Executive Summary

Through the Operational Services Division (OSD) and its Environmentally Preferable Products (EPP) Procurement Program, the Commonwealth of Massachusetts has made great progress in expanding purchases of EPPs, such as those that diminish energy consumption, use recycled content, or reduce toxins. Agencies and political subdivisions also initiate efforts to procure these goods to stimulate markets for raw materials and encourage local economic growth.

This Guide has been prepared by the OSD in cooperation with the Executive Office of Environmental Affairs and the Department of Environmental Protection in order to assist Commonwealth agencies and political subdivisions in identifying and procuring products made with recycled content and having other environmentally preferable attributes. The products and services listed in this guide are those which appear on Commonwealth Statewide and limited user contracts and which are available to all State agencies and political subdivisions.

Commonwealth purchasers can buy many other EPPs in addition to the products on Statewide Contracts. Public purchasers interested in learning more about EPPs not listed here or in obtaining help in purchasing these goods should contact the OSD staff for assistance, or consult the OSD environmental web page: www.mass.gov/epp. The OSD encourages agencies and political subdivisions to inform us of any recycled and other environmentally preferable products they believe should be part of a statewide price agreement.

Guide updating

OSD staff will update this guide as needed in order that agencies and others can access current information before the close of the fiscal year and at the start of the fall season and school openings.

Readers should consult the individual contract on COMMBUYS (www.commbuys.com) to see the most updated version of the contract. Directions for accessing the contracts on COMMBUYS are provided in this guide.

OSD Environmental Contact

Julia Wolfe
Director of EPP Purchasing Program
OSD, 1 Ashburton Place, 10th floor
Boston, MA 02108-1552
(617) 502-8836 / (617) 727-4527 fax
Julia.wolfe@state.ma.us
# Table of Contents

Executive Summary 2  
How To Use This Guide 5  
Services for Massachusetts Public Purchasers 5  
Using Massachusetts Statewide Contracts 6  
Accessing Statewide Contracts on the Internet 7  
Tips on Writing Green Specifications 8  
Recycled Product Purchasing Policy 10  
Draft Model: Environmentally Preferable 12  
Product (EPP) Procurement Policy 12  
Definitions for Your Bid Language to Clarify Environmental Specifications 14  
Environmental Purchasing Resources 16  
Products and Services 17  

## Products

Alternative Snow and Ice Products 22  
Anti-Freeze, Remanufactured 22  
Bio-Based Lubricants, Equipment and Automotive 23  
Boxes, Recycled Corrugated, Storage 23  
Building Materials and Supplies 25  
Carpet & Flooring Products and Services, Recycled 26  
Catering Services: General, with Conference Space; Conference & Hotel Accommodations 27  
Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable 28  
Cleaning Services, Janitorial 30  
Diesel Fuels, Bio and Ultra Low Sulfur 31  
Electrical and Lighting Supplies and Equipment, Energy Efficient 31  
Environmental Management Consultant, Program Coordinator, and Planner Services 33  
Facility Maintenance, Operation and Energy Advisory Services 33  
Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications 34  
Foodservice Supplies and Equipment/ Institutional Grade Products 35  
Foodservice Equipment – Related 36  
Maintenance and Repair Services 36  
Fuel Card and Fuel Management Services 37  
Glass Spheres (Beads), Recycled 38  
Hospital Supplies, Remanufactured or Used 38  
Industrial/Commercial Supplies 39
<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Hardware: Computers, Laptops, Peripherals, NASPO / WSCA Cooperative</td>
<td>40</td>
</tr>
<tr>
<td>Landscaping Applications/Products, Environmentally Preferable</td>
<td>41</td>
</tr>
<tr>
<td>Landscaping Services: Irrigation,</td>
<td>42</td>
</tr>
<tr>
<td>Tree Trimming, Catch Basin</td>
<td>42</td>
</tr>
<tr>
<td>Cleaning, &amp; Snow Removal</td>
<td>42</td>
</tr>
<tr>
<td>Lawns and Grounds, Equipment (EPP)</td>
<td>42</td>
</tr>
<tr>
<td>Motor Oil, Re-Refined, Antifreeze, and Other Lubricants</td>
<td>43</td>
</tr>
<tr>
<td>Moving and State Surplus Disposal Services</td>
<td>44</td>
</tr>
<tr>
<td>Office Furnishings, Remanufactured</td>
<td>45</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>46</td>
</tr>
<tr>
<td>Photocopiers, Printers, Facsimile and Multifunctional Equipment</td>
<td>47</td>
</tr>
<tr>
<td>Plastic Lumber, Recycled</td>
<td>49</td>
</tr>
<tr>
<td>Plumbing, Heating, and HVAC Supplies</td>
<td>50</td>
</tr>
<tr>
<td>Print, Copy &amp; Mail Services and Printed Promotional Products</td>
<td>51</td>
</tr>
<tr>
<td>Recycling Containers and Compost Bins</td>
<td>52</td>
</tr>
<tr>
<td>Small Package Delivery Services</td>
<td>52</td>
</tr>
<tr>
<td>Tires, Retread</td>
<td>53</td>
</tr>
<tr>
<td>Toilets, Composting/Portable</td>
<td>54</td>
</tr>
<tr>
<td>Toner Cartridges, Remanufactured</td>
<td>55</td>
</tr>
<tr>
<td>Traffic Cones and Safety Products, Recycled</td>
<td>55</td>
</tr>
<tr>
<td>Trash Bags, Plastic, Imprinted, Recycled</td>
<td>56</td>
</tr>
<tr>
<td>Vehicles, Hybrid &amp; Other</td>
<td>56</td>
</tr>
<tr>
<td>Alternative Fuel (and Gasoline)</td>
<td>56</td>
</tr>
<tr>
<td>Vehicle Parts, Motorized Parts</td>
<td>57</td>
</tr>
<tr>
<td>Vehicles, Short-term Rental</td>
<td>57</td>
</tr>
<tr>
<td>Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems</td>
<td>58</td>
</tr>
<tr>
<td>Water Treatment Technologies, Alternative</td>
<td>59</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>60</td>
</tr>
<tr>
<td>Asbestos, Lead and Mold Analysis Abatement and Removal Services</td>
<td>60</td>
</tr>
<tr>
<td>Environmental and Maintenance</td>
<td>60</td>
</tr>
<tr>
<td>Diagnostic Testing Services</td>
<td>60</td>
</tr>
<tr>
<td>Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal &amp; Emergency Response</td>
<td>61</td>
</tr>
<tr>
<td>Integrated Pest Management</td>
<td>63</td>
</tr>
<tr>
<td>Scrap Metal, Sale/Disposal</td>
<td>63</td>
</tr>
<tr>
<td>Scrap Tire Removal/Disposal Services</td>
<td>64</td>
</tr>
<tr>
<td>Solid Waste and Recycling Services</td>
<td>64</td>
</tr>
</tbody>
</table>
How To Use This Guide

This guide contains an alphabetical listing of all the products and services that have recycled content or other environmentally preferable features available on Massachusetts Statewide Contracts. For each of the products/services listed, this guide provides:

- Contract number.
- Contract expiration date.
- OSD (or lead agency) Sourcing Lead and contact information
- A summary of the items with recycled content or other environmentally preferable features.
- Sources of additional information/tips for using the contract.

Sometimes partial awards are made to vendors, which means each vendor listed may not offer all the items included in the contract. As public purchasers, you have the option to buy from any of the vendors listed.

The Guide also provides introductory information on purchasing environmentally preferable products and accessing statewide contracts (e.g., using COMMBUYS, writing green specifications, etc...)

Services for Massachusetts Public Purchasers

The EPP Purchasing Program provides a number of services for state agencies, municipalities, authorities, and other political subdivisions assisting them in buying environmentally preferable products.

Receive free EPP publications

- Subscribe to the EPP Buyer & Seller Update. The periodic e-mail update provides up-to-date information on current contracts, new products and events.

Add our website to your favorites: www.mass.gov/epp

- Find guidance, case studies, and other resources to help you transition to an EPP program.
- Download a copy of Executive Order 515, Establishing an Environmental Purchasing Policy.
- Find out how to find, buy, and sell EPPs on statewide contract.
- Download publications and reports.
- Obtain direct links to other green purchasing organizations and sites.
- View information on Green Labeling
Using Massachusetts Statewide Contracts

Purpose and benefits of Statewide Contracts

- Statewide Contracts or Price Agreements offer Commonwealth purchasers a means of procuring quality, or "best value" goods and services easily and efficiently.
- Because the specification writing, bidding, awards based on volume purchases, and evaluations have been done for you, Statewide Contracts represent a considerable time and cost savings.
- Because the product and/or service research (and often product testing) has been done for you, the goods you purchase are more likely to perform well and offer adequate warranties.
- Currently, hundreds of EPPs are available through Statewide Contracts, offering products made with recycled content, greater energy efficiency, and other environmental benefits. Take advantage of these contracts in starting or expanding your environmental purchasing programs.

Who is eligible to use Statewide Contracts?

- In addition to all State agencies, these contracts are available to independent authorities, municipalities, all other political subdivisions, and other eligible entities (such as approved purchase of service entities), regardless of geographic location. These entities include all municipal departments, municipal and/or county purchasing cooperatives, state colleges and universities, and public schools/districts.
- Chapter 30B Entities. Buying recycled is not precluded under Chapter 30B according to the Office of the Inspector General for the Commonwealth: "Cities, towns, and other local government bodies that have decided to purchase paper and other products made from recycled materials need not hesitate to do so, even if similar non-recycled products are available at a lower price" (OIG Procurement Bulletin, March, 1998).

Purchasing from Statewide Contracts

- Use this guide to help you find EPPs. Refer to the Contract User Guides for pricing and ordering information. These User Guides are intended to make it easier for users to understand the components of the contract, in order to make informed decisions and more easily place orders.
- Reference the contract name and number when discussing with vendors. Prices are frequently established within contracts, but sometimes prices are identified as catalogue discounts or must be requested on a case-by-case basis. Check COMMBUY for the most current pricing for each of the contracts.
- Unless the contract allows for a delivery charge, vendors must deliver to all parts of the State at no extra charge. In some contracts, minimum orders may apply.

Who should political subdivisions contact for questions or more information?

You may call the sourcing lead indicated on the contract page of this guide, or the environmental purchasing contact, Julia Wolfe at (617) 502-8836.
Accessing Statewide Contracts on the Internet

Statewide Contract User Guides

The Operational Services Division publishes a comprehensive Contract User Guide for each Statewide Contract. Contract User Guides offer users specific information regarding the components of the contract.

Each Contract User Guide contains:

- Contract summary (including category names).
- Benefits and cost savings.
- Pricing and purchase options.
- Contract counties or regions.
- Vendor list and contract information.
- Other terms, conditions, and specifications.

A list of Contract User Guides can be found on the Statewide Contract User Guide page of the OSD website. Note that non-statewide contracts managed by departments and agencies may not offer contract user guides.

In addition, the downloadable Statewide Contract Index provides the most up-to-date information concerning active contracts and their respective sourcing leads.

COMMBUYS

You can also search for specific Statewide Contracts through COMMBUYS (COMMBUYS.com), the Commonwealth’s new official procurement record system. COMMBUYS enables electronic ordering through Statewide and Departmental vendor catalogs for efficient public purchasing.

To learn more about accessing COMMBUYS, please visit OSD’s COMMBUYS resource center for Job Aids, Training and Registration, Glossaries, and other support tools.
Statewide Contracts fall into one of the following categories:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Category</th>
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<tbody>
<tr>
<td>ANI</td>
<td>Live Animals and Related Supplies</td>
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<tr>
<td>CLT</td>
<td>Clothing and Footwear</td>
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<tr>
<td>ENE</td>
<td>Energy, Fuel and Utilities</td>
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<tr>
<td>FAC</td>
<td>Environmental Services, Facility Maintenance/Repair</td>
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<tr>
<td>FIR</td>
<td>Fire and EMS</td>
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<tr>
<td>GRO</td>
<td>Food and Groceries</td>
</tr>
<tr>
<td>HLS</td>
<td>Homeland Security</td>
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<tr>
<td>HSP</td>
<td>Healthcare Products, Laboratory Products, Dental Products</td>
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<tr>
<td>HSS</td>
<td>Human and Social Services</td>
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<tr>
<td>ITC</td>
<td>Information Technology Hardware</td>
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<tr>
<td>ITS</td>
<td>Information Technology Software &amp; Services</td>
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<tr>
<td>ITT</td>
<td>Information Technology Telecommunications</td>
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<tr>
<td>LAW</td>
<td>Public Safety, Law Enforcement and Protection</td>
</tr>
<tr>
<td>MED</td>
<td>Medicine &amp; Medical Services, Laboratory Services</td>
</tr>
<tr>
<td>OFF</td>
<td>Office, Recreation and Education</td>
</tr>
<tr>
<td>OVM</td>
<td>Vehicles, Transportation and Road Maintenance – Related Equipment &amp; Supplies</td>
</tr>
<tr>
<td>PRF</td>
<td>Professional Services: Human Resources, Financial, Legal and Training</td>
</tr>
<tr>
<td>SSP</td>
<td>State Surplus Property</td>
</tr>
<tr>
<td>VEH</td>
<td>Vehicles, Transportation and Road Maintenance</td>
</tr>
</tbody>
</table>

**Tips on Writing Green Specifications**

If you chose not to use a Statewide Contract for a particular commodity, use these tips to keep your recycled purchasing program on target:

**Simple revisions to your current specs may be all you need**

No need to sacrifice quality when buying EPPs. Be sure your specifications are based on performance, not aesthetics (e.g. stringent color limitations), and eliminate wording that may preclude recycled products, such as “virgin paper only.”

**Talk to vendors**

Talk to your current suppliers to learn about available recycled products and reasonable standards for post-consumer recycled content. Ask vendors to provide information on availability and pricing of EPPs in their bid responses.

**Build in flexibility**

Give manufacturers and suppliers an opportunity to provide "alternative products." The alternatives may contain recovered materials. Then you can award only EPPs if desired.
Include in your bid:

- A price preference for products with recycled content.
- A request for information on availability and price for future purchases (e.g. information on chlorine-free paper).
- Include EPP items in your market basket list

Include Definitions

Include standard definitions of what you mean by such words as recycled, recovered materials, remanufactured. Refer to the EPP Glossary of Terms or see below for help.

Hold a pre-bid conference

A pre-bid conference provides an opportunity for industry representatives to help you amend specifications and bid documents to enable recycled products to compete.

Avoid awarding bids on an all-or-nothing basis

As recycled product vendors may be able to supply some but not all of the products you request, provide a method for either partial awards to more than one vendor or awards by product grouping or categories.

Advertise bids widely

Expand your bidder’s list to include recycled product manufacturers.

Service contracts

Grow your environmental program by enlisting the help of your service contract vendors. When bidding service contracts or working with current vendors, encourage or require those vendors to use products that contain recycled materials or are environmentally preferable. For example:

- Janitorial service providers should be required to use only recycled paper towels which contain a minimum of 40% post-consumer content and recycled toilet paper which contains a minimum of 20% post-consumer content.
- Require janitorial contractors to provide less-toxic cleaner options that comply with Executive Order 515.
- Food service vendors should be required to use only paper products with recycled content, including paper towels and napkins which contain a minimum of 30% post-consumer content. Include specifications that encourage recycled content trash liners and the recycling of cardboard, glass, steel, and plastic containers.
- Request whenever possible the use of unbleached or non-chlorine bleached paper products.

Ask bidders about their environmental practices

Request that bidders provide you with information about environmental practices they support, and provide extra points in your scoring. For example:

- Has an EPP purchasing policy in place
- Using alternative fuel vehicles for delivery or transportation purposes and/or vehicles equipped with diesel emission control devices and operating such vehicles with guidance on anti-idling initiatives.
Recycled Product Purchasing Policy

Closing the loop

Recycling does not end at the curbside and office blue bin – it begins there. Only by purchasing products manufactured with recycled content can communities create and stimulate markets for the recyclable materials collected. Both the Federal Government and Commonwealth of Massachusetts recognize the importance of buy recycled efforts by committing to purchase a number of targeted products that contain a designated level of post-consumer recycled content (e.g. copy paper, envelopes, janitorial paper goods). Buying recycled is the critical link in closing the recycling loop.

Purpose of a written policy

Establishing a successful Buy Recycled Program is a several-step process involving vendors, users, and procurement officials. Many existing programs began with a written buy recycled policy that offers guidelines and clearly defines the purpose and goals of the effort. A written policy demonstrates a strong commitment, breaks down the traditional barriers of buying recycled, and generates greater recognition and support for the program.

Many Massachusetts communities have already taken the lead in adopting a formal written buy recycled purchasing policy as part of their recycled procurement programs. A policy can be anywhere from two sentences to several pages, depending on the level of detail a community chooses to address. Assistance for drafting a buy recycled policy and copies of policies already in place in Massachusetts can be obtained from the contact listed below. Close to 300 municipalities that have written policies, including:

- Brookline
- Cambridge
- Chelmsford
- Maynard
- Pittsfield
- Somerville
- Springfield
- Sudbury
- Waltham
- Westport

Steps to a successful Buy Recycled Program

- Step 1: Draft a Buy Recycled Policy

  Obtain a commitment from the “top”. Support from the leaders of your community or organization helps your program succeed by making it clear that the program is to be a team effort with the full support of top officials. For cities and towns, elicit support from the mayor, town manager, or board of selectmen.
**Write the policy.** Use broad language that encourages the procurement of recycled products whenever feasible and when cost, performance, and availability are not compromised. Target specific products that are widely available and cost competitive, such as paper, toner cartridges, paint, and oil. Consider a price preference and use Statewide Contracts whenever possible.

▼ **Step 2: Use Statewide Contracts**

Because the specification writing, bidding, award based on volume purchases, and evaluation have been done, Statewide Contracts represent a considerable time and cost savings. There are over two dozen Massachusetts Statewide Contracts that offer recycled products, including copy paper, office supplies, envelopes, janitorial paper products, toner cartridges, trash bags, traffic control devices, boxes, bins, antifreeze, re-refined oil, office panels, paint, and printing services.

▼ **Step 3: Communicate Your Efforts**

Get the word out! Most people want to support environmental endeavors – let them know that you are establishing a Buy Recycled Program. Be sure to reach out to recycling coordinators, school teachers and students, conservation commission members, and environmentally-aware local business owners. Include an article in municipal newspapers and newsletters and ask the mayor to send a memo to all departments. Consider hosting a workshop (the OSD can help you set this up) and apply for the OSD’s annual buy recycled award.

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**For assistance on EPP Procurement issues, please contact:**
Julia Wolfe, OSD, (617) 502-8836, julia.wolfe@state.ma.us
Draft Model: Environmentally Preferable Product (EPP) Procurement Policy

Basic policy

In recognition of the need to use our natural resources more efficiently, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, conserve energy and resources, and significantly limit the amount of toxic substances being disposed of or consumed while serving as a model for private and public institutions, the City/Town of ________________ is committed to purchasing products which are environmentally preferable whenever such products meet quality and performance requirements and are available at reasonable prices and terms. EPPs include, but are not limited to, products that contain recycled content, are energy efficient, less toxic, reduce packaging, conserve water, are readily biodegradable, and preserve open space.

To the maximum extent practicable, the following standards should be adhered to:

1. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads, and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.

2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.

3. For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the town manager (or other appropriate municipal chief / board) on July 30 for the previous fiscal year.

Options to add to the basic policy

1. Any deviation from the standards above must be approved by the Town Manager (or other appropriate municipal chief / board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.

2. Consider targeting additional items to be purchased only with recycled and environmentally preferable content, such as janitorial paper products, cleaning products, paint, remanufactured toner cartridges, office (cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil, and anti-freeze. (This can be done in the initial policy or added afterwards). To secure these products and view a list of other available EPP products, departments should consult the Commonwealth of Massachusetts Recycled Products Guide for State Contracts and should adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.

4. The head of each city/town department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.

5. Town departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.

6. The City/Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.

7. Each department shall use a "Sample Procurement Determination Form" to help determine if there are EPP options prior to purchasing products.

NOTE: Visit The Commonwealth's EPP Program Website at www.mass.gov/epp to see the October, 2009 Executive Order #515 that specifically targets other procurement areas that state agencies and others should consider when greening their purchases.
Definitions for Your Bid Language to Clarify Environmental Specifications

**Bio-Based Products:** Commercial or industrial products (other than food or feed) that utilize agricultural crops or residues; does not include products made from forestry materials.

**Environmentally Preferable Product (EPP):** A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.

**Energy Star:** A Federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to “sleep” when not in use, resulting in a reduction in electrical bills and pollution levels.

**Integrated Pest Management:** An ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

**MBE:** A Minority Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

**Pollution Prevention:** Reducing or eliminating waste at its source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, and re-using materials rather than putting them into the waste stream.

**Post-consumer Content:** Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

**Pre-consumer or Post-Industrial Materials:** Generated by manufacturers and product converters – instead of being trashed, the materials such as trimmings, damaged or obsolete products or overruns are collected and incorporated into a manufacturing process.

**Price Preference:** When a government agency, municipality or department, or any other entity is willing to pay a higher price (usually 5 - 10%) for recycled or environmentally preferable products.
**Recycled Products**: Goods which contain materials which have been diverted from the solid waste stream, including post-consumer materials and materials and/or by-products generated in industrial processes, or which have been wholly or partially remanufactured.

**Recovered Materials**: Waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.

**Remanufactured Products**: Products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts which meet OEM standards.

**Recyclability**: The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

**Reused Product**: Any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting, or minor repairs.

**Source Reduction**: Activities designed to reduce the volume or toxicity of waste generated, including the design and manufacture of products with minimum toxic content, minimum volume of material, and/or a longer useful life.

**“Unreasonable Price”**: Prices for recycled paper goods may be considered “unreasonable” if the cost is greater than 10% of the lowest responsive virgin material bid. However, for other products, please remember that purchasers should consider the cost of maintenance, frequency of replacement and disposal costs, in addition to the purchase price, to get the “true” or “life-cycle” cost of a product.

**Water-Saving Products**: Products that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

**WBE**: A Women's Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

**W/MBA**: A Minority and Women's Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).
Environmental Purchasing Resources

Writing specifications and identifying opportunities for procuring environmentally preferable products can be difficult and time-consuming. These resources may be helpful in developing a Buy Recycled Program or in locating recycled products.

Operational Services Division (OSD)

With a staff member dedicated to environmental procurement issues and a Resource Library of vendor and product information, the OSD can help you design a program, prioritize your efforts, and write a bid. Call Julia Wolfe, Director, Environmental Purchasing, at (617) 502-8836, and visit mass.gov/epp.

Leading by Example Program

Based in the Executive Office of Energy and Environmental Affairs, the Massachusetts Leading by Example Program was formed by Executive Order No. 484 in April 2007 to help State Agencies minimize the environmental impacts of their operations and activities and to promote innovative sustainable practices in Massachusetts. For more information on the program and the efforts of Leading by Example Council, visit www.mass.gov/envir/Sustainable.

Responsible Purchasing Network (RPN)

A diverse network of stakeholders that promotes and practices responsible purchasing by identifying best practices, developing effective purchasing tools, educating the market, and utilizing its collective purchasing power to maximize environmental stewardship, protect human health, and support local and global sustainability. Visit www.responsiblepurchasing.org for a broad range of EPP information.

Certification/Rating Programs (Third Party)

There are several third-party certification programs available to verify environmental claims and assist buyers in specifying green products. Reference these organizations when looking for green alternatives.

- EPP Green Certifications and Labels
- EcoLogo
- Forest Stewardship Council
- Green Seal
- GREENGUARD
- LEED
Purchasers at neighboring agencies or municipalities who made successful purchases. Also visit the EPP website to view the [Green Certification and Labels](#) website for additional information.

## Products and Services

To use these contracts and for full lists of contractors and available products and services, visit [COMMBUYS](#)

<table>
<thead>
<tr>
<th>Product</th>
<th>Product Category</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Snow and Ice Products</td>
<td>Automotive Equipment/Supplies/Services</td>
<td>4/30/16</td>
</tr>
<tr>
<td>Antifreeze (Remanufactured), Re-Refined Motor Oil, and Other Lubricants</td>
<td>Automotive Equipment/Supplies/Services</td>
<td>9/30/13</td>
</tr>
<tr>
<td>Bio-based Lubricants, Equipment and Automotive</td>
<td>Automotive Equipment/Supplies/Services</td>
<td>9/30/13</td>
</tr>
<tr>
<td>Boxes, Recycled Corrugated, Storage</td>
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<td>3/26/13</td>
</tr>
<tr>
<td>Building Materials and Supplies</td>
<td>Facility Maintenance/Supplies/Services</td>
<td>4/30/16</td>
</tr>
<tr>
<td>Carpet &amp; Flooring Products and Services, Recycled</td>
<td>Facility Maintenance/Supplies/Services</td>
<td>12/15/14</td>
</tr>
<tr>
<td>Catering Services: General, with Conference Space, and with Conference and Hotel Accommodations</td>
<td>Food Service Supplies/Services</td>
<td>4/30/15</td>
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<tr>
<td>Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable</td>
<td>Facility Maintenance/Supplies/Services</td>
<td>12/31/14</td>
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<tr>
<td>Cleaning Services, Janitorial</td>
<td>Facility Maintenance/Supplies/Services</td>
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### Product Contract Number

