



OPERATIONAL SERVICES DIVISION

Contract User Guide for TRD04

TRD04: Tradesperson Installation, Repair, and Maintenance Services

UPDATED: December 9, 2022

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:	Kelly Thompson Clark, (617) 720-3184, kelly.thompsonclark@mass.gov
This Contract Contains:	MBE/MWBE/WBE
UNSPSC Codes:	Cleaning Restoration Services: 76-11-00 Cleaning and 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; 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 Summary

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

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

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 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 "Conversion Vendor" 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: 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 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

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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 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 <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).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws. **OSD does not provide guidance on this.**

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.

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

Is your labor estimated to be \$10,000 or under? If so, that means you can invite a TRD04 vendor to quote the job and award directly to that TRD04 vendor. Is your labor estimated between \$10,000.01 - \$50,000.00? If so, you must solicit three responses from TRD04 vendors. Two of which MUST be actual dollar quotes. If you receive a "No thank you, we choose not to bid" response, that can count toward one of your three responses.

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. OSD recommends buyers consider getting multiple quotes for all work in order to guarantee a best value procurement.

Services provided under this contract (i.e., labor) are limited to \$50,000 or less per engagement, 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 the \$50,000 cost threshold.

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.

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In instances where Statewide Contract TRD04 is used to procure a construction contract that exceeds \$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.

***Section 29, "Officers or agents contracting in behalf of the commonwealth or in behalf of any county, city, town, district or other political subdivision of the commonwealth or other public instrumentality for the construction, reconstruction, alteration, remodeling, repair or demolition of public buildings or other public works when the amount of the contract is more than \$25,000 shall obtain security by bond in an amount not less than one half of the total contract price, for payment by the contractor and subcontractors for labor performed or furnished and materials used or employed therein."*

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for 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.

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.

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:

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract

Pricing Options

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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.

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 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. 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. The list of Conversion Vendor 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.

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- **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.
- **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-\$50,000: Must solicit a minimum of three quotes and receive two written responses; 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

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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)

<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 provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General's Office at 617-963-2371, or visit the Attorney General's [Public Construction Bidding in Massachusetts FAQ](#).

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. TRD04CLEANING*
2. TRD04COMPRESSOR*
3. TRD04KITCHEN*
4. TRD04PUMP*
5. TRD04ROOFING*

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](#).

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[Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

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

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).
- An additional tool available for locating vendor county information is the [Tradesperson Contract Index](#) located on the COMMBUYS homepage.

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

Other Expenses

No meals, 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.

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

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

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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 Conversion Vendor. **Please make sure all associated documents reference Statewide Contract TRD04.**

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Strategic Sourcing Team Members

- Deborah Anderson, Office of the Attorney General
- Johanna Boucher, Town of Barnstable (Inactive)
- John Crisley, Drug Control Program
- Deanne Daneau, Department of Environmental Protection
- Elaine Davis, Barnstable County (Inactive)
- Eugene J. Deutsch, Department of Youth Services
- Betty Fernandez, Operational Services Division (Inactive)
- John Ferrara, Drug Control Program
- Nancy Fitzgerald, Department of Fire Services
- Sean Foley, Department of Corrections
- Jenna Ide, Drug Control Program (Inactive)
- Kristine Marcotte, Department of Corrections
- Katherine Orsini, Early Education and Care (Inactive)
- AnnMarie Rodrigues, Department of Mental Health
- Kelly Thompson Clark, Operational Services Division
- Victor Salcedo, Office of the Attorney General (Inactive)
- Donald Staffiere, Middlesex Sheriff's Office
- Tina Urato, Emergency Management Agency
- Timothy Waitkevitch, Executive Office of Technology and Security
- Catrice Williams, Department of Public Health
- Christopher Yacino, Department of Corrections (Inactive)

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Vendor List and Information*

TRD Categories under Conversion Vendor	Master Blanket Purchase Order (MBPO)**	Contact Person	Counties	Prompt Pay Discount (PPD)	SDO Certification Type	SDP Commitment Percentage
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	Please see individual vendor files for any/all certifications.	TRD vendors have no SDP commitment requirement.
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.

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