

## FAC117: Integrated Pest Management

UPDATED: December 16, 2022

<b>Contract #:</b>	FAC117
<b>MMARS MA #:</b>	FAC117*
<b>Initial Contract Term:</b>	April 1, 2022 – March 31, 2026
<b>Maximum End Date:</b>	One 3-year extension to 2029
<b>Current Contract Term:</b>	April 1, 2022 – March 31, 2026
<b>Contract Manager:</b>	Sean Corbin, Phone: 617-720-3105, <a href="mailto:sean.corbin2@mass.gov">sean.corbin2@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, MBE/MWBE/WBE, Service-Disabled Veteran-Owned Business
<b>UNSPSC Codes:</b>	72-10-21 Pest Control 10-19-00 Pest Control Products

\*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](#)
- [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 : Regions](#)

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



## Contract Summary

This is a Statewide Contract for Integrated Pest Management and was established in response to [Executive Order 403](#) requiring all state agencies to use an **Integrated Pest Management (IPM)** approach to pest control. In addition, this contract has also incorporated the [Children and Families Protection Act of 2000 \(333 CMR 14.00\)](#). This Act requires all Massachusetts schools, daycare centers and school age child care programs to implement a School IPM Program to reduce the exposure of children to pests and pesticides. The contract provides facilities and schools with a pre-qualified list of contractors experienced in IPM to obtain these services. IPM is typically described as "an approach to pest management that blends all available management techniques – non-chemical and chemical – into one strategy." This approach usually consists of monitoring pest problems, the use of non-chemical pest control, and resorting to conventional pesticides only when it is absolutely necessary, and the pest damage exceeds an aesthetic or economic threshold. As it has been found that children have the tendency of being more sensitive to conventional pesticides than adults, it is even more important for schools, especially those containing small children, to implement an IPM program.

## Contract Categories

This contract includes 3 categories of service as listed below.

Category 1: Integrated Pest Management:

- This category is for all facilities to use for IPM Plans.

Category 2: School Integrated Pest Management:

- This category is for all schools to use for IPM Plans. This category has specifications regarding the Children and Families Protection Act of 2000 (333 CMR 14.00).

Category 3: Single Use Service:

- This category is for Problem Animal Control, Stinging Insects, and occasional emergency Bed Bug Eradication. This category cannot be used in place of an IPM Plan and is to be used on a limited basis. This service must be followed with an IPM plan recommendation.

## 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.

- Expanded regions, greater coverage for the Cape and Islands
- Cost savings with reduced risk from pesticides
- IPM programs in schools reduce sources of food, water, and shelter for pests, which in turn leads to a safer and healthier environment for the children
- Access to Associate Certified Entomologist and Board-Certified Entomologist by vendors for pest identification
- Night services
- Online Pest Logging
- Service fee reduction and Prompt Payment Discount options
- Minimum risk pesticide use
- CORE Applicator License, PAC License, Code 44, and Code 37 Commercial Certification Requirements
- 24-hour response time for non-emergency calls and 2-hour response time for emergency calls
- Designated Pest Management Coordinators responsible for the quality of all services provided

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Updated: December 16, 2022

Template version: 8.0

Page 2 of 13

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## 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 FAC117 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## 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;

### Eligible Entities

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

## Subcontractors

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

### When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

### When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office's SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department's best value criteria as defined in the RFR or RFQ.

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Updated: December 16, 2022

Template version: 8.0

Page 3 of 13

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**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder’s company size during the evaluation of the ancillary SDP commitments and total prior year spending.

**Key Evaluation Requirements**

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder’s SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder’s SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

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Updated: December 16, 2022

Template version: 8.0

Page 4 of 13

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Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>
More than \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• 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.</li> <li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul> <p><b>Note:</b> 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.</p>

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

## Pricing, Quote and Purchase Options

### Purchase Options

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

- This is a fee for service contract

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Updated: December 16, 2022

Template version: 8.0

Page 5 of 13

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## Pricing Options

- **Contract Pricing:** Pricing on this contract is based on monthly service fees negotiated between the Contractor and the Eligible Entity. The monthly service fee must be inclusive of all transportation, materials, labor and other costs and must be fixed for at least the initial duration of a service agreement. The monthly fee will include all planning, monitoring, communications, training, controls, recommendations, evaluation, record-keeping and any other aspects of IPM related to bedbugs and termites. The fee will not include termite and bedbug treatments that are building-wide, unless specifically stated by the Contractor in their price quote. Contractors will not be allowed any extra compensation for additional work they may have to complete of which they should have been aware through their own surveillance prior to submitting a service quote.
- **Emergency Service Calls:** If an emergency call-back service is required, or an infestation occurs between regularly scheduled visits (i.e. visits called for in the IPM Plan or Statement of Work), the Contractor shall be responsible for controlling the problem at no additional cost to the Eligible Entity, unless the cause of the emergency call-back or infestation is the Eligible Entity's failure to follow the Contractor's written recommendations provided in the IPM Plan, Service Report or other documentation. Contractors' emergency pricing is available in the "Vendors Categories, Regions and Contact Information File" spreadsheet posted under the Attachment tab of the Master Blanket Purchase Orders.

## Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO's should be provided.

## 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](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference FAC117 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

- **Solicit quotes and select and purchase quoted item in COMMBUYS**  
This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "FAC117 RFQ" when entering information in the Description field.

### Step 1: Solicit Proposals and Select a Contractor

Using the Category specific Solicitation Enabled MBPOs contract users must solicit at least three Contractors with a request for quote and site visit. It is recommended that the Contractor's experience and understanding of IPM methods be a strong consideration. A Statement of Work (template available in Attachment tab of the blanket POs) or

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Updated: December 16, 2022

Template version: 8.0

Page 6 of 13

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other specifications must be provided by the facility to the Contractors at the time of site visit. Based on the Statement of Work and the results of the site visit, Contractors will provide a service proposal including a monthly service fee. Site visits are mandatory prior to submitting a service proposal. All service proposals and site visits under this contract must be free of charge to the facility.

### Step 2: Complete and Sign Memorandum of Understanding

Prior to commencing services, all Contractors and Contract Users are encouraged to complete and sign the “Memorandum of Understanding (MOU)” posted under the “Attachments” tab of the Master Blanket Purchase Order.

Note: Contractors are prohibited from requiring Eligible Entities to sign any forms, contracts or other documentation that contains any terms or conditions not expressly approved by OSD and the Sourcing Team.

### Step 3: Develop, Maintain and Document your IPM Program

Based on the initial inspection of each building or site, the Contractor must file a written Initial Assessment Report with the facility manager within the agreed upon timeframe listing the following: present pests, extent of infestation and activities, conditions in the building which are contributing to existing and/or potential pest problems as well as containing suggestions for remediation. This report must be filed before any other pest management services are provided.

In addition, within 30 days of conducting the initial inspection, the Contractor must submit an IPM Plan. The plan must include details on: the training of the staff, contractors and occupants, frequency of technician visits, and the activities they will perform with a description of the pest monitoring program. After each service visit, the technician must submit a final service report with the facility manager, detailing the following information: pesticides used and location, results of monitoring, description of any temporary conditions that may be contributing to pest problems and any other actions that were taken. Contractors are responsible for providing an annual training session to facility staff, contractors, and facility occupants free of charge. The contractor must provide additional training sessions for a mutually agreed upon cost if agreed necessary.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select: The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:  
➤ The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

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Updated: December 16, 2022

Template version: 8.0

Page 7 of 13

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## Obtaining Quotes

Contract users should always reference FAC117 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.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Environmentally Preferable Products (EPP)

This contract provides a list of vendors experienced in Integrated Pest Management (IPM). IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices and use current, comprehensive information on the life cycles of pests and their interaction with the environment. IPM takes advantage of all appropriate pest management options including, but not limited to, the judicious use of pesticides

The Commonwealth of Massachusetts is one of many states that have strived to suppress conventional pesticides and the health and environmental dangers associated with them. Commonwealth laws provide the Massachusetts Department of Agricultural Resources (MDAR) with oversight on pesticide use in addition to enacting regulations for schools to implement Integrated Pest Management Programs. The [Massachusetts Pesticide Control Act](#) of 1978 is found in Chapter 333 of the Code of Massachusetts Regulations (333 CMR) and include the following:

- **The Children Protection Act of 2000** - The purpose of 333 CMR 14.00 is to promote the implementation of Integrated Pest Management (IPM) techniques and to establish those standards, requirements, and procedures necessary to minimize the risk of unreasonable adverse effects on human health and the environment regarding the use of pesticides within a school, daycare center or school-age childcare program facility in Massachusetts.
- [Governor's Executive Order #403 \(2003\)](#) - mandates the use of IPM in all state buildings and facilities.

The Children Protection Act makes it mandatory for parents, staff, and children of any school or daycare facility to receive notification whenever pesticide applications are being made on the property and was put into place to ensure the health and safety of children, who are more sensitive to pesticides than adults.

[EPP Products and Services Guide](#)

## 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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Additional Information/FAQs

### Training

Contractors will be responsible for providing an annual training session to facility staff and facility occupants as agreed upon between the Facility Manager and the Contractor in the Management Plan. The Contractor will also be responsible for providing additional training sessions as necessary for a mutually agreed upon cost.

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Updated: December 16, 2022

Template version: 8.0

Page 8 of 13

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### 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.