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<th>Product</th>
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<th>Title</th>
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<tr>
<td>Alternative Snow and Ice Products</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>4/30/16</td>
</tr>
<tr>
<td>Antifreeze (Remanufactured), Re-Refined Motor Oil, and Other Lubricants</td>
<td>VEH89</td>
<td>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>9/30/13</td>
</tr>
<tr>
<td>Bio-based Lubricants, Equipment and Automotive</td>
<td>VEH89</td>
<td>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>9/30/13</td>
</tr>
<tr>
<td>Boxes, Recycled Corrugated, Storage</td>
<td>EOT</td>
<td>Executive Office of Transportation</td>
<td>William Ferringo, EOT</td>
<td>619-973-7409 <a href="mailto:william.ferringo@state.ma.us">william.ferringo@state.ma.us</a></td>
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</tr>
<tr>
<td>Building Materials and Supplies</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>4/30/16</td>
</tr>
<tr>
<td>Carpet &amp; Flooring Products and Services, Recycled</td>
<td>FAC63</td>
<td>Carpet and Flooring Products and Installation</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>12/15/14</td>
</tr>
<tr>
<td>Catering Services: General, with Conference Space, and with Conference and Hotel Accommodations</td>
<td>GRO27A, GRO27B, GRO27C</td>
<td>Catering Services, Catering Services and Conference Space, Catering Services, Conference Space and Hotel Room Accommodation</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>4/30/15</td>
</tr>
<tr>
<td>Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable</td>
<td>FAC90</td>
<td>Green Cleaning Products, Programs, Equipment &amp; Supplies</td>
<td>Julia Wolfe</td>
<td>617-720-8836 <a href="mailto:julia.wolfe@state.ma.us">julia.wolfe@state.ma.us</a></td>
<td>12/31/14</td>
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<tr>
<td>Cleaning Services, Janitorial</td>
<td>FAC83</td>
<td>Janitorial Services - Environmentally Preferable</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
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<td>Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications</td>
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<tr>
<td>ENE32 ENE33</td>
<td>Ultra Low Sulfur Diesel</td>
<td>James Ferri</td>
<td>617-720-3168 <a href="mailto:james.ferri@state.ma.us">james.ferri@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
<td>7/31/14 10/31/14</td>
</tr>
<tr>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
<td>4/30/16</td>
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<tr>
<td>PRF46</td>
<td>Management Consultants, Program Coordinators and Planner Services</td>
<td>Sorraia Tavares</td>
<td>617-720-3304 <a href="mailto:sorraia.tavares@state.ma.us">sorraia.tavares@state.ma.us</a></td>
<td>Other Services</td>
<td>12/31/14</td>
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<tr>
<td>DCP-0731-EX1</td>
<td>Division of Capital Asset Management and Maintenance</td>
<td>Stephen White</td>
<td>617-727-4030x31548 <a href="mailto:FacilityAdvisors.DCAM@MassMail.State.MA.US">FacilityAdvisors.DCAM@MassMail.State.MA.US</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<tr>
<td>FAC79</td>
<td>Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
<td>5/31/14</td>
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<tr>
<td>GRO29</td>
<td>Foodservice Supplies &amp; Equipment, Institutional Commercial Grade, Large &amp; Small</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food Service Supplies/Services</td>
<td>2/28/16</td>
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<tr>
<td>GRO29</td>
<td>Foodservice Supplies &amp; Equipment, Institutional Commercial Grade, Large &amp; Small</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food Service Supplies/Services</td>
<td>2/28/16</td>
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<tr>
<td>VEH84</td>
<td>Fuel Card &amp; Fuel Management Services</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
<td>8/31/13</td>
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<tr>
<td>66931</td>
<td>Department of Transportation</td>
<td>Ken Urato</td>
<td>781-431-5751 <a href="mailto:ken.urato@dot.state.ma.us">ken.urato@dot.state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<tr>
<td>HSP38</td>
<td>Healthcare Equipment, Furniture, Furnishings and Related Services</td>
<td>Peter Etzel</td>
<td>617-720-3397 <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
<td>2/28/17</td>
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<tr>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
<td>4/30/16</td>
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<tr>
<td>ITC44</td>
<td>IT Hardware, Computers, Laptops, Peripherals, NASPO/WSCA Agreement</td>
<td>Tim Kennedy</td>
<td>617-720-3107 <a href="mailto:tim.kennedy@state.ma.us">tim.kennedy@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
<td>8/30/14</td>
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<tr>
<td>FAC79</td>
<td>Landscaping and Green Roof Products, Playground Equipment, Site Amenities and</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<td>Landscaping Services: Irrigation, Tree Trimming, Catch Basin Cleaning, &amp; Snow Removal</td>
<td>FAC77</td>
<td>Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<tr>
<td>Lawns and Grounds, Equipment (EPP)</td>
<td>FAC73</td>
<td>Lawn &amp; Ground Equipment, Parts and Services</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Motor Oil, Re-Refined, Antifreeze and Other Lubricants</td>
<td>VEH89</td>
<td>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<tr>
<td>Moving and State Surplus Disposal Services</td>
<td>FAC78</td>
<td>Moving Services and State Surplus Disposal Services</td>
<td>Peter Etzel</td>
<td>617-720-3337 <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<tr>
<td>Office Furnishings, Remanufactured</td>
<td>OFF20</td>
<td>Office, School and Library Furniture, Accessories and Installation, Statewide</td>
<td>Maryellen Osborne</td>
<td>617-720-3139 <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
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<tr>
<td>Office Supplies</td>
<td>OFF36</td>
<td>Office Supplies, Recycled Paper and Envelopes</td>
<td>Maryellen Osborne</td>
<td>617-720-3139 <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
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<tr>
<td>Photocopiers, Printers, Facsimile and Multifunctional Equipment</td>
<td>OFF32</td>
<td>Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies</td>
<td>Maryellen Osborne</td>
<td>617-720-3139 <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
</tr>
<tr>
<td>Plastic Lumber, Recycled</td>
<td>FAC79</td>
<td>Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Plumbing, Heating, and HVAC Supplies</td>
<td>FAC76</td>
<td>Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Print, Copy &amp; Mail Services and Printed Promotional Products</td>
<td>OFF33</td>
<td>Print, Copy &amp; Mail Services and Printed Promotional Products</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
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<td>Recycling Containers and Compost Bins</td>
<td>FAC63</td>
<td>Recycling Containers and Compost Bins</td>
<td>Ann McGovern</td>
<td>617-292-5834 <a href="mailto:ann.mcgovern@state.ma.us">ann.mcgovern@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<td>Small Package Delivery Services</td>
<td>OFF31</td>
<td>Small Package Delivery</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
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<td>Tires, Retread</td>
<td>VEH83</td>
<td>New Tires, Retreads/ Retreading and Total Tire Management Program</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<tr>
<td>Toilets, Composting/Portable</td>
<td>DCR 4 24</td>
<td>Portable and Composting Toilets / Related Services</td>
<td>James Perry</td>
<td>617-626-1324 <a href="mailto:james.s.perry@state.ma.us">james.s.perry@state.ma.us</a></td>
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<tr>
<td>Toner Cartridges, Remanufactured</td>
<td>OFF32</td>
<td>Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies</td>
<td>Maryellen Osborne</td>
<td>617-720-3139 <a href="mailto:maryellen.osborne@state.ma.us">maryellen.osborne@state.ma.us</a></td>
<td>Office Products/ Supplies/Services</td>
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<td>Traffic Cones and Safety Products, Recycled</td>
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<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<td>Trash Bags, Plastic, Imprinted, Recycled</td>
<td>FACcodesIgnatedDP EP</td>
<td></td>
<td>Jack Flynn</td>
<td>617-292-5965 <a href="mailto:jack.flynn@state.ma.us">jack.flynn@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<tr>
<td>Vehicles, Hybrid &amp; Other Alternative Fuel</td>
<td>OVM10</td>
<td>Gasoline, Hybrid and Other Alternative Fuel Vehicles</td>
<td>Lana Gunaratne</td>
<td>617-720-3315 <a href="mailto:lalana.m.gunaratne@state.ma.us">lalana.m.gunaratne@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<td>Vehicle Parts, Motorized Parts</td>
<td>VEH89</td>
<td>Motorized Vehicle Parts, Re-Fined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<tr>
<td>Vehicles, Short-term Rental</td>
<td>OVM09</td>
<td>Short-Term Rental of Various Light Duty Vehicles</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/Services</td>
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<tr>
<td>Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems</td>
<td>GRO26</td>
<td>Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies</td>
<td>Betty Fernandez</td>
<td>617-720-3133 <a href="mailto:betty.fernandez@state.ma.us">betty.fernandez@state.ma.us</a></td>
<td>Food Service Supplies/Services</td>
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<td>Water Treatment Technologies, Alternative</td>
<td>FAC80</td>
<td>Water Treatment Chemicals and Systems</td>
<td>Dana Cerrito</td>
<td>617-720-3318 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
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<td>Asbestos, Lead and Mold Analysis Abatement and Removal Services</td>
<td>FAC76</td>
<td>Asbestos, Lead and Mold Analysis</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Environmental and Maintenance Diagnostic Testing Services</td>
<td>FAC82</td>
<td>Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Integrated Pest Management (IPM)</td>
<td>FAC74</td>
<td>Integrated Pest Management</td>
<td>Dmitriy Nikolayev</td>
<td>617-720-3351 <a href="mailto:dmitriy.nikolayev@state.ma.us">dmitriy.nikolayev@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
<tr>
<td>Scrap Metal, Sale and Disposal</td>
<td>SSP1202</td>
<td>Sale and Removal of Scrap Metals</td>
<td>Paul Guerino</td>
<td>617-720-3146 <a href="mailto:paul.guerino@state.ma.us">paul.guerino@state.ma.us</a></td>
<td>Other Services</td>
</tr>
<tr>
<td>Scrap Tire Removal / Disposal Services</td>
<td>VEH77A</td>
<td>Scrap Tire Disposal Services</td>
<td>Kathleen Reilly</td>
<td>617-720-3128 <a href="mailto:kathy.reilly@state.ma.us">kathy.reilly@state.ma.us</a></td>
<td>Automotive Equipment/ Supplies/ Services</td>
</tr>
<tr>
<td>Solid Waste and Recycling Services</td>
<td>FAC33</td>
<td>Solid Waste and Recycling Services</td>
<td>Dana Cerrito</td>
<td>617-720-3328 <a href="mailto:dana.cerrito@state.ma.us">dana.cerrito@state.ma.us</a></td>
<td>Facility Maintenance/ Supplies/Services</td>
</tr>
</tbody>
</table>
Products

Alternative Snow and Ice Products

Contract #: FAC76
Expiration Date: 4/30/2016
OSD Sourcing Lead: Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

These products are included in Category 7 of the Maintenance, Repair and Operations Statewide Contract FAC76. The purpose of these products is to provide environmentally preferable alternatives to the use of sodium chloride (salt) for deicing of walkways, parking lots, and roadways.

Why replace road salt?

Millions of tons of salt dumped on U.S. roads every winter eventually wash away, either when the snow melts or when spring rains arrive. That salt can cause a lot of trouble for plants, animals, and people — and not just because it corrodes our cars, bridges, and other metal structures. In water bodies such as lakes, rivers, and local ponds, salt run-off raises the salinity of the water while reducing dissolved oxygen levels, creating alien conditions that native wildlife often can’t handle. Salt can also render farmland infertile and wipe out plant life in nearby soil. When salt ends up in the soil, it quickly absorbs moisture before plants can. Salted soil creates drought conditions for plants, even when there’s plenty of water all around them. Similar problems impact people and pets as well.

See the FAC76 Contract User Guide for a full list of vendor information.

Anti-Freeze, Remanufactured

Contract #: VEH89
Expiration Date: 9/30/2013
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

These products are included as part of Statewide Contract VEH89, Motorized Vehicle Parts, Re-refined Motor Oil, Remanufactured Anti-freeze and Other Lubricants. This portion of the contract provides recycled anti-freeze made from 100%-recycled ethylene glycol in both ready-to-use and concentrated forms and in 1 gallon, 55 drum and bulk quantities.
Bio-Based Lubricants, Equipment and Automotive

Contract #: VEH89
Expiration Date: 9/30/13
OSD Sourcing Lead: Kathleen Reilly, 617-720-3428, kathy.reilly@state.ma.us

Vegetable oils (bio-based products) are included in several oil/fluid product listings. These products, made from corn, canola, soy, and other vegetable oils, are used to produce a wide range of lubricants.

The majority of companies manufacturing plant-based lubricants have focused primarily on industrial oils. Within this category, certain applications are best suited for plant-based lubricants, including hydraulic oils, total loss lubricants, metalworking oils, and other general oils. The bio-based lubricants contained on this contract meet Original Equipment Manufacturer (OEM) product requirements and use the same American Society for Testing Materials (ASTM) standards as petroleum-based fluids.

Users are finding that vegetable oils can offer better performance than petroleum oils in some applications, with the added benefits of being less toxic, renewable, and biodegradable, posing a greatly reduced threat to human health and the environment. When spilled, bio-based products pose no immediate threat to the surrounding environment. Conversely, spilled petroleum can contaminate streams, kill vegetation, harm wildlife, and carry a costly remediation.

See the VEH89 Contract User Guide for a full list of vendor information.

Boxes, Recycled Corrugated, Storage

Contract #: EOT OFF01
Expiration Date: 3/26/13
OSD Sourcing Lead: William Ferringo, EOT, 619-973-7409, william.ferringo@state.ma.us
This contract provides corrugated boxes for general use, containing the minimum 35% postconsumer material, reusable plastic crates, and environmentally preferable packing material in three categories. This contract was issued by the Executive Office of Transportation as a ‘multi-user’ contract. Agencies and others interested in using the contract should call the awarded vendors directly to sign the requested contract forms and terms.
### Building Materials and Supplies

**Contract #:** FAC76  
**Expiration Date:** 4/30/16  
**OSD Sourcing Lead:** Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

Building materials and supplies are in several of the categories under the Maintenance, Repair and Operations (MRO) contract FAC76:

- **Category 1:** Walk-in Building Materials and Supplies.
- **Category 7:** Specialty Products. Includes sustainably harvested (certified) wood products, sustainable roofing, dimensional plastic lumber, reprocessed paint, and other EPPs.

Chapter 123 of the Acts of 2006 Section 34 directs the State purchasing Agent to grant a preference to products of agriculture that are grown or produced using locally grown products. The definition of "Products of Agriculture" includes "the growing and harvesting of forest products"... "and any forestry or lumbering operations". See the full [Brief on Agricultural Preference](#) for more information.

**See the FAC76 Contract User Guide** for a full list of vendor information.
Carpet & Flooring Products and Services, Recycled

Contract #: FAC63  
Expiration Date: 12/15/2014  
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This contract covers nine product categories including modular carpet, broadloom carpet, and vinyl composition flooring, most of which contain various amounts of recycled materials, and services associated with these product categories.

The services are also available from Service Providers on the contract (labor is subject to the current prevailing wage rate), including recycling of old carpet for virtually all carpet brands currently on the market, installation, floor preparation, and cleaning, and maintenance, repair, and removal of carpet and flooring.

The contract award was made to a pre-qualified list of multiple product manufacturers. Each of these manufacturers has designated one or more Service Providers (SPs – or local distributors) to sell and install their products to the Commonwealth and process all orders. Contract users may purchase any type of flooring product the contractors supply under their awarded category and should use the list of SPs to negotiate the best price and best value for their department. Products may be purchased as “goods only” or with installation and other services.

Product specifications

All carpet and flooring products meet the specifications for heavy commercial traffic Class II wear, ASTM standards for flammability and static protection, stain resistance, and more. Low VOC adhesives will be used, and F.O.B. delivery is automatically included.

Value-added service: recycling of used/worn carpet

All service providers work with the manufacturers they represent to recycle virtually all used carpet products to conserve landfill space and work toward the overall improvement of air quality.

<table>
<thead>
<tr>
<th>Category Number</th>
<th>Product Categories</th>
<th>Product Description and Environmental Attributes</th>
</tr>
</thead>
</table>
| 1               | Modular Carpet, Recycled Content Only | 12” carpet tiles  
All carpets offered in this category contain a minimum of 10% total Recycled Content (actual post-consumer content may vary) |
| 2               | Modular Carpet, Reusable             | 12” carpet tiles  
While this carpet may not contain recycled content at the inception, it is capable of being refurbished to the point of rendering it a new carpet, thus avoiding the need and expense of purchasing new carpet. |
<table>
<thead>
<tr>
<th>Category Number</th>
<th>Product Categories</th>
<th>Product Description and Environmental Attributes</th>
</tr>
</thead>
</table>
| 3               | Broadloom Carpet, Recycled Content and Other | 6’ and 12’ rolled goods  
These products must contain a minimum of 10% total recycled content, or be able to exceed that minimum within the second year of the contract. |
| 4               | Vinyl Composition and/or Plastic Flooring and Tiles, Recycled Content Only | Vinyl tiles and Composition Flooring, Plastic Tiles - Interlocking and Other  
All products must contain a min. of 10% Total Recycled Content |
| 5               | Ceramic Tiles, Recycled Content Only | Ceramic Tiles, All products must contain a minimum of 15% post-consumer recycled content and a total recycled content of 70% |
| 6               | Rubber Flooring, Playground Gym Surfaces and Matting, Recycled Content or Renewable Material Only (Indoor and Outdoor) | Indoor, Minimum 15% post-consumer recycled rubber and/or renewable materials; Outdoor, Minimum 50% post-consumer recycled rubber and/or renewable materials |
| 7               | Resinous Floor Coatings | See contract for details |
| 8               | Other Environmentally Preferable Flooring, Including but not Limited to Bio-Based Products, Rapidly Renewable Materials and Certified-Wood | See contract for details |
| 9               | Carpet and Flooring Installation and Related Services | All SPs must provide recycling of used carpet. |

See the [FAC63 Contract User Guide](#) for a full list of vendor information.

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**Catering Services: General, with Conference Space; Conference & Hotel Accommodations**

**Contract #:** [GRO227A](#), [GRO227B](#), [GRO227C](#)  
**Expiration Date:** 4/30/2015  
**OSD Sourcing Lead:** Betty Fernandez, 617-720-3133 betty.fernandez@state.ma.us

These contracts provide a wide selection of catering services, including general catering (brought to your site), catering in conjunction with conference space, and catering provided by hotels that offer conference space and lodging accommodations, from vendors across the State.

The OSD seeks catering services providing environmentally preferable services, such as biodegradable foodservice ware, reusable cups and plates, goods in bulk dispensers instead of individual packages, and programs to donate leftover food to shelters. Conference centers and hotels that have implemented “green initiatives” to reduce their impact on the environment receive preference.

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**Green Meeting Spaces and Hotels**

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27
Despite their positive economic contributions, meetings extract a high environmental cost. A green meeting space may include separate controls for heating and air conditioning, provisions for teleconferencing to reduce additional travel, close proximity to public transportation, and incorporation of energy and water conservation techniques and practices.

Green hotel and/or lodging accommodations refer to environmental-friendliness facilities operations, including linen reuse, refillable toiletry dispensers, energy efficient appliances, water conservation devices, good air quality, and EPPs.

Green Meeting and Hotel Guidelines

Green Hotels Association: www.greenhotels.com
Boston Green Tourism: www.bostongreentourism.org
Coalition for Environmentally Responsible Conventions: www.cerc04.org

See the Contract User Guides for a full list of vendor information.

Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable

Contract #: FAC59
Expiration Date: 12/31/2014
OSD Sourcing Lead: Julia Wolfe, 617-720-8836 julia.wolfe@state.ma.us

This contract offers a broad selection of environmentally preferable cleaning products, intended to replace commonly used harsh chemical cleansers. The contract also includes environmentally preferable janitorial paper goods, entryway systems, equipment, trash liners, and specialty items/technologies. This is a multi-state contract, available to Connecticut, New Hampshire, New York, and Vermont. Each manufacturer on the contract is represented by one or more distributors required to service Massachusetts and at least one other participating state. The products offered on the contract meet a higher environmental standard developed by the independent third-party certification organization; Green Seal and EcoLogo standards are required.

To access policy information, guidance, and case studies concerning green cleaning products, visit the contract resource page.

This contract has two categories:
Category I

- Cleaning Chemicals - all purpose, restroom, glass, carpet, hand soap / sanitizers, floor care systems, appliance, degreasers, urinal blocks, odor control, laundry detergent
- Janitorial Paper Products
- Trash Can Liners - plastic with recycled content and biodegradable
- Cleaning Equipment - Vacuums, scrubbers, extractors, sweepers and more
- Entryway Mats
- Disinfectants and Surface Sanitizers

Green Cleaning Program - All Category 1 vendors offer a program to help agencies and departments transition to green cleaning products; it includes such services as a FREE facility assessment, Standard operating procedures, training on disinfection, tracking and recoding your cleaning, a communication strategy and more.

Category II

- Cleaning Supplies – such as microfiber cloths and mops, energy efficient hand dryers, non-chemical scrubbing pads, and more
- Innovative Technologies – Energy efficient clean air technology, steam vapor cleaning

See the FAC59 Contract User Guide for a full list of vendor information.
Cleaning Services, Janitorial

Contract #: FAC81
Expiration Date: 1/31/2017
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128
kathy.reilly@state.ma.us

The Statewide Contract for Janitorial Services is a multi-award contract with contractors who received statewide awards or regional awards and includes companies of all sizes. Contractors receiving awards under this contract are qualified janitorial contractors that meet and exceed janitorial industry standards.

This contract requires the use of environmentally preferable cleaning products by all awarded contractors as specified under Massachusetts Statewide Contract FAC59 and in line with Executive Order 515. The vendors shall use janitorial papers, trash liners, and entryway mats made with recycled content and incorporate green cleaning practices into their services. Some vendors also use energy efficient equipment and microfiber supplies.

How to Use this Contract

Call one or more of the contractors to receive information on products and programs offered as well as pricing and cost savings opportunities.

Services under this Statewide Contract include:

- Floor sweeping and carpet vacuuming.
- Waste receptacle emptying
- Trash removal
- Office and bottle/can recycling
- Hard floor buffing
- Paper towel, toilet paper, and hand soap dispenser replenishment
- Scrub, strip, and seal work
- Non-slip or non-skid floor finish stripping and application to restroom floors
- Snow removal of areas adjacent to the building(s): walkways and stairways
- Wall and partition, including contiguous surfaces, cleaning
- Column, door, and door frame dusting and washing
- Upholstered furniture and full rug area vacuuming
- Stain removal from carpets
- Air diffuser cleaning and vacuuming
- Cleaning of ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cases, bookcases, and more
- Window washing
- Office garage cleaning

See the FAC81 Contract User Guide for a full list of vendor information.
Diesel Fuels, Bio and Ultra Low Sulfur

Contract #: ENE32, ENE33
Expiration Date: 7/31/2014, 10/31/2014
OSD Sourcing Lead: James Ferri, 617-720-3168 james.ferri@state.ma.us

There are two separate contracts for these fuels as indicated below:

▼ ENE32: Ultra Low Sulfur Diesel describes a new EPA standard for the sulfur content in on-road diesel fuel sold in the U.S. The allowable sulfur content for ULSD (15 ppm) is much lower than the previous U.S. standard for Low Sulfur Diesel (LSD, 500 ppm), which reduces emissions of sulfur compounds (blamed for acid rain). ULSD can also be used with emission control retrofit devices that greatly reduce emissions of oxides of nitrogen and particulates that contribute to asthma and other respiratory illnesses.

▼ ENE33: Biodiesel is a renewable fuel made from agricultural resources, vegetable oils, and/or animal fats, which all provide the same amount of energy. It reduces particulate matter and tailpipe emissions that impact climate change, such as CO₂ (although some increase in NOₓ may occur depending on the duty cycle of the engine). It is nontoxic, biodegradable, and suitable for sensitive environments, making potential spills of biodiesel far less harmful to the environment and much less expensive to clean up than regular diesel spill. Biodiesel is available on Statewide Contract. ENE23 in blends of B5, B10, B15, and B20 (20% biodiesel, 80% ULSD when available) for spring and summer months.

See the Contract User Guides for a full list of vendor information.

Electrical and Lighting Supplies and Equipment, Energy Efficient

Contract #: FAC76
Expiration Date: 4/30/2016
OSD Sourcing Lead: Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

This Statewide Contract, the Maintenance, Repair & Operations (MRO) Products, Supplies and Equipment Contract, provides a wide variety of lighting materials, including incandescent and fluorescent bulbs, LEDs, and various ballasts, exit signs, and a variety of value added services.

In FY 2013, Commonwealth Agencies and political subdivisions saved more than $2,442,527 through the purchase of compact fluorescent light bulbs (CFLs) alone. Within this total, $1,539,060 represented energy savings in the use of CFLs, and $903,467 reflected savings as a result of reduced labor.

Many of the products and services available on the contract are associated with significant energy and cost savings:
Energy efficiency retrofits. The contractors will perform a free energy audit, identify opportunities to convert to more efficient lighting equipment, and recommend energy-saving practices. While retrofits come at an upfront cost, the resulting energy savings cover the upfront cost within a short period of time. The contractors also obtain utility rebates that further reduce the cost of the retrofits.

Compact fluorescent light bulbs (CFLs). CFLs can replace conventional incandescent light bulbs either with the installation of a new lighting fixture or without a fixture retrofit. The use of CFLs is associated with significant energy and labor reductions:

- CFLs consume 3 or 4 times less energy than incandescents, cutting the lighting energy bill by just as much.
- CFLs also live longer, about 10,000 hours each compared to the 1,000-hour lifespan of a traditional incandescent, meaning 10 times less bulb replacement work and staff time freed up.

LEDs, or light-emitting diodes, are semiconductor devices that produce visible light when an electrical current is passed through them. LED lighting can be more efficient, durable, versatile and longer lasting than other light sources.

- LEDs are "directional" light sources which means they emit light in a specific direction, unlike incandescent and compact fluorescent bulbs which emit light – and heat – in all directions. For this reason, LED lighting is able to use light and energy more efficiently in many applications.

Energy Saving Products Available

- Compact and straight fluorescent lamps.
- LEDs
- Energy-saving incandescent bulbs.
- Energy-efficient ballasts.
- Energy-efficient EXIT signs and retrofit kits.

Value-Added Services

- Free energy audits.
- Return on Investment analysis for energy-efficient retrofit projects.
- Lighting training sessions.
- Free troubleshooting and technical assistance.

Recycling of Lighting Fixtures


See the FAC76 Contract User Guide for a full list of vendor information.
Environmental Management Consultant, Program Coordinator, and Planner Services

Contract #: PRF46  
Expiration Date: 12/31/2014  
OSD Sourcing Lead: Sorraia Tavares, 617-720-3304 sorraia.tavares@state.ma.us

This Statewide Contract offers professional services in seven specialty areas: the environment, finance, human resources, organizational development, education, health services, and program development. This contract is used for management consultant, program coordinator, and planner services when specific Statewide Contracts do not already exist for the services to be rendered.

See the PRF46 Contract User Guide for a full list of vendor information.

Facility Maintenance, Operation and Energy Advisory Services

Contract #: DCP-0711-EX1  
Expiration Date: 12/05/2015  
OSD Sourcing Lead: Stephen White, 617-727-4030x31548 FacilityAdvisors.DCAM@MassMail.State.MA.US

These energy advisory services consist of quantifying, analyzing, testing, and making recommendations on how to maximize the efficiency, lifetime, and energy requirements for facilities. Included are:

- Life cycle cost analysis
- Building operation cost projections
- Capital investment and maintenance planning
- Energy/water diagnostic testing services
- Energy advisory services
- Retro-commissioning planning
U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) reporting and documentation services

Utility consultation and facility staff training on systems and services, accomplished through separate assignments on a task-by-task basis.

