Welcome

Welcome to the January 2010 edition of the "OSD Procurement e-NEWS" from the Operational Services Division (OSD).

This month’s information includes:

Statewide Contract Updates
- FAC24 - Outdoor/Landscaping Application Product
- FAC25 - Carpet and Flooring Products, Recycled and Related Services
- FAC29 – Tradesperson – Repair and Maintenance
- HSP31 – Dental Supplies, Equipment and Related Services
- VEH48 – Reflective Sheeting, Signs
- VEH86 – Alternative Snow and Ice Products

Upcoming Events and Training Opportunities
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- Quick Quote Administrator and User Training for ITT40
- Comm-PASS Training
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What’s New!
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- EPP Buyer Update

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- New Vendors join the $ave$mart Program

Did You Know?
- FAC64 Security Systems (including CCTV/Access Control) and Related Services
- OFF31 Small Package Delivery Service Charge

Statewide Contract Updates

FAC24 - Outdoor/Landscaping Application Product
This Statewide Contract has been extended through 02/01/2010. Users of this contract are responsible for contacting the awarded contractor(s) in their region by category to place orders for the specific items they are intending to purchase. Users must reference the contract in order to obtain the Commonwealth price that will reflect the discount percentage % off catalog. Vendors are required to deliver free of charge for full truckloads of certain categories, in other categories and for lesser quantities the users must negotiate the delivery charge with the vendor. Please review the OSD Update for complete details.

FAC25 - Carpet and Flooring Products, Recycled and Related Services
OSD has extended this contract through 3/01/2010. This contract covers the six product categories listed below, as well as related services (e.g. cleaning, maintenance, repair, replacement and recycling/disposal):
A. Modular Carpet - Recycled Content Only
B. Modular Carpet - Reusable
C. Broadloom Carpet - Recycled Content and Other
D. Vinyl Composition and/or Plastic Flooring and Tiles - Recycled Content Only
E. Ceramic Tiles – Recycled Content Only
F. Rubber Flooring, Playground / Gym Surfaces and Matting – Recycled Content or Renewable Material Only (Indoor and Outdoor)

This contract has been set up to allow for significant flexibility in selecting contractors and finding products that are high performance and environmentally preferable. The contract award was made to a pre-qualified list of twelve (12) product manufacturers. Each of these manufacturers has designated one or more Service Providers (SPs) to sell and install their products to the Commonwealth and process all orders.

The contract covers all items supplied by the contractors in their awarded category(ies) that meet the contract specifications for performance and recycled content

**FAC29 – Tradespersons - Repair and Maintenance**

This statewide contract has been renewed please see the vendor tab on www.comm-pass.com. Vendors renewed will have a description in the comment field that reads "Contract end date". Please review the vendor and their contract end date prior to securing services with vendor as Contract end dates will vary per vendor.

As a result of the recent changes to Chapter 166 of the Acts of 2009, section 30, which amended M.G.L. c.149, §44A(2) to allow for the use of sound business practices for the procurement of construction, reconstruction, installation, demolition, maintenance or repair of a building by a public agency, estimated to cost **less than $5,000**, the following rules apply to Statewide Contract FAC29 (Tradespersons - Repair and Maintenance), assuming your public agency’s internal rules do not dictate more rigorous procedures for procuring these services:

1) Public agencies may **contract with any contractor** under Statewide Contract FAC29 for services for building construction projects estimated to cost **less than $5,000** without the need (as previously required) to solicit multiple written price quotations when procuring these services. In addition, public agencies must make and keep a record of each such procurement that, at a minimum, must include the name and address of the person from whom the services were procured.

2) If using Statewide Contract FAC29 for services for building construction projects estimated to cost **between $5,000 and $10,000**, public agencies must **solicit quotes from at least three (3) contractors** under Statewide Contract FAC29, provided that the contract shall be awarded to the responsible person offering to perform the contract at the lowest price quotation. In addition, the public agency shall make and keep a record of the names and addresses of all persons from whom price quotations were sought, the names of the persons submitting price quotations and the date and amount of each price quotation.

Please note that this statutory amendment does not eliminate the requirement to obtain a payment bond for projects costing $2,000 or more or the requirement to pay prevailing wages.

**FAC57 Statewide Contract for Commercial Moving Services and State Surplus Disposal Services.**

This is a statewide contract to provide Commercial Moving Service and State Surplus Disposal Services. This contract provides moves of all sizes of intrastate and may include interstate moves. Including but not limited to providing estimates, consultation service and scrap office furniture removals.

Under the terms of this contract; Prevailing wage rates **must** be used for all moves. Prevailing wage schedule is posted on www.comm-pass.com under the “Forms and Terms” Tab. Prevailing wage schedule will be updated annually. Eligible Entities must receive a certified payroll record from the Contractor prior to paying any invoices. Prevailing wage rate information and forms can be found at www.mass.gov/dos. Eligible Entities are advised to use best business practices and seek more than one quote in order to obtain the best value for that agency.