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 6 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.



OPERATIONAL SERVICES DIVISION

# Contract User Guide for FAC117

## Strategic Sourcing Team Members

- Joanna A. Curry (inactive), Operational Services Division (OSD)
- Julia Wolfe, Operational Services Division (OSD)
- Steve Kenyon, Department of Agricultural Resources (AGR)
- Laura Moses, Department of Public Health (DPH)
- Trevor Battle, Department of Agricultural Resources (AGR)
- Roger Gauthier, Department of Public Health (DPH)
- Jason Kruckas (inactive), Division of Capital Asset Management and Maintenance (DCAMM)
- Sunny Cai, Department of Agricultural Resources (AGR)

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Updated: December 16, 2022

Template version: 8.0

Page 10 of 13

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# Contract User Guide for FAC117

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Service Counties	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Master Contract Record	<a href="#">PO-22-1080-OSD03-SRC01-24944</a>	Sean Corbin	617-720-3105	<a href="mailto:sean.corbin2@mass.gov">sean.corbin2@mass.gov</a>					
Category 1 solicitation	<a href="#">PO-22-1080-OSD03-SRC01-24945</a>								
Category 2 solicitation	<a href="#">PO-22-1080-OSD03-SRC01-24953</a>								
Category 3 solicitation	<a href="#">PO-22-1080-OSD03-SRC01-24954</a>								
A-1 Exterminators	<a href="#">PO-22-1080-OSD03-SRC3-24943</a>	Jeffrey Weisberg	781-309-5416	<a href="mailto:jweisberg@a1exterminators.com">jweisberg@a1exterminators.com</a>	1,2,3	1,3,5,9,11,12,13,14	2% 10 days 1.5% 15 days 1% 20 days		1.5%
B & B Pest Control	<a href="#">PO-22-1080-OSD03-SRC3-24937</a>	John Bozarjian Jr.	781-838-1451	<a href="mailto:john@bbpest.com">john@bbpest.com</a>	1,2,3	5,9,11,13	6% 10 days 3.5% 15 days 2% 20 days 1.5% 30 days		6%
Braman Termite & Pest Elimination	<a href="#">PO-22-1080-OSD03-SRC3-24940</a>	Robert Guyette	413-478-9619	<a href="mailto:rguyette@bramanpest.com">rguyette@bramanpest.com</a>	1,2,3	1,2,3,5,6,7,8,9,11,12,13,14	3% 10 days 2% 15 days 1% 20 days		8%
Burgess Pest Management (Sanitary Chemical Service, Inc.)	<a href="#">PO-22-1080-OSD03-SRC3-24942</a>	David Flynn	508-587-4309	<a href="mailto:davidf@burgesspest.com">davidf@burgesspest.com</a>	1,2,3	All	5% 10 days 4% 15 days 3% 20 days 2% 30 days		5%
Clancy Brothers Pest Control LLC	<a href="#">PO-22-1080-OSD03-SRC3-24938</a>	Zachary Brown	617-778-8706	<a href="mailto:zac@clancybrosppestcontrol.com">zac@clancybrosppestcontrol.com</a>	1,2,3	11,13	2% 10 days 2% 15 days 2% 20 days 2% 30 days		10%

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Updated: December 16, 2022

Template version: 8.0

Page 11 of 13

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Service Counties	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Ecologic Entomology LLC	<a href="#">PO-22-1080-OSD03-SRC3-24941</a>	Jonathan Boyar	617-291-0087	<a href="mailto:jonathan@ecologicentomology.com">jonathan@ecologicentomology.com</a>	1,2,3	All	10% 10 days 5% 15 days 2% 20 days	LGBTBE	5%
Elite Pest Solutions Inc.	<a href="#">PO-22-1080-OSD03-SRC3-24939</a>	Vanessa Giovanniello	617-595-7634	<a href="mailto:Vanessa@elitepestma.com">Vanessa@elitepestma.com</a>	1,2,3	5,9,11,13	5% 10 days 5% 15 days 5% 20 days 5% 30 days		1%
Flynn Pest Control Inc	<a href="#">PO-22-1080-OSD03-SRC3-25125</a>	Alan Bliss	508-252-9661	<a href="mailto:alan@flynnpestcontrol.com">alan@flynnpestcontrol.com</a>	1,2,3	1,3,4,5,9,10,11,12,13,14	3% 10 days 2% 15 days 1% 20 days	SBPP	5%
Freedom Pest Control Co., Inc.	<a href="#">PO-22-1080-OSD03-SRC3-25122</a>	Tom Drapeau	978-887-7900	<a href="mailto:tom@callfreedompest.com">tom@callfreedompest.com</a>	1,2,3	5,9,11,13	4% 10 days 2% 15 days	SBPP	7%
General Environmental Services, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-25121</a>	Robert Leon	781-321-4633	<a href="mailto:bob@teamges.net">bob@teamges.net</a>	1,2,3	5,9,12,13	n/a	WBE	4%
MD Weaver Corporation	<a href="#">PO-22-1080-OSD03-SRC3-25124</a>	Mary Eldredge	888-743-7378 ext. 5	<a href="mailto:mary@mdweaver.com">mary@mdweaver.com</a>	1,2,3	All	2% 10 days 2% 15 days 2% 20 days 2% 30 days		1%
Modern Pest Services	<a href="#">PO-22-1080-OSD03-SRC3-25123</a>	Mike Doucette	339-227-7120	<a href="mailto:michael.doucette@modernpest.com">michael.doucette@modernpest.com</a>	1,2,3	All	2% 30 days	SBPP	5%
Orkin LLC		Rick Macklin	207-232-7909	<a href="mailto:Richard.Macklin@orkin.com">Richard.Macklin@orkin.com</a>	1,2		1% 10 days 1% 15 days		20%
Pest End, Inc.	<a href="#">PO-22-1080-OSD03-SRC3-25128</a>	Adam Carace	603-382-9644	<a href="mailto:acarace@pestendinc.com">acarace@pestendinc.com</a>	1,2,3	All	4% 10 days 3% 15 days 2.5% 20 days 1% 30 days	WBE	5%
Ransford Environmental Solutions	<a href="#">PO-22-1080-OSD03-SRC3-25127</a>	Debbie Chin	508-756-5197	<a href="mailto:debbie@ransfordes.com">debbie@ransfordes.com</a>	1,2	2,6,7,8,11,14	3% 10 days 3% 15 days 3% 20 days 3% 30 days	WBE	1%

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Updated: December 16, 2022

Template version: 8.0

Page 12 of 13

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**OPERATIONAL SERVICES DIVISION**

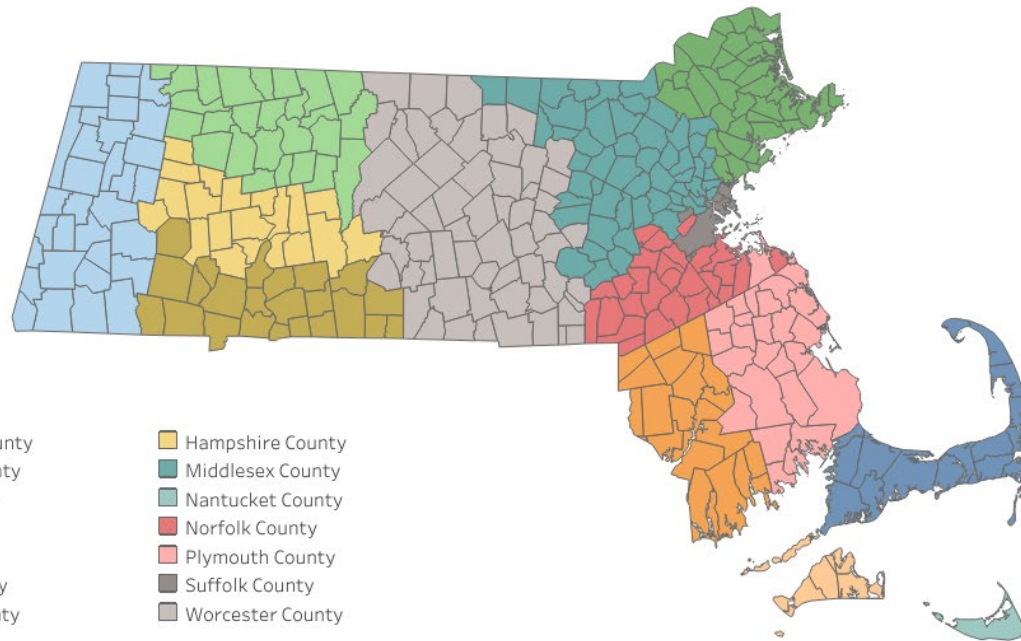
Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Service Counties	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
Waltham Services, LLC	<a href="#">PO-22-1080-OSD03-SRC3-25126</a>	Brad Petty	781-760-4040	<a href="mailto:bpetty@walthamservices.com">bpetty@walthamservices.com</a>	1,2,3	All	2.5% 10 days 2% 15 days 1.5% 20 days		1%

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

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

**List of MA Counties:**

- Barnstable - 1
- Berkshire - 2
- Bristol - 3
- Dukes - 4
- Essex - 5
- Franklin - 6
- Hampden - 7
- Hampshire - 8
- Middlesex - 9
- Nantucket - 10
- Norfolk - 11
- Plymouth - 12
- Suffolk - 13
- Worcester -



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