The Contract User Guide is unavailable. Contact the Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.

Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications

Contract #: FAC79
Expiration Date: 5/31/2014
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This Statewide Contract is entitled Outdoor/Landscaping Application Products including Environmentally Preferable Products. It includes a host of landscaping products, such as golf course applications, soil amendments, organic fertilizers, organic weed control and pesticides, erosion control products, plastic timbers, rubber mulch, nursery products, and more.

EPP fertilizers include Liquid Organic Fertilizers, Organic Plant Stimulants, and Organic Soil Amendments that are recognized as effective means of addressing agricultural needs while minimizing some environmental effects associated with traditional chemical products. These materials are “certified” as organic by such nationally-recognized certifying bodies as the Organic Materials Review Institute (OMRI) and National Organic Program (NOP), can be applied with no impact to human health, and will not compromise local water supplies.

The organic fertilizers enhance plant growth and rebuild soil quality to improve deeper rooting and penetration of water and nutrients. Improved plant health also results in increased resistance to pests. The vendors for these products will meet with your facility individually to provide an overview of the products and process and assist with the implementation of the products.
<table>
<thead>
<tr>
<th>Category Number</th>
<th>Category Name</th>
<th>Statewide Awards (Vendor Name)</th>
<th>Regional Awards (per region number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Seeds for Golf Courses &amp; Athletic Fields</td>
<td>Valley Green, Inc., John Deere Landscapes</td>
<td>Northeast Nursery – 4, TurfLinks, Inc. - 3</td>
</tr>
<tr>
<td>2</td>
<td>Nursery Products, Grass Seed and Sod</td>
<td>Amherst Nurseries, Bigelow Nurseries John Deere Landscapes</td>
<td>Northeast Nursery – 4, Cavicchio Greenhouses Inc – 3,4, Shemin Nurseries – 3,4</td>
</tr>
<tr>
<td>3</td>
<td>Mulch Products</td>
<td>AA Will Materials Corp., Valley Green, Inc.</td>
<td>New England Recycling – 6, Cavicchio Greenhouses Inc – 3,4</td>
</tr>
<tr>
<td>4</td>
<td>Compost Products</td>
<td>AA Will Materials Corp.</td>
<td>Lorusso Corp. – 3, 4, 5, Cavicchio Greenhouses Inc – 3,4, Valley Green, Inc. – 1,2, New England Recycling – 3,4,5</td>
</tr>
<tr>
<td>5</td>
<td>Soil Aggregate Products</td>
<td>AA Will Materials Corp.</td>
<td>Lorusso Corp. – 3, 4, 5, New England Recycling - 6</td>
</tr>
<tr>
<td>7</td>
<td>Pesticides</td>
<td>John Deere Landscapes, Valley Green, Inc.</td>
<td>Northeast Nursery – 4, TurfLinks, Inc. – 3, Ward's Nursery - 1</td>
</tr>
</tbody>
</table>

*Category 8: Products in this category must be made with recycled materials, be less toxic or provide one or more of other environmental benefits compared to competing products and materials serving the same purpose. Such EPPs may include, but not be limited to: Timbers or other products made with recycled plastic; erosion control bales made with recycled materials; less toxic athletic marking paint, and other similar products.

If solid waste materials are incorporated into these landscaping supplies, a beneficial use determination from MassDEP may be required before the supplies can be sold: [www.mass.gov/dep](http://www.mass.gov/dep).

See the **FAC79 Contract User Guide** for a full list of vendor information.

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**Foodservice Supplies and Equipment/Institutional Grade Products**

**Contract #:** [GRO29](#)

**Expiration Date:** 2/28/2016

**OSD Sourcing Lead:** Betty Fernandez, 617-720-3133 betty.fernandez@state.ma.us
This Statewide Contract provides grocery-related items/foodservice supplies such as cups, napkins, plates, straws, trays, toilet paper, paper towels, forks, spoons, knives, and other foodservice supplies.

Products including biodegradable/compostable offers an environmentally preferable and sustainable alternative to conventional disposable foodservice ware. Biodegradable products may be made from fibers, resins, or other materials that can be satisfactorily composted in most municipal and/or industrial composting facilities. They include a variety of hot and cold cups, trays, utensils, clamshell containers, and trash liners.

Many of these products are certified by the Biodegradable Products Institute (BPI) and are required to comply with the following specifications:

- 100% biodegradable and made from renewable resources.
- Compatible for composting in typical cafeteria food waste programs without detracting from the quality of the finished compost produced through such programs.
- Comply with ASTM D6400-99 “Specifications for Compostable Plastics” (for products that contain or consist of compostable plastics).
- Comply with ASTM D6868 "Specifications for Biodegradable Plastic Coatings on Paper and Other Compostable Substrates" (for compostable products with biodegradable plastic coatings).

See the GRO29 Contract User Guide for a full list of vendor information.

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**Foodservice Equipment – Related Maintenance and Repair Services**

**Contract #:** GRO29  
**Expiration Date:** 2/28/2016  
**OSD Sourcing Lead:** Betty Fernandez, 617-720-3133 betty.fernandez@state.ma.us

This Statewide Contract provides foodservice equipment - institutional commercial grade, large and small with related maintenance and repair services. The contract provides foodservice equipment in three core product categories:

- Large equipment (e.g. ovens, grills, fryolators, and milk cooler equipment).
- Small equipment (e.g. mixers, toasters, and microwaves).
- Maintenance and repairs of foodservice equipment as needed by a requesting department.

See the GRO29 Contract User Guide for a full list of vendor information.
Fuel Card and Fuel Management Services

Contract #: **VEH84**
Expiration Date: **8/31/2014**
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

The purpose of this solicitation was to establish a full service contract to provide fuel cards and fuel management services. The fuel card will allow State drivers and other eligible entities the ability to re-fuel vehicles throughout the Commonwealth and surrounding State areas. It also allows for the re-fueling of Alternative Fuel Vehicles (AFV), i.e. CNG, and any other new alternative fuel vehicles that are currently available or new technology that is developed during this contract duration.

**Prompt Pay Discounts/payment timing rebates**

Under this Statewide Contract, there will be Payment Timing Rebates, which will be processed by the vendor and will be reflected monthly in arrears on invoices. The rebate schedule can be located in the Contract User Guide on COMMBUYS (www.commbuys.com).

**Volume rebates**

Volume rebates of 1.06% off of monthly retail transactions will be processed by the vendor and reflected monthly in arrears on invoices.

**Gulf rebates**

Gulf Oil discounts will be processed and applied monthly in arrears as above, and the discounts are as follows:

- $0.03 off per gallon at all Gulf locations on the Massachusetts Turnpike.
- $0.03 off per gallon at all other Gulf Cumberland Farms locations in Massachusetts.
- $0.02 off per gallon at all other Gulf Oil locations in any state.

Eligible entities are required to submit their credit application prior to using this contract. Contact Wright Express directly for setup.

See the **VEH84 Contract User Guide** for a full list of vendor information.
Glass Spheres (Beads), Recycled

Contract #: 66931
Expiration Date: 2/24/2016
OSD Sourcing Lead: Ken Urato, 781-431-5751 ken.urato@state.ma.us

This Statewide Contract covers the requirements for glass beads to be dropped or sprayed on pavement markings and wear resistant reflectorized traffic marking. The beads are to be spherical in shape and shall be transparent, clean, colorless glass, smooth and properly shaped and shall have no milkiness pits nor contain any air bubbles that could affect the functional requirements for the beads. In the past, these beads have been made from 100% pre-consumer recycled glass.

The Contract User Guide is unavailable. Contact the Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.

Hospital Supplies, Remanufactured or Used

Contract #: HSP38
Expiration Date: 2/28/2017
OSD Sourcing Lead: Peter Etzel, 617-720-3397 peter.etzel@state.ma.us

This Statewide Contract offers a broad range of hospital equipment from numerous contractors. Not all equipment is available from nor inventoried by every contractor identified. Within the list of items awarded to each contractor, remanufactured and/or used equipment is offered, sometimes upon request and otherwise on an “as available” basis only. Depending on equipment and manufacturers, these items often carry a different warranty then if purchased new.

Equipment available as remanufactured and/or used

- Lifts and transfer devices
- Bathing systems, rehab
- Alarm systems/accessories
- Stretchers, wheelchairs
- Beds: medical/surgery/specialty equipment
- Durable medical equipment
- Specialty equipment, furnishings
- Overweight patient equipment
Additional environmental services available

- Batteries exchanged/recycled
- Mercury Reduction Programs

Product pricing

Cost savings on remanufactured and used equipment can range from 10-50% depending on equipment and vendor. Additional environmental services help reduce amounts and costs of hazardous materials stored and disposed of.

See the HSP38 Contract User Guide for a full list of vendor information.

Industrial/Commercial Supplies

Contract #: FAC76  
Expiration Date: 4/30/2016  
OSD Sourcing Lead: Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

These products are now available under Category 3 of the Maintenance, Repair and Operations Statewide Contract FAC76. The pricing is percentage off commercial pricing or MSRP, whichever is lower. Many environmentally preferable products are available, such as energy efficient generators, recycled content waste oil containers, absorbents, drums and funnels, energy efficient motors, exit signs, timers, water saving devices, rechargeable batteries, and more. Most contractors also offer cost-free battery recycling programs and alternatives to products containing mercury wherever they are available. The contractors offer tracking and reporting of EPP purchases. Contact the suppliers for details.

Award and pricing information

- Three Statewide and eight regional highly reliable contractors via catalogs, phone orders, or store locations.
- Prices are based on a range of discounts off the lowest available price.
- Awarded regions are #1-Pittsfield, #2 -Springfield, #3 -Worcester, #4 -Boston, and #5 -New Bedford

See the FAC76 Contract User Guide for a full list of vendor information.
IT Hardware: Computers, Laptops, Peripherals, NASPO / WSCA Cooperative

Contract #: [ITC44]
Expiration Date: 8/30/2014
OSD Sourcing Lead: Tim Kennedy, 617-720-3307 tim.kennedy@state.ma.us

This Statewide Contract covers a broad range of computer equipment and related services. The environmental specifications for this contract were based on the *Principles for Purchasing Environmentally Preferable Computers, Monitors, and Peripherals* developed in collaboration with over 50 government agencies and institutions nationwide. The principles covered these general areas:

- **Design for the environment and human health**: Elimination or reduction of harmful constituents, use of recycled and bio-based materials, and design for recyclability and upgradeability.
- **Energy efficiency and user health**: Energy Star compliance and minimized health risks for the users.
- **Safe and environmentally sound End-of-Life (EOL) management**: Availability of take-back and management services with emphasis on reuse, recycling, and safe materials management.
- **Manufacturer responsibility**: Compliance with environmental regulations and pollution prevention techniques, Eco-labels, third party certifications, and disclosure of the use of toxic materials.

This contract requires that all equipment covered by Energy Star be shipped with the power management features enabled. All contractor technical support, maintenance, and integration personnel are also required to ensure Energy Star functionality is on and functional. Ensure that your MIS department utilizes these features throughout your office.

See the [ITC44 Contract User Guide](#) for a full list of vendor information.
Landscaping Applications/Products, Environmentally Preferable

Contract #: FAC79
Expiration Date: 5/31/2014
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This Statewide Contract includes compost, mulch, and a host of other landscaping products such as golf course applications, soil amendments, organic fertilizers, pesticides and weed control applications, erosion control products, plastic timbers, rubber mulch, nursery products, and more.

There are 9 categories available:

- Nursery Products, Including Native Plants
- Turf and Landscape Products: Seed, Sod, Fertilizer, Pesticide and Related Products
- Compost and Mulch
- Soil Aggregate Products
- Green Roof and Living Wall Materials and Supplies
- Playground Equipment and Surfaces
- Benches, Tables, Receptacles and Site Amenities
- Fencing, Railing, Decking, Partitions and Lockers
- Related Specialty Environmentally Preferable Products

See the FAC79 Contract User Guide for a full list of vendor information.
Landscaping Services: Irrigation, Tree Trimming, Catch Basin Cleaning, & Snow Removal

Contract #: FAC77
Expiration Date: 10/1/2014
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This Statewide Contract contains list of pre-qualified contractors from which you can select contractors who are capable of performing various commercial, industrial, institutional, and/or residential maintenance and services at any time when you do not have the available resources to do so.

Vendors are currently awarded under this contract for services including irrigation systems, tree trimming, catch basin cleaning, snow removal, and sanding services. The contract service categories are the following:

- Grounds-keeping/landscaping
- Irrigation Systems installation, service, and repair
- Tree trimming and removal
- Catch basin cleaning
- Snow removal and sanding

It is not expected that a contractor will be capable of performing all types of services, nor is it anticipated that most contractors will be able to service all geographic locations within the Commonwealth.

See the FAC77 Contract User Guide for a full list of vendor information.

Lawns and Grounds, Equipment (EPP)

Contract #: FAC71
Expiration Date: 8/31/2014
OSD Sourcing Lead: Betty Fernandez, 617-720-3133 betty.fernandez@state.ma.us

Equipment included in this Statewide Contract has been identified in 11 categories:

- Tractor up to 50HP-100HP
- Tractor accessories
- Lawnmowers
- Lawn mower accessories
- Utility vehicles, golf carts, and related accessories
2 cycle/4 cycle power equipment
Snow blowers and related accessories
Replacement small engines
Rotor-tillers/wood chippers/stump grinders/specially power equipment
Skid steer loaders and accessories
Utility trailers and related accessories (must include trailer light package)

This contract provides equipment that represents EPPs wherever possible. Such equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

See the FAC71 Contract User Guide for a full list of vendor information.

Motor Oil, Re-Refining, Antifreeze, and Other Lubricants

Contract #: VEH89
Expiration Date: 9/30/2014
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

Products available include motor oil, marine/specialty oils, hydraulic oil, gear oil, and transmission and brake fluids. You may select bio-based lubricants (considered biodegradable and derived from non-petroleum sources) in the following categories: hydraulic oils, marine/specialty oils, greases and gear oils, and brake fluids.

Product specifications

- All re-refined motor oils included in this contract are licensed by the American Petroleum Institute Engine Oil Licensing and Certification System (API-EOLCS) and meet the performance specifications of the major auto and equipment manufacturers. As a result, these products will absolutely not void warranties. Motor oils are available in quarts/cases, five-gallon containers, 55-gallon drums, and bulk quantities.
- All other oils and lubricants on the contract, including the bio-based, are certified to meet the appropriate ASTM standards and manufacturers specifications and are available in various quantities.
- Contractors will be required to take back empty drums at no additional cost to customers.
- Contractors offer a 300-gallon storage tank for motor oil products.

Upon request, the OSD will supply manufacturer’s letters on warranties, a video discussing the key issues and common misconceptions with this product, the names of current Commonwealth uses, and other requested information.

See the VEH89 Contract User Guide for a full list of vendor information.
Moving and State Surplus Disposal Services

Contract #: FAC78
Expiration Date: 6/30/2016
OSD Sourcing Lead: Peter Etzel, 617-720-3397 peter.etzel@state.ma.us

To reduce environmental pollution, improve fuel efficiency, and reduce waste on many levels, the Commonwealth has included the following specifications under Statewide Contract for Moving Services.

Awarded Contractors are required to:

- Install diesel emission control devices on their trucks (e.g. diesel oxidation catalysts and diesel particulate filters) within the first year of the contract award to reduce the particulate matter and pollution produced during normal operations.
- Comply with the packaging requirements outlined below.
- Consider the use of alternative fuels (e.g. bio-diesel, ULSD, re-refined motor oil, remanufactured anti-freeze, and bio-based automotive lubricants) in the running and maintenance of their truck and vehicle fleets.

Required packing containers and supplies information

- When using corrugated boxes, such products must be made with a minimum of 35% post-consumer recycled content. The recycled content must be indicated on the outside of the packaging.
- Eliminate the use of polystyrene, heavy metals, non-recyclable, or other difficult to recycle materials.
- Use environmentally preferable materials and products for packing, such as starch-based peanuts, recycled content kraft paper cushioning materials, and used newsprint.
- Develop reusable options wherever possible (e.g. blankets, reused crates, and reusable pallets) to minimize the use of disposable containers such as cardboard boxes and cushioning materials.
- Offer a return program where packaging can be returned to a specific location for recycling and ensure that the materials returned are easily recyclable in Massachusetts.
Environmental Protection Agency (EPA)’s SmartWay Transport Partnership

All awarded vendors must consider a membership application to the EPA’s free SmartWay Transport Shipper Partnership Program. The EPA provides technical assistance in meeting established goals and overcoming challenges. The program promotes greater fuel and operating efficiency, reduce air pollution, and manage greenhouse gas emission reductions from freight activities. See www.epa.gov/smartway for more information.

See the FAC78 Contract User Guide for a full list of vendor information.

Office Furnishings, Remanufactured

Contract #: OFF20
Expiration Date: 4/15/2015
OSD Sourcing Lead: Maryellen Osborne, 617-720-3139 maryellen.osborne@state.ma.us

This Statewide Contract is entitled Office, School and Library Furniture, Accessories and Installation. Many of the remanufactured panels on this contract offer savings over the new OEM panels on the contract yet meet the same specifications as their OEM counterparts and are available in a broad range of fabrics and design configurations. Call the contractor to receive a brochure and catalog or visit COMMBUYS (www.commbuys.com).

Issues to consider when purchasing office furniture

Many of the vendors awarded under OFF20 for remanufactured and other office furnishings incorporate the following sustainable principles and practices into their design and manufacturing processes. You are encouraged to support their sustainable efforts wherever possible. Give preference to these:

**Powder Coating:** Powder coating is a “dry paint” application process in which finely ground particles of pigment and resin are electrostatically charged and sprayed onto a surface, which is then cured to set the coating. It reduces VOCs in the application process lending to improved indoor air quality.

**LEED (Leadership in Energy and Environmental Design) Green Building Rating System:** A voluntary, consensus-based national standard for developing high-performance, sustainable buildings. LEED for Commercial Interiors (LEED-CI) addresses the specifics of tenant spaces primarily in office, retail, and institutional buildings. It is the recognized standard for certifying high-performance green interiors that are healthy, productive places to work, are less costly to operate and maintain, and represent a reduced environmental footprint. Visit the U.S. Green Building Council at www.usgbc.org.
Cradle-to-Cradle (C2C) Protocol (www.aia.org): As designed by William McDonough and Michael Braungart, C2C reflects a strategy for developing ecologically-intelligent products that generate economic, social, and environmental benefits at every phase of their use including:

- Material chemistry and safety: What chemicals are in the materials specified for the product? Are they the safest possible?
- Disassembly: Can the manufacturer easily take products apart at the end of their usual life to recycle the materials?
- Recyclability: Do the materials contain recycled content and/or can they be recycled?

Such certifications as Greengard, Green Seal, ISO 14001, and Forest Stewardship Council (FSC) represent sustainable programs.


Office Supplies

Contract #: OFF16
Expiration Date: 12/31/2016
OSD Sourcing Lead: Maryellen Osborne, 617-720-3139 maryellen.osborne@state.ma.us

This Statewide Contract provides an extensive office supply catalog containing hundreds of items made with recycled content. Minimum specifications have been set for specific products and can be viewed in COMMBUYS. All recycled products are:

- Clearly indicated in each of the catalogs with an environmental symbol.
- Available at discounts due to the volume that is purchased under this contract.
- Automatically tracked by each contractor, who will also provide a record of purchases to individual customers upon request.

Specials on dated goods for the upcoming year are offered by both suppliers. Call vendors for details, as they are offered in a separate promotional flyer and not shown in the catalogs.

Product pricing

Each catalog indicates the special discount pricing available for Commonwealth contract users. Call the contractor with questions.
How to use this contract: More ordering options available

Paper Catalog

Call the contractor to receive a free catalog that offers hundreds of recycled products and other office supplies at special discounted prices.

Look for the “green” symbol when choosing your items for purchase and the “special discount prices” that apply to the contract (displayed differently in each of the catalogs).

Online Ordering

Contact the contractor to set up your account. Use their website, customized for public purchasing, to order supplies. All recycled-content products are identified with a special logo.

Before using the website, all contract users must set up an account with the contractor. Detailed information on account setup, website use, and staff training is available in the Contract User Guide at COMMBUYS (www.commbuys.com).


Photocopiers, Printers, Facsimile and Multifunctional Equipment

Contract #: OFF32
Expiration Date: 4/30/2016
OSD Sourcing Lead: Maryellen Osborne, 617-720-3339 maryellen.osborne@state.ma.us

This Statewide Contract offers a wide variety of equipment in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Photocopiers</td>
</tr>
<tr>
<td>1A</td>
<td>Authorized Remanufactured Analog Black &amp; White Photocopiers</td>
</tr>
<tr>
<td>1B</td>
<td>Authorized New Digital Multifunctional Black &amp; White Photocopiers</td>
</tr>
<tr>
<td>1C</td>
<td>Authorized New Digital Multifunctional Color Photocopiers</td>
</tr>
<tr>
<td>1D</td>
<td>Authorized New Digital Multifunctional Black &amp; White/Color Photocopiers</td>
</tr>
<tr>
<td>1E</td>
<td>Authorized New Digital Multifunctional Black &amp; White 110+ copies per minute Production Photocopiers</td>
</tr>
<tr>
<td>Category 2</td>
<td>Laser and Wide Format Printers (Printers Moved to WSCA contract January 2010)</td>
</tr>
<tr>
<td>Category 3</td>
<td>Facsimile Equipment</td>
</tr>
<tr>
<td>3A</td>
<td>Authorized New Class III Low Volume Facsimile Equipment</td>
</tr>
</tbody>
</table>
Environmental features and recommended practices

Equipment available on this contract has a variety of environmental attributes that are not only beneficial for the environment, but are also associated with measurable cost savings. While these features may come standard with the equipment, they will not provide any benefits unless they are enabled, used, and maintained:

▼ Networking capabilities. The vast majority of copying equipment available on the contract can be connected to the computer network and serve as a printer. Recommended practice: Review the volume of printing performed by smaller individual printers and determine where smaller printers can be replaced by a networked copier. Prints produced by networked copiers are less expensive, and additional supply and maintenance savings may be achieved.

▼ Energy-saving features. All equipment available on the contract comes with energy-saving features enabled. The vast majority of the models are Energy Star compliant (exception: select color copiers). Recommended practice: Ensure that the energy-saving features are properly installed and remain enabled as the equipment is used. These features are capable of saving about $130 per large copier, $40 per printer, and $15 per fax machine in energy costs while contributing to the State’s climate protection goals.

▼ Double-sided copying and printing (aka “duplexing”) capabilities. All copiers with speeds over 15 copies per minute and printers and fax machines with speeds of over 21 and 6 prints per minute respectively have duplexing features. Recommended practice: Set duplexing as the default mode for all equipment where those features are available. Notify staff about the change and educate them about making single-sided copies and prints only when necessary. This practice typically results in savings of at least 10-20% on office paper compared to offices where double-sided copying is available but is not set as a default.

▼ Additional multifunctional capabilities. Most of the equipment available can perform more than just one office function including scanning to email and scanning to computer memory. Recommended practice: Review the additional capabilities of the equipment and utilize them to reduce paper usage and make document storage and retrieval easier.

Remanufactured equipment and supplies

Remanufactured copiers are available under this contract in Category 1A. Remanufactured copiers undergo extensive refurbishing after a period of use before they are offered for resale or rental. With remanufactured equipment, the features, functions, and model number remain the same. Under the terms of the contract, remanufactured equipment is held to the same performance standards as new.

Plastic Lumber, Recycled

Contract #: FAC79
Expiration Date: 5/31/2014
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351, dmitriy.nikolayev@state.ma.us

This multi-year Statewide Contract covers the following 10 categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Playground Equipment</td>
</tr>
<tr>
<td>Category 2</td>
<td>Plastic Lumber, Benches, &amp; Tables</td>
</tr>
<tr>
<td>Category 3</td>
<td>Dimensional Lumber, Landscape Timbers, Fencing, Railing, &amp; Decking</td>
</tr>
<tr>
<td>Category 4</td>
<td>Site Amenities</td>
</tr>
<tr>
<td>Category 5</td>
<td>Traffic Control Items (speed bumps, parking stops)</td>
</tr>
<tr>
<td>Category 6</td>
<td>Partitions and Lockers</td>
</tr>
<tr>
<td>Category 7</td>
<td>Recycled Rubber Mulch</td>
</tr>
<tr>
<td>Category 8</td>
<td>Athletic and Playground Surfaces</td>
</tr>
<tr>
<td>Category 9</td>
<td>Recycled Rubber Pavers</td>
</tr>
<tr>
<td>Category 10</td>
<td>Recycled Content Surface Coatings (currently no award)</td>
</tr>
</tbody>
</table>

Over the years, the Mass Highway Dept. has purchased plastic lumber picnic tables and benches for highway rest stops throughout the State.

In FY2001, the Metropolitan District Commission (MDC) launched a project in conjunction with the Massachusetts Executive Office of Environmental Affairs Charles River Watershed Team to help restore non-functional fish ladders on the Lower Charles River. These fish ladders helped restore fish migration routes and a healthy ecosystem. With a lifetime use of 15-20 years in underwater marine applications and no toxin release, plastic lumber was used in the construction of the fish baffles. As a result of their initiative, MDC has been presented with the award for Most Innovative Program.

Product benefits

Plastic lumber products are:

- Non-porous and will not splinter, peel, rot, crack, split, or degrade.
- Impervious to wood-destroying organisms.
- Virtually maintenance free.
- Long lasting (50 years+, depending on the application).
- Waterproof.
- Graffiti- and stain-resistant and easy to clean.
- Resistant to cold, salt, and most corrosive substances.
- Available in many colors and require no painting or sealing.
- Durable, lasting 15-20 years in underwater applications and more than 50 years in construction applications.
- Free of hazardous chemicals and cannot leak or contaminate soil.
Although the up-front cost is generally higher than wood, the above mentioned qualities make it the material of choice for exterior applications where weather resistance and low maintenance costs are required. Products contain a range of recycled content including post-industrial (signs and partitions) and up to 100% post-consumer (benches, tables, lumber, and site amenities).

See the FAC79 Contract User Guide for a full list of vendor information.

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**Plumbing, Heating, and HVAC Supplies**

**Contract #:** FAC76  
**Expiration Date:** 4/30/2016  
**OSD Sourcing Lead:** Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

These products have been rolled into the comprehensive Maintenance, Operations and Repair (MRO) Statewide Contract. Some vendors are awarded in Category 4 only – Plumbing and Heating Supplies – and others in Category 5 only – HVAC Systems. Several vendors on this contract include supplies and replacement parts, specialty items such as waterless urinals, and other water conservation products.

