



# **EPP STATEWIDE CONTRACT #FAC29**

## **Repairs and Maintenance**

**MD Stetson Co., Inc.**  
92 York Avenue  
Randolph, MA 02368

800-255-8651 Fax: 781-961-1764  
[www.mdstetson.com](http://www.mdstetson.com)

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# OSD Update

The Operational Services Division  
One Ashburton Place, Room 1017  
Boston, MA 02108

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## Update 07-12B

**To:** Departments Heads, Affirmative Market Coordinators, POS Contract Managers, PMT Members, Chief Financial Officers, and MMMARS Liaisons

**From:** Robert Irvine, Procurement Team Leader

**Date:** 11/11/2008

**RE:** Tradespersons - Repair and Maintenance

**Contract #:** FAC29

**MMARS #:** FAC29

Contract Contains EPP:  Contract Contains MBE/WBE:  Contract Contains Prompt Pay:

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**Purpose of Update:** The purpose of this update is to provide information on the Statewide Contract for Tradespersons, Repair & Maintenance Services

### Contract Information:

#### Contract Description:

Statewide Contract for repair & maintenance services. Full database is posted under Terms tab and vendors are also posted under the Vendors tab.

ATTN MMARS USERS: This contract has been divided into several small MA's in our MMARS accounting system, the new MA numbers are: FAC29A-B, FAC29C-D, FAC29E-G, FAC29H-J, FAC29K-M, FAC29N-R, FAC29S-Z

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00 and 808 CMR 1.00

### Contract Duration:

The contract period is from 12/15/2002 to 12/15/2009 with options to renew until 12/15/2012.

### Contract Manager:

Robert Irvine, Procurement Team Leader  
Operational Services Division  
Operational Services Division, One Ashburton Place, Room 1017  
Boston, MA 02108-1552  
Phone: 617-720-3129  
Fax: 617-727-4527  
Email: Robert.Irvine@state.ma.us

### Team Members:

Cathy Hursty	Division of Mental Retardation
Dave O'Neill	Division of Conservation & Recreation
Fabian Trudeau	State Police
Ken Urato	Mass Highway Department

### Eligible Entities:

## Authorities

Cities, towns, municipalities, counties and other political subdivisions of the Commonwealth

Commissions

Constitutional offices

Departments of the Commonwealth

Institutions of higher education

Judiciary

Legislature

Not for profit organizations currently contracting with the Commonwealth to provide human and social services

Other states and eligible entities designated in writing by the State Purchasing Agent

Public health hospitals

Quasi-public agencies

Schools

## Contract Information:

*If the contractor participates in one of the following programs, the appropriate icon will appear beneath the column heading. Programs include Affirmative Market Program (AMP), Environmentally Preferable Products Program (EPP), Prompt Pay Discount (PPD) and SOMWBA certification.*

*A complete listing of all contractors can be found under the Forms and Terms tab on [www.comm-pass.com](http://www.comm-pass.com)*

## How to use the contract

This contract is a pre-qualified list of contractors. The contract is awarded Statewide and regionally, using the five MassHighway districts (a District list is posted on Comm-PASS under the Forms & Terms tab). To determine what services and districts each contractor covers, contract users should utilize the spreadsheet which is posted on Comm-PASS under the Forms & Terms tab of this contract. Contract users may sort the spreadsheet location or service for easier use. It is also broken down by major trades. When using the Excel Spreadsheet, contract users should scroll to the far right to view all services. Contractors are not required to work outside their normal geographic areas or perform services that are not in their normal scope of work.

This contract is for repair and maintenance services only and does not cover installation of new systems (such as alarm systems, etc.).

This contract **may not** be used for any job with a value of \$10,000 or higher. Currently, all work done under this contract falls under the Construction Laws of July 2004. To comply with these laws, contract users must seek three written quotes for any work to be performed. The job must be given to the lowest, responsible bidder. If there are not three contractors on this contract who perform the services needed, contract users must conduct their own competitive procurement, ensuring the requirements of the applicable laws and regulations are met. A technical amendment to the Construction law has been submitted and contract users should check the Comm-PASS website for the contract periodically to see if any changes or updates have been made.

Currently the law is: **SECTION 11.** Section 44A of [chapter 149](#) of the General Laws, (2)(A) *Every contract for the construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency estimated to cost less than \$10,000 shall be awarded to the responsible person offering to perform the contract at the lowest price quotation; provided, however, that the public agency shall seek written price quotations from no fewer than 3 persons customarily providing the work for which the contract is being made available. When seeking written quotations 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.*

For those eligible entities utilizing the Commonwealth's MMARS accounting system, this contract has been divided into several small MA's and you may no longer use the large FAC29 MA to encumber or make payments. The new MA numbers are: FAC29A-B, FAC29C-D, FAC29E-G, FAC29H-J, FAC29K-M, FAC29N-R, and FAC29S-Z. Contractors will be located in the MA which contains the first letter of the contractor's legal name in MMARS (for instance, Commonwealth Corporation, would be located in FAC29C-D).

Contractors will supply all labor, equipment, parts and supplies necessary to perform the needed services. Contractors are responsible for securing any and all necessary permits for the work to be performed.

Contractors must respond to contract users by phone within 24 hours of receipt of a call. Contractors are expected to schedule a site visit within 48 hours of the phone call. Quotes must be provided at no cost. Quotes must contain a good-faith estimate of any applicable travel charges. Charges that do not appear on the quote will not be allowed.

Contractors must adhere to all applicable Prevailing Wage laws and are required to submit Weekly Payroll Reports to the contract user. Prevailing Wage Rates for this contract are posted on Comm-PASS under the Forms and Terms tab of this contract. These rates will remain in effect for the life of the contract, including any renewals. Contractors must pay these rates to their workers.

**Price & Acquisition** Contractors pricing, including any travel charges or specialty equipment charges, can be found under the vendor information on the vendor tab. . If there is a discrepancy in the price quoted (hourly rate) and the rate posted on Comm-PASS, please contact the Procurement Manager at OSD to determine the correct rate.

**Performance Measure & Vendor Reporting Requirements** Contractors are required to submit annual reports to OSD. Contractors who do not perform a substantial amount of business under the contract may be removed from the contract.

Contractors will be measured on their performance based on feedback from contract users, including complaints and unresolved and/or recurring complaints. Contractors may be removed for poor performance at any time. Contract users should email the contract manager with any comments or complaints.

**Location of Additional Information** Contract users are encouraged to check the Comm-PