor you have chosen.
6. On the Attachments tab, upload the order description with product quantities and order total and any other pertinent documents, making sure to check the box that says Show to Vendor.

Review the Summary Tab, and then Submit for Approval.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Updated: 2/01/2018
For this contract there are 10 separate Master Blanket Purchase Orders (MBPO): one MBPO for each Product Category. Note that Product Categories 6 and 11 were not awarded, and as a result no MBPOs for those categories were set up.

All pricing information is posted in COMMBUYS as an attachment to respective category MBPO and is titled Master Price File.

Each MBPO includes:

- A list of vendors awarded for the Product Category the MBPO covers;
- A single line item to be used for ordering products;
- A price file containing pricing information for all categories;

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>MBPO Description</th>
<th>Product Category Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003346</td>
<td>FAC87designatedDEP Category 1 - Set Out Recycling Containers</td>
<td>Set Out Recycling Containers – Curbside recycling bins and lids in sizes from 14-22 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003348</td>
<td>FAC87designatedDEP Category 2 - Recycling Barrels</td>
<td>Recycling Barrels – Curbside recycling barrels and lids in sizes from 25-32 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003349</td>
<td>FAC87designatedDEP Category 3 - Wheeled Recycling Carts</td>
<td>Wheeled Recycling Carts – Curbside recycling carts with lids in sizes from 32-96 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003350</td>
<td>FAC87designatedDEP Category 4 - Organics Collection Carts</td>
<td>Organics Collection Carts – Wheeled carts with latching lids for curbside food scrap collection in sizes from 10.5-21 gallon capacity; wheeled yard waste carts with aeration vents in sizes of 65-95 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003371</td>
<td>FAC87designatedDEP Category 5 - Public Space Recycling Containers, Outdoor/Indoor, Fixed Position</td>
<td>Public Space Recycling Containers, Outdoor/Indoor, Fixed Position – Public space recycling containers for fixed (“permanent”) indoor or outdoor installation in sizes from 20-320 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003372</td>
<td>FAC87designatedDEP Category 7 - Roll-off Containers, Dry Cargo Containers and Compactors for Waste and Recycling Collection, in sizes from 2- 40 cubic yard capacity.</td>
<td>Roll-off Containers, Dry Cargo Containers and Compactors for Waste and Recycling Collection, in sizes from 2- 40 cubic yard capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003373</td>
<td>FAC87designatedDEP Category 8 - Multipurpose Recycling Containers</td>
<td>Multipurpose Recycling Containers – Various recycling containers including deskside containers, apartment containers, companion or saddle trash containers, tall and slim recycling containers, office building and multi-family recycling containers, in sizes from 1-78 gallon capacity.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003375</td>
<td>FAC87designatedDEP Category 9 - Compost Bins</td>
<td>Compost Bins – Compost bins for outdoor composting at residences, schools, and businesses, in sizes from 10-30 cubic foot capacity. Alternative product – Worm bin for indoor composting at residences, schools and businesses.</td>
</tr>
<tr>
<td>PO-15-1045-BWP00-BWP01-00000003376</td>
<td>FAC87designatedDEP Category 10 - Compost Kitchen Scrap Buckets</td>
<td>Compost Kitchen Scrap Buckets – Containers with secure covers for collection of food scraps at residences, schools and businesses. Made from plastic, ceramic, steel or bamboo, in sizes of 1-2 gallon capacity.</td>
</tr>
</tbody>
</table>
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.

Environmentally Preferable Products (EPP)

All products are required to contain post-consumer recycled materials. Some of the rain barrels are repurposed. See Environmental Benefits section above for additional information.

Contract Exclusions and Related Statewide Contracts

Two other statewide contracts also have recycling bins available: FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies and FAC94: Maintenance, Repair & Operations (MRO) Products, Supplies and Small Hand & Power Tools.

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.

Shipping/Delivery/Returns

All orders must be shipped within the timeframes specified below unless a different delivery time frame is negotiated with the Eligible Entity at the time of order. See Pricing and Purchase Options section above for additional information regarding shipping.

Category 1: Set-Out Containers

The Contractor must guarantee that any order not exceeding 30,000 set out containers shall be delivered within 30 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor’s receipt of the order.

Category 2: Recycling Barrels

The Contractor must guarantee that any order not exceeding 30,000 recycling barrels shall be delivered within 30 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor’s receipt of the order.

Category 3: Wheeled Recycling Carts

The Contractor must guarantee that any order not exceeding 5,000 carts shall be delivered within 30 days of the Contractor’s receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 must be delivered within 60 days of the Contractor’s receipt of the purchase order.
Category 4: Organics Collection Carts
The Contractor must guarantee that any order not exceeding 2,000 carts shall be delivered within 30 days of the Contractor’s receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 2,000 must be delivered within 60 days of the Contractor’s receipt of the purchase order.

Category 5: Public Space Recycling Containers, Fixed Position
The Contractor must guarantee that any order not exceeding 100 public space recycling containers shall be delivered within 45 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 90 days of the Contractor’s receipt of the order.

Category 7: Roll-Off Containers, Dry Cargo Containers and Compactors
The Contractor must guarantee that any order not exceeding one roll off container, dry cargo container or compactor shall be delivered within 45 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of one container must be delivered within 90 days of the Contractor’s receipt of the order.

Category 8: Multipurpose Recycling Containers
The Contractor must guarantee that any order not exceeding 100 multipurpose recycling containers shall be delivered within 30 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 60 days of the Contractor’s receipt of the order.