**Plumbing and Heating Supplies**

Vendors in this Category must be able to provide a broad range of plumbing and heating supplies as reflected from the Market basket listing. All products supplied under this contract shall be commercial grade and must meet all Federal, State and local standards for quality and safety requirements (NEMA, ASTM, and UL approved).

**Water Saving Devices and Fixtures**

All awarded vendors in Category 4 offer a broad range of products that can reduce water usage and save contract users significant dollars. See vendor catalogs for details.

**Waterless Urinals**

Vendors supply products, parts, and guidance on installation and maintenance of the systems. Such products must comply with the Massachusetts Plumbing Code and be made of vitreous china and offered in white (although other colors may be available). They must also comply with ANSI Z124.9, CSA, ASME A112.19.19 wherever appropriate. Such urinals shall have a replaceable trap cartridge or insert and use a liquid sealant that has a low (to nil) environmental impact and does not carry any warnings from the EPA.

See the FAC76 Contract User Guide for a full list of vendor information.
Print, Copy & Mail Services and
Printed Promotional Products

Contract #: OFF33
Expiration Date: 6/30/2014
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

This Statewide Contract provides customers with a pre-qualified list of contractors who offer a variety of
environmentally preferable papers, products, and services.

Category 1: Printing Services

Printing services are associated with a number of significant of environmental and public health impacts
throughout the life-cycle of a printed document. Many impacts are related to the use of chemicals that may be
toxic in the printing process. In collaboration with the Office of Technical Assistance (Executive Office of
Environmental Affairs) and the Environmental Results Program (Department of Environmental Protection), the
OSD developed a set of environmental guidelines for printers. All contractors are encouraged to implement
environmental stewardship initiatives that exceed the requirements of the current environmental regulations.

The environmental stewardship initiatives include:

▲ Equipment and technologies preventing waste and reducing pollution (e.g. digital pre-press systems and
  solvent recovery systems).
▲ Recycling paper, cardboard, and used pallets and waste inks.
▲ Environmentally preferable chemicals for printing (formaldehyde-free photo-chemicals, vegetable-based or
  water-based inks, and low-VOC adhesives).

The following information applies to both copy shops and commercial printers:

▲ All contractors must use recycled paper with a minimum 30% post-consumer content. For coated stocks used
  for color offset printing, the requirement is 10%.
▲ The recycled logo and/or the words “Printed on Recycled Paper” should be included on all printed materials.
▲ All vendors offer 50% and 100% post-consumer recycled content paper. Contact vendors for availability and
  pricing.

Category 2: Copy Centers

Category 3: Mail Service Providers

Category 4: Printed Promotional Items

See the OFF33 Contract User Guide for a full list of vendor information.
Recycling Containers and Compost Bins

Contract #: FAC61
Expiration Date: 9/30/2014
OSD Sourcing Lead: Ann McGovern, 617-292-5834 ann.mcgovern@state.ma.us

The Department of Environmental Protection awarded and manages the Statewide Contract for a wide variety of containers for various recycling applications. Container types include recycling bins, wheeled carts, home composting bins and buckets, public space recycling containers, and rain barrels.

See the FAC61 Contract User Guide for a full list of vendor information.

Small Package Delivery Services

Contract #: OFF31
Expiration Date: 6/30/2014
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

This Statewide Contract provides for Express, Next Day, and Second Day Delivery Services through United Postal Service (UPS) at special rates for Commonwealth contract users.

Value-added feature

As an added value, UPS uses many products that contain recycled content and/or are reusable. To see a full list of their many corporate environmental initiatives, visit www.community.ups.com. Some of the examples include:

- UPS Letters (Next day and Second day) contain 100% total recycled content and 80% post-consumer content and are reusable.
- UPS boxes containing 100% total recycled content and 78% post-consumer content.

See the OFF31 Contract User Guide for a full list of vendor information.
Tires, Retread

Contract #: VEH83
Expiration Date: 7/31/2014
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

The title of this Statewide Contract is Tires and Tubes, New and Retread. Retread tires cost on average 30-50% less than comparable new tires. Since 75% of the materials used to manufacture a tire remain in the casing, retreading saves natural resources and energy. It also diverts millions of scrap tires from landfills annually and cuts tire disposal costs for those who take advantage of the service. Contractors also provide a wide range of related services from tire mounting, dismounting, and balance to tire maintenance training and comprehensive tire management programs.

Retread tire standards

All tires retreaded under this contract are processed in compliance with the latest edition of the industry standards “Retread Requirements Manual CTQP-441,” developed jointly by the Federal Government, tire retreading associations, and retread tire manufacturers. All retread tires comply with the U.S. Department of Transportation Federal Motor Vehicle Safety Standards, the exact same standards used for new tires (D.O.T. FMVSS No. 109 New Pneumatic Tires and 119 New Pneumatic Tires for Vehicles Other Than Passenger Cars).

Third party certification

Awarded Contractors have been certified under the federal Cooperative Tire Qualification Program (CTQP), a nationwide program that demonstrates new and retread tire performance through testing and retread plant certification. This certification will ensure that Commonwealth customers receive high quality retreads.

See the VEH83 Contract User Guide for information on the Retread Warranty and a full list of vendor information.
Toilets, Composting/Portable

Contract #: DCR 424
Expiration Date: 10/1/2014
DCR Contract Manager: James Perry, 617-626-1324 jame.s.perry@state.ma.us

The title of this Statewide Contract is Portable and Composting Toilets and Related Services. This composting alternative to conventional portable toilets offers a virtually waterless system that provides convenient, odorless sanitation without polluting groundwater or nearby water bodies. Composting toilets can be used at special events, park and beach areas, and other locations where portable and/or temporary units may be required.

Composting toilets eliminate the use of water for flushing and allow wastes to be converted into odor-free, nutrient-rich compost that can be used as a non-food plant fertilizer. The units often use solar panels to power the facility's electrical system and a mechanism for collecting rainwater to be used in facilitating the composting process. The units may be stand-alone or self-contained in specially-designed housing. The starter bed material for the tank and the inoculate, as well as all of the components, hardware, and instructions for assembly and operation are included in the composting toilet package. A particular application and/or location may determine the preferred technology.

Additional contract requirements

When a State Agency or eligible entity deems that a composting toilet is necessary at a location, the buyer will inform the contractor no later than three working days prior the date the unit(s) is needed. The contractor should be able to deliver goods in 10 business days from the order receipt unless otherwise mutually agreed upon by the purchasing department, with exceptions being made for special orders and backorders. The transport of all equipment relating to the service must be done by vehicles that have passed all Massachusetts inspection regulations. In emergency situations, the contractor is expected to work with the vendors to provide units as soon as possible.

The Contract User Guide is unavailable. Contact the Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.
Toner Cartridges, Remanufactured

Contract #: OFF32  
Expiration Date: 4/30/2016  
OSD Sourcing Lead: Maryellen Osborne, 617-720-3339 maryellen.osborne@state.ma.us

The ITD/OSD Enterprise Printer Cartridge Acquisition Policy requires all Executive Branch Agencies (and encourages others) to purchase only remanufactured laser printer toner cartridges where they are available for existing equipment models. Details of the policy can be seen on the EPP website on the Remanufactured Toner Cartridge resource page.

Remanufactured supplies available under this contract comply with stringent remanufacturing process and product quality specifications. Customers can be assured that equipment warranties, including HP, will not be voided using remanufactured brands. The products carry satisfaction guarantees. Contractors are also responsible for making any necessary repairs and/or replacements for any printers or parts damaged by a faulty cartridge.

Remanufactured cartridges represent significant (30-60%) cost savings over competing OEM products. Through the reuse of the empty plastic casings, remanufactured toner cartridges reduce the amount of waste going to landfills and incinerators and the need for manufacturing new plastics. Under the terms of the contract, contractors will take back all used cartridges for recycling.

See the OFF32 Contract User Guide for a full list of vendor information.

Traffic Cones and Safety Products, Recycled

Contract #: VEH92  
Expiration Date: 2/29/2016  
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

A New York State contract on which the Commonwealth of Massachusetts is piggybacking, this Statewide Contract contains recycled traffic cones, channelizer drums, and flexible delineator posts (all include percentage of recycled plastic). There is a link under the terms to the New York State site that contains the contract pricing.

See the VEH92 Contract Award Notification for more information.
Trash Bags, Plastic, Imprinted, Recycled

Contract #: FAC55designatedDEP
Expiration Date: 11/9/2014
OSD Sourcing Lead: Jack Flynn, 617-292-5965 jack.flynn@state.ma.us

This Statewide Contract provides plastic trash bags in four sizes (10-14 gallons and 30-33 gallons) with customized printing options. All bags are made of 100% LDPE, contain a minimum of 20% post-consumer recycled content, and are available in a range of colors. Commonwealth cities and towns that operate user-fee (Pay-As-You-Throw) programs may purchase from this contract.

The Contract User Guide is unavailable. Contact the Sourcing Lead or visit COMMBUYS (www.commbuys.com) for vendor information.

Vehicles, Hybrid & Other Alternative Fuel (and Gasoline)

Contract #: OVM10
Expiration Date: 11/30/2017
OSD Sourcing Lead: Richard Wolan, 617-720-3112 richard.wolan@state.ma.us

Part of the Commonwealth’s efforts to reduce emissions of greenhouse gases and generally minimize the Commonwealth’s impact on the environment, this Statewide Contract allows departments and political subdivisions to purchase fuel-efficient (gas/electric) hybrid vehicles for inclusion in their fleets.

See the OVM10 Contract User Guide for a full list of vendor information.
Vehicle Parts, Motorized Parts

Contract #: **VEH89**
Expiration Date: **9/30/2014**
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128 kathy.reilly@state.ma.us

This contract has been awarded to seventeen suppliers, some Statewide and others regional. The contract establishes a list of qualified vendors to provide motorized vehicle parts, accessories, and supplies, some of which are remanufactured.

See the **VEH89 Contract User Guide** for a full list of vendor information.

Vehicles, Short-term Rental

Contract #: **OVM09**
Expiration Date: **11/14/2015**
OSD Sourcing Lead: Betty Fernandez, 617-720-3133 betty.fernandez@state.ma.us

This Statewide Contract has been awarded to one service provider, Enterprise Rent-A-Car. The contract establishes services by a qualified vendor to provide the rental of light-duty and basic transportation for a variety of different classes of vehicles, including hybrids.

Enterprise provides more hybrid vehicles nationwide than any of their competitors (reportedly 7000 as of 2009). The rental giant announced a program of “hybrid branches” involving 80 designated locations throughout the country where customers can reserve hybrids in person, online, or by phone. Hybrid cars include the Toyota Prius, Nissan Altima, Ford Escape, and Toyota Camry. New England “hybrid branch” locations include Government Center in downtown Boston, Moody Street in Waltham, and Second Street in Manchester, NH. In addition to hybrids, these locations offer vehicles that get over 28 mpg or more and others capable of running on ethanol fuel. Hybrid vehicles are available under this contract are in the “Top Three” most economical vehicles offered.

State employees/contractors using this contract are expected to reserve the most economical vehicle size available at the time of making the reservation. If the requested size vehicle is not available at pickup time, Enterprise will provide a larger size vehicle at the same price as the reserved vehicle.

How to use this contract: Reservations must be made using Enterprise’s website or by the Commonwealth dedicated toll-free line at 866-613-1340. Each agency will be assigned an account number and a three-letter password that must be entered in order to reserve the vehicle under the rates/terms of this contract. Any agency/entity using this contract with questions on using the online system may contact the technical support line at 877-858-3884 or the live online help service.

See the **OVM09 Contract User Guide** for more information.
This Statewide Contract should supply virtually all drinking water needs. The categories include:

- **Bottled Water.** 5-gallon (BPA-free) plastic bottles, including room temperature dispenser, are picked up by the vendor, cleaned, and reused numerous times.
- **Emergency Bottled Water (potable and non-potable).** All water containers must be reusable or made with materials easily recycled in most programs and must be free of BPA and other toxins.

### Bottle-less Systems

Switching to a bottle-less cooler system can save you from 30-70% in monthly water costs versus bottled water delivery from month one through our rental program. Systems may also be purchased with a maintenance agreement. Eliminating messy and cumbersome water bottles also saves time lost to refilling or changing bottles, especially in larger offices. Constantly changing water bottles exposes the water coolers to bacteria and germs, making traditional water coolers a rather unsanitary option. The systems are closed, eliminating constant exposure to the environment and people’s hands on the bottle neck with each bottle change. Chances of employees hurting their back while trying to lift a heavy water bottle are eliminated with our system. Vendors offer various types of coolers, and the price varies with the cooler type.

- **Water Filtration Services.** These systems supply single water cooler dispensers from National Sanitation Foundation (NSF)-certified filtration systems and are installed into the building’s existing potable water supply and if required, sanitary drainage system by Massachusetts-licensed plumbers.
- **Reverse Osmosis with Related Services and Supplies.** These systems are provided by vendors whose reverse osmosis water systems supply multiple water cooler dispensers from single Central Head Units. A Head Unit contains the reverse osmosis membranes and performs the reverse osmosis filtration. (Water waste for these systems is three gallons per each gallon of water provided).