**HSP31 - Dental Supplies, Equipment and Related Services**

A new Statewide Contract (SWC) HSP31 for Dental Supplies, Equipment and Related Services started on January 1, 2010. The new SWC has two Vendors: Door to Door Dental a local Massachusetts Vendor located in Stoughton who offers a line of commonly used General Dental Supplies in Category 1; and Henry Schein Dental one of the largest Dental Suppliers in the United States, with a branch in Needham Massachusetts, was awarded all six categories of the Contract and can essentially provide anything that is related to the practice of Dentistry through the HSP31 Contract.
The OSD Update on the Forms and Terms tab of the HSP31 Contract on www.Comm-pass.com has more details about the Contract such as the Category descriptions and instructions on how to use the Contract. Under each Vendor on the Vendor tab a MA State Net Price List for a Vendor is attached as an Excel file. Prices will be fixed for all of calendar 2010 and after that prices may be adjusted annually at which time a new price list will be posted on Comm-PASS.

**VEH48 - Reflective Sheeting and Signs**
The Statewide Contract for Reflective Sheeting and Signs will terminate on January 31, 2010. This contract will not be replaced by an OSD Statewide Contract; however MASS DOT will be creating a multi-department user contract which will be available to municipalities and other Commonwealth Departments.

**VEH86 - Alternative Snow and Ice Products**
The Alternative Snow and Ice Products contract VEH86 is currently being renewed. It is the intention of the Procurement Management Team to re-open the contract to bidding for new and/or additional products. If there are products end users would like to see on the contract please contact Ronald L. Whitaker at 617-720-3112 or ron.whitaker@state.ma.us.

**Do you need additional information?** Complete details on these and other Statewide Contracts can be found in the "OSD Update" for each contract which is located in Comm-PASS on the "Forms and Terms" tab. For additional assistance please contact the Procurement Manager whose name is listed on the "Issuers Tab" in Comm-PASS.

### Upcoming Events and Training Opportunities

The following is a listing of OSD training and events for the next few months. Please note that classes are being added all the time, for an up-to-date listing of training opportunities please go to the OSD Events and Training web page.

**MMA Annual Meeting & Trade Show**
**January 22 & 23, 2010**
**Hynes Convention Center & Sheraton Boston Hotel**
The Operational Services Outreach Division will be exhibiting at the Massachusetts Municipal Association 30th Annual Meeting and Trade Show. If you are attending be sure to stop by our booth #1133 to learn about cost savings opportunities with Statewide Contracts, Comm-PASS, OSD Programs and Services and inquire about your free gift!

**Quick Quote Administrator and User Training for ITT40 – Two-Way Radio Systems, Equipment and Services Statewide Contract Users**
The State Purchasing Agent will soon be issuing a new policy that specifies that Comm-PASS Quick Quotes are the sole vehicle by which all Executive Agency departments and any eligible purchaser in the borders of Massachusetts make requests for quotes or purchase against select Statewide Contracts. Once a Statewide Contract is enabled, authorized vendors will only accept requests for quote or purchase through Comm-PASS Quick Quotes.

The first Statewide Contract to be implemented will be Statewide Contract ITT40 and once implemented, all users of this contract will be required to use Quick Quote functionality. During the past several months OSD has contacted Executive Agency Departments and eligible entities to inform them of this new policy change.

During the months of January and February, a series of Webinars and Instructor Led Trainings will be conducted for Comm-PASS Administrators and Users of those organizations that have self-identified as users of this contract. If your organization will be using this contract and has not self-identified, please contact Nancy Ziemlak via e-mail at Nancy.Ziemlak@state.ma.us to discuss Quick Quote training opportunities.

Additional trainings will be scheduled as we enable subsequent Statewide Contracts with Quick Quote functionality. For up-to-date information on implementation and roll-out please go to the Quick Quote- New Comm-PASS Functionality web page.

### Comm-PASS Training

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<th>Training</th>
<th>Date</th>
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<th>Time</th>
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<tr>
<td>Comm-PASS Administrator</td>
<td>01/21/2010</td>
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<tr>
<td></td>
<td>02/18/2010</td>
<td></td>
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Comm-PASS User 01/21/2010 Boston 12:30 – 3:30
02/18/2010 Boston AM / PM

ITT40 Quick Quotes Administrator** February Boston AM / PM
ITT40 Quick Quotes User** February Boston AM / PM
ITT40 Quick Quotes Vendor** February Boston AM / PM

* Administrator training – Must have signatory authority and should attend both the Admin and User Training
* User training – Must be authorized by entity Administrator

**Check OSD Training Page for dates

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<tr>
<td>AMP Advanced RFR Workshop</td>
<td>1/26/2010</td>
<td>Boston</td>
<td>9:00 – 1:00</td>
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<tr>
<td>AMP – How to Effectively Navigate</td>
<td>3/2/2010</td>
<td>Boston</td>
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<td>Comm-PASS</td>
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<tr>
<td>AMP Introduction and Overview</td>
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<td>Connecting Your Business to the</td>
<td>3/26/2010</td>
<td>Fitchburg</td>
<td>9:00 – 3:00</td>
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<td>Commonwealth</td>
<td>4/06/2010</td>
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<td>How to Submit an Effective AMP Plan</td>
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How to Register for OSD Training Courses: Details on how to register for OSD training can be found at mass.gov/osd > Training and Events section.