Category 9: Compost Bins
The Contractor must guarantee that any order not exceeding 500 bins shall be delivered within 30 days of the Contractor’s receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of bins ordered within 30 days of the Contractor’s receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

Category 10: Compost Kitchen Scrap Buckets
The Contractor must guarantee that any order not exceeding 5,000 kitchen scrap buckets shall be delivered within 45 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 containers must be delivered within 90 days of the Contractor’s receipt of the order.

Category 12: Rain Barrels
The Contractor must guarantee that any order not exceeding 500 rain barrels shall be delivered within 30 days of the Contractor’s receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of rain barrels ordered within 30 days of the
Contractor’s receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

Additional Information/FAQs

Frequently Purchased Items on the Contract
Products frequently purchased through this contract include recycling bins, recycling carts and solar powered compactors.

Geographical Service Area
Statewide

Product Specifications, including Environmental Standards and Requirements
All product specifications may be viewed in either the price file or in the FAC87 Request for Responses (see each category MBPO link from the How to Place an Order section above).

Warranties
All warranties may be viewed in the FAC87 Request for Responses (see each category MBPO link from the How to Place an Order table above).

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.
- **Volume Discounts**: discount is negotiated by buyer if a certain volume is purchased.

If the Needed Product Can Not be Found
If a product cannot be found in the vendor’s catalog or price sheet it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings, and would need prior approval from the sourcing lead.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members
- Ann McGovern, MassDEP
- Lydia Meintel-Wade, MassDEP
- Julia Wolfe, OSD
## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>MMARS Vendor Code and Vendor Line</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Categories</th>
<th>PPD Discounts</th>
<th>MBE MWBE WBE Veteran</th>
<th>Minimum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Belly Solar Inc.</td>
<td>VC0000310737 / 10</td>
<td>Jordan Keglovits</td>
<td>617-207-8622</td>
<td><a href="mailto:jkeglovits@bigbelly.com">jkeglovits@bigbelly.com</a></td>
<td>5</td>
<td>2% - 10 days</td>
<td>1% - 20 days</td>
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<tr>
<td>Busch Systems International Inc</td>
<td>VC0000169637 / 8</td>
<td>Michaela Nagy</td>
<td>800-565-9931 ext 136</td>
<td><a href="mailto:michaelan@buschsystems.com">michaelan@buschsystems.com</a></td>
<td>1,5,8,10</td>
<td>1.5% - 15 days</td>
<td>1% - 20 days</td>
<td>Varies by category</td>
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<tr>
<td>Cascade Engineering</td>
<td>VC0000473765 / 7</td>
<td>Mark Broderick</td>
<td>Office – 203-263-3187</td>
<td><a href="mailto:mark.broderick@cascadeng.com">mark.broderick@cascadeng.com</a></td>
<td>3</td>
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<td>54</td>
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<tr>
<td>EcoVision Environmental</td>
<td>VC0000762206 / 14</td>
<td>Doug Hill</td>
<td>289-987-4567</td>
<td><a href="mailto:doug@ecovisionenvironmental.com">doug@ecovisionenvironmental.com</a></td>
<td>5,8,10,12</td>
<td>1% - 10 days</td>
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<td>Enviro World Corp</td>
<td>VC0000761381 / 3</td>
<td>Praveen Varghese</td>
<td>416-674-0033</td>
<td><a href="mailto:solutions@enviroworld.ca">solutions@enviroworld.ca</a></td>
<td>12</td>
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<tr>
<td>Go Green Solutions Inc</td>
<td>VC0000670084 / 1</td>
<td>James Fisher</td>
<td>774-293-1862</td>
<td><a href="mailto:Jim3@gogreensolutionsinc.com">Jim3@gogreensolutionsinc.com</a></td>
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<td>MBE/WBE DBE</td>
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<td>Great American Rain Barrel</td>
<td>VC0000475398 / 11</td>
<td>Suzanne Gebelein</td>
<td>800-251-2352</td>
<td><a href="mailto:info@tgarb.com">info@tgarb.com</a></td>
<td>12</td>
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<td>New England Plastics Corp</td>
<td>VC6000156547 / 2</td>
<td>Trudy Wood</td>
<td>508-998-3111</td>
<td><a href="mailto:apontes.nep@gmail.com">apontes.nep@gmail.com</a></td>
<td>9</td>
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<tr>
<td>ORBIS Corporation</td>
<td>VC0000582012 / 6</td>
<td>Art McKenzie</td>
<td>888 675-2878 ext. 7107</td>
<td><a href="mailto:art.mckenzie@orbiscorporation.com">art.mckenzie@orbiscorporation.com</a></td>
<td>1,4,8,9,10</td>
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<tr>
<td>Otto Environmental Systems LLC</td>
<td>VC0000310729 / 13</td>
<td>Mark Brace</td>
<td>919-414-2453</td>
<td><a href="mailto:mark.brace@otto-usa.com">mark.brace@otto-usa.com</a></td>
<td>8</td>
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<td>No min.</td>
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<tr>
<td>Rehrig Pacific Company</td>
<td>VC6000308310 / 12</td>
<td>Dave Afonso</td>
<td>954-415-0539</td>
<td><a href="mailto:dafonso@rehrig.com">dafonso@rehrig.com</a></td>
<td>1,2,3,4,5,8,10</td>
<td>1% - 10 days</td>
<td>Varies by category</td>
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<tr>
<td>Wastequip Manufacturing Company LLC</td>
<td>VC0000452077 / 5</td>
<td>Marya Jenkins</td>
<td>800-424-0422 Ext. 244</td>
<td><a href="mailto:mjenkins@wastequip.com">mjenkins@wastequip.com</a></td>
<td>7</td>
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</tr>
</tbody>
</table>

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

**Each Category MBPO contains all necessary contract files.