In line with Executive Order 484, Leading by Example (April 2007) and Executive Order 515, Establishing an Environmental Purchasing Policy (October 2009), both of which require agencies to make every effort to reduce water use, a second purpose of this contract is to include a selection of products and/or options that will allow agencies to increase water use efficiency to the maximum extent possible.

See the [GRO26 Contract User Guide](#) for a full list of vendor information.
Water Treatment Technologies, Alternative

Contract #: FAC80
Expiration Date: 10/31/2018
OSD Sourcing Lead: Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

This is a statewide contract for water treatment chemicals, alternative treatment systems and related services. Service categories include swimming pool, boiler plant & cooling tower, and drinking & wastewater. The acquisition method for this contract is outright purchase.

Case Study: Enzymes Help Reduce Chlorine Use

Over-chlorination is common in public swimming pools because of the high levels of phosphates, which reduce chlorine effectiveness. Phosphates occur naturally in some water but are commonly added by water treatment plants to prevent corrosion in municipal water pipes. Adding a food-grade enzyme to the water reduces the phosphate level and allows chlorine to do its work. Not only is less chlorine needed, it also lasts longer. Recently, Maine DEP tested the enzyme technology offered by Water Purification Associates. Previously, the Portland YMCA used 5-7 gallons of chlorine a day. Now that it adds the enzyme, the Y uses 2-3 gallons of chlorine. The Y is saving about $350 a month on chlorine, more than enough to offset the monthly $190 cost of the enzyme.

Pool Ionization, already in use in some commercial/public swimming pools in Massachusetts, is an environmentally preferable alternative to the traditionally heavy use of chlorine and other chemicals. Ionization as in swimming pools is the process of using a low-voltage current to disperse positively charged copper and silver ions into the water. Since bacteria are negatively charged, the silver and copper ions penetrate the cell walls and help destroy microorganisms. Ionization systems result in a reduction of up to 80% in the use of chlorine.

Pool Ozonation breaks down chloramines and mineral and sediment buildup while assuring the elimination of 100% of all bacteria, viruses, algae, and fungi. Ozone is made by passing oxygen through a corona discharge (an electrical discharge that indicates ionization of oxygen and the formation of ozone in the surrounding air). Ozonation technology significantly reduces chlorine use.

Salt Water Chlorination is a technology that replaces the use of the hazardous and costly sodium hypochlorite (also known as chlorine bleach) with sodium chloride (also known as salt). Using salt to produce chlorine for pools is safer and cheaper. Salt water chlorination systems are already at work in Massachusetts.

See the FAC80 Contract User Guide for a full list of vendor information.
Services

Asbestos, Lead and Mold Analysis Abatement and Removal Services

Contract #: FAC76
Expiration Date: 4/1/2015
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This Statewide Contract supplies the services detailed in the Request for Response, posted on COMMBUYS (www.commbuys.com) under the Solicitations – Specifications tab and briefly summarized below:

The Commonwealth of Massachusetts, through the Facilities Procurement Management Team (PMT), seeks to award multiple contracts on both a Statewide and Regional basis in two categories:

- Category 1 – Asbestos, Lead and Mold Analysis.
- Category 2 – Asbestos, Lead Paint and Mold Abatement and Removal.

See the FAC76 Contract User Guide for a full list of vendor information.

Environmental and Maintenance Diagnostic Testing Services

Contract #: FAC60
Expiration Date: 7/1/2013
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

This Statewide Contract provides a list of pre-qualified consultants to provide diagnostic services of environmental conditions and mechanical equipment. Awarded contractors provide services in the following categories:
Indoor Air Quality (IAQ) testing
- Sewer leak detection
- Title V septic system inspection.
- Calibration of meters and equipment
- Asbestos testing
- Lead testing
- Soil, water, and hazardous material characterization
- Integrity testing – various pipes and vessels
- Infrared thermography testing
- Machine vibration analysis
- Steam trap testing
- Fire extinguisher testing
- Water leak detection
- Fire alarm testing

The contract does not include pricing information. Agencies may call several consultants to get telephone bids or develop and distribute project specifications and ask consultants for a written response.

See the FAC60 Contract User Guide for a full list of vendor information.

Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal & Emergency Response

Contract #: FAC82
Expiration Date: 12/31/2015
OSD Sourcing Lead: Dana Cerrito, 617-720-3328 dana.cerrito@state.ma.us

A Statewide Contract for the collection of hazardous and medical wastes has been awarded by the Operational Services Division (OSD) and Department of Environmental Protection (DEP). Contracts have been awarded in the seven categories identified below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>Hazardous Material Collection and Disposal</td>
</tr>
<tr>
<td></td>
<td>Hazardous material collection and disposal, including automotive wastes, various chemical wastes, asbestos-containing wastes, and compressed gas cylinders, as well as lab packing services</td>
</tr>
<tr>
<td></td>
<td>Abandoned/unidentified waste sampling, analysis, and profiling</td>
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<tr>
<td></td>
<td>Waste management related labor</td>
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<tr>
<td></td>
<td>Emergency response</td>
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<tr>
<td></td>
<td>Training related to the handling and management of hazardous materials</td>
</tr>
<tr>
<td>Category II</td>
<td>Hazardous Material Collection Events</td>
</tr>
<tr>
<td></td>
<td>Hazardous material collection events, including all set up, materials, and handling necessary to conduct such events at municipalities and other sites throughout the Commonwealth</td>
</tr>
</tbody>
</table>
### Category III
**Medical Waste Collection and Disposal**
Collection and disposal of medical/infectious/regulated wastes, including medical waste as defined in 40 CFR Part 259.30.

### Category IV
**Containers for Non-Commercially Generated Sharps Collection**
Collection and containers for non-commercially generated sharps. Non-commercially generated sharps are defined as discarded medical articles that may cause puncture or cuts (including needles, syringes and lancets) and that are generated by Massachusetts residents in their homes.

### Category V
**Absorbent Recycling for Automotive Fluids**
This process involves a unique system that uses reusable highly absorbent mats and cloths to capture waste oil for recycling. It meets EPA objectives regarding waste reduction and saves money on disposal fees.

### Category VI
**Mercury/Infectious Waste**
Collection and recycling of fluorescent, HID, and other lamps, ballasts, elemental mercury, and mercury-containing devices.

### Category VII
**Electronic Waste**
Collection and recycling of cathode ray tubes (CRTs), including televisions and computer monitors; computer components, including central processing units (CPUs), keyboards and mice, and other electronic waste.

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**Mercury** is a highly toxic material, which if released, can damage the human nervous system and can lead to toxic buildup in fish and other wildlife. Proper management of fluorescent lamps, which contain mercury, is an integral part of the Commonwealth’s efforts to continue improving the condition of our environment. Cathode Ray Tubes (found in TVs and computer monitors) have been banned from disposal sites in Massachusetts are also being collected and recycled under this contract.

All materials, including mercury from lamps, are processed and recycled for re-use, except for certain hazardous materials which are incinerated at a licensed facility. The contractor will provide a certificate of recycling or destruction of the materials collected, whichever is appropriate. All pricing includes the cost of packaging and transportation.

Contractors have been awarded in specific categories and are only permitted to provide services in those categories for which they have received an award.

**See the FAC82 Contract User Guide** for vendor information, complete contract details on packaging options and pick-up instructions, pricing for the various materials included, and more.
Integrated Pest Management

Contract #: FAC74
Expiration Date: 7/31/2015
OSD Sourcing Lead: Dmitriy Nikolayev, 617-720-3351 dmitriy.nikolayev@state.ma.us

In conjunction with an Executive Order, which requires all State Agencies to use an Integrated Pest Management (IPM) approach to pest control, the Facilities PMT, in cooperation with the Department of Food and Agriculture, has established a Statewide Contract to provide IPM services.

This contract provides facilities with a pre-qualified list of contractors experienced in IPM from which to obtain pricing. IPM helps to reduce use of toxic pesticides through an integrated approach to pest control, which involves continuous monitoring, small scale maintenance to plug holes, examination of cleaning and trash services, and any other activity which may affect the level of pest infestation.

See the FAC74 Contract User Guide for a full list of vendor information.

Scrap Metal, Sale/Disposal

Contract #: SSP1202
Expiration Date: 4/30/2015
OSD Sourcing Lead: Paul Guerino, 617-720-2146 paul.guerino@state.ma.us

This Statewide Contract provides reimbursement for scrap metals that can be recycled. The contract is awarded to vendors that offer sale and removal of surplus scrap metals located throughout the State. The metals are sorted by type and consist of aluminum, mixed metals, steel, cast iron, copper, light iron, and brass.

See the SSP1202 Contract User Guide for a full list of vendor information.
Scrap Tire Removal/Disposal Services

Contract #: **VEH77a**  
Expiration Date: **12/31/2013**  
OSD Sourcing Lead: Kathleen Reilly, 617-720-3128  
kathy.reilly@state.ma.us

This Statewide Contract allows for the recycling/removal of scrap tires and tire shreds in an environmentally-sound manner. Under the terms of this contract, such removal may be conducted in one of two ways:

1. The contractor may be requested to pick-up the tires or shreds from a Commonwealth location. In this situation, the contractor will remove, pack, make ready for shipment, and incur all freight costs with the transport of all tires (with or without rims) and tire shreds from each holding location. (A minimum of one ton of material is preferred in order to request this service).

2. A State Agency or municipality may deliver the material to the contractor’s facility. The agency or municipality is responsible for the preparation of the weight slip and bill of lading so that the tires can be accepted by the contractor. A department should contact the contractor prior to delivering scrap tires to the contractor’s recycling facility.

See the **VEH77a Contract User Guide** for a full list of vendor information.

Solid Waste and Recycling Services

Contact #: **FAC33**  
Expiration Date: **2/13/2015**  
OSD Sourcing Lead: Dana Cerrito, 617-720-3328  
dana.cerrito@state.ma.us

This Statewide Contract consists of a pre-approved list of contractors, each of whom offers waste collection and/or recycling services ranging from the handling of a single material to providing a broad array of waste management services. This contract does not cover hazardous materials or universal wastes such as fluorescent lamps or include pricing as the PMT has determined that specific pricing for solid waste/recycling services across the State is impossible to determine. Departments are responsible for soliciting waste and recycling proposals from the approved list of contractors and negotiating pricing based on the type and scope of services being requested.

The contract was re-opened in early 2004 and ten new contractors were added. Services across the board that are provided by various contractors include:

- Solid waste collection for MSW, C&D, Bulky waste, and ABC waste.
- Recycling services for white office paper, mixed paper, paper shredding, old corrugated cardboard, metal cans and containers, plastic bottles and containers, leaves and yard waste, food waste, scrap metal, textiles, street sweepings, white goods, C&D, and ABC waste.
Some contractors also provide resource management services to assist agencies and others in consolidating their waste management programs to save money on disposal costs wherever possible.

Agencies and departments may choose one or more of the awarded contractors to design a plan for the most efficient and cost-effective waste management program that addresses the needs of their facility.

County Code List (1-16)

<table>
<thead>
<tr>
<th>Number</th>
<th>County</th>
<th>Number</th>
<th>County</th>
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<tbody>
<tr>
<td>1</td>
<td>Barnstable</td>
<td>9</td>
<td>Middleex</td>
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<tr>
<td>2</td>
<td>Berkshire</td>
<td>10</td>
<td>Nantucket</td>
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<tr>
<td>3</td>
<td>Bristol</td>
<td>11</td>
<td>Norfolk</td>
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<tr>
<td>4</td>
<td>Dukes</td>
<td>12</td>
<td>Plymouth</td>
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<tr>
<td>5</td>
<td>Essex</td>
<td>13</td>
<td>Suffolk</td>
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<tr>
<td>6</td>
<td>Franklin</td>
<td>14</td>
<td>Worcester</td>
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<tr>
<td>7</td>
<td>Hampden</td>
<td>15</td>
<td>Boston Harbor</td>
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<tr>
<td>8</td>
<td>Hampshire</td>
<td>16</td>
<td>Martha’s Vineyard</td>
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<tr>
<td>ALL</td>
<td>Statewide</td>
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</tbody>
</table>

Service Categories

<table>
<thead>
<tr>
<th>Code</th>
<th>Services</th>
<th>Code</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>MSW</td>
<td>K</td>
<td>Plastic Bot. &amp; Cont.</td>
</tr>
<tr>
<td>B</td>
<td>C&amp;D</td>
<td>L</td>
<td>Leaves &amp; Yard Waste</td>
</tr>
<tr>
<td>C</td>
<td>Bulky Waste</td>
<td>M</td>
<td>Food Waste</td>
</tr>
<tr>
<td>D</td>
<td>ABC</td>
<td>N</td>
<td>Scrap Metal</td>
</tr>
<tr>
<td>E</td>
<td>White Office Paper</td>
<td>O</td>
<td>Textiles</td>
</tr>
<tr>
<td>F</td>
<td>MiFed Paper</td>
<td>P</td>
<td>Street Sweeping</td>
</tr>
<tr>
<td>G</td>
<td>Paper Shredding</td>
<td>Q</td>
<td>White Goods</td>
</tr>
<tr>
<td>H</td>
<td>Old Corg. Cardboard</td>
<td>R</td>
<td>C&amp;D</td>
</tr>
<tr>
<td>I</td>
<td>Metal Cans &amp; Cont.</td>
<td>S</td>
<td>ABC</td>
</tr>
<tr>
<td>J</td>
<td>Glass Containers</td>
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</table>

See the [FAC33 Contract User Guide](http://www.mass.gov/epp) for a full list of vendor information.