If you are unable to attend these sessions and feel these trainings would benefit your municipality, department or associations please contact us by sending an email to osdtraining@osd.state.ma.us.

What’s New?

Winter 2010 Version of the Statewide Contract Booklet
The Winter 2010 Version of the Statewide Contract Booklet is now available on-line for Statewide Contract purchasers. This booklet provides a brief overview of our most frequently used contracts along with information on OSD programs and services.

Updated Emergency Response Supplies, Services and Equipment
A Reference Guide to Statewide Contracts for Emergencies
The Emergency Services Booklet has been revised and updated on the OSD Website. This document is intended as a reference guide for departments and eligible entities to obtain specific supplies, services and equipment for emergency and non-emergency situations from existing Statewide Contracts and Multi-Department Contracts. Also identified in this booklet is the Hazardous Incident Response Equipment (HIRE) Contract HLS01 referencing numerous contractors with specialty supplies, services and equipment used during emergencies.

This guide allows users to identify commodities, services or equipment in three ways:
1. **Quick Reference Table**: Identifies supplies, services or equipment available through Statewide Contracts and Multi-Department Contracts contained in this booklet.
2. **Contract Reference Index**: Provides a quick reference for locating the most commonly used emergency items and navigating this booklet.
3. **Alphabetical Listing of Statewide Contracts**: Provides a convenient listing of Statewide Contracts, Multi-Department Contracts and associated contact information during normal business hours, except where noted. For after hour emergencies please contact an OSD Procurement Director using their cellular phone numbers identified below.

http://www.mass.gov/Eoaf/docs/osd/forms/emergency.doc

EPP Buyer Update
The most recent version of the EPP Buyer Update newsletter is now available! Published by the Environmentally Preferable Products Purchasing Program at OSD. To access the newsletter, please use this link: http://www.mass.gov/Eoaf/docs/osd/epp/volume_34_nov_dec_2009.doc Additional information and a subscription form are available at http://www.mass.gov/epp.

Cost Saving Opportunities...

New Vendors Join the $ave$mart Program!
In today’s economy more and more Statewide Contract Vendors understand that cost savings is what the public buyers need – our budget is stretched to the limit yet we need goods and services to support our agencies! There are currently 12 vendors offering 35 different ways to SAVE MONEY! Our $ave$mart vendors continue to increase with three vendors joining during the first two weeks.
of this calendar year! Our new offerings for 2010 include:

- **Planning a Meeting?**
  Check out **GR021C - Catering Services, Conference Space and Hotel Room Accommodations from Endicott College.** This offering includes
  - Free Continental Breakfast included in Full Day Meeting Booked
  - 10% off Facility fee for residential groups reserved for July or August 2010
  - 30% off Facility fee for residential groups reserved for June 2010

- **Looking for Digital Photocopiers?**
  Then **OFF16 - Digital Photocopiers - Categories 1B, 1C & 1D / $ave$mart offerings** from Konica Minolta is where you should look first. Offering includes specific models for both black and white and color digital equipment.

- **Looking to provide training to your staff?**
  Before you select your trainer check out **PRF43 - Training Services Statewide Contractor SkillSoft Corporation** is offering a 15% discount on all new PRF43 contracts negotiated during the month of January. Offer expires January 30, 2010.

*Remember that since the publication of this newsletter additional opportunities may be available – before you buy be sure to check $ave$mart for additional cost saving opportunities!*

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**Did You Know?**

**FAC64 Security Systems (including CCTV/Access Control) and Related Services**

The FAC64 PMT is announcing the development of a new Statewide Contract for CCTV/Access Control Systems, Equipment and Services. If there is a service or product that you would like to see in this new RFR now is the time to let the team know, as it continues developing this new RFR. Estimated release of this RFR is Spring 2010. Please contact Procurement Manager Deborah Combra at Debra.Combra@state.ma.us or 617-720-3139.

**OFF31 Small Package Delivery Service Charge**

**Statewide Contract Holders are advised that under the new UPS contract OFF31 there is a** service charge for daily UPS pickups as follows:

- If your weekly billing total is:
  - $0.00-$14.99 the service charge is $18.00
  - $15.00-$59.99 the service charge is $13.00
  - $60.00 or more the service charge is $9.00

In all cases you will also get a $9.00 credit toward the pickup charge. So for each week you are shipping $60.00 or more there is no service charge.

If you are getting a service charge in your UPS bill, and you do not want daily UPS pickups or you believe you are being charged this fee in error, send an email to: pcarr@ups.com. In the subject line put "Change account status -" then enter your 6 character UPS account number. In the body of the email ask for daily pickups to be stopped and include your contact information and address. UPS will then stop daily pickups and stop the service charge.

You can always use UPS drop boxes with no service charge. To find your closest UPS drop box go to www.UPS.com. You will need to enter your address. You can also ask for a one time UPS pickup for a small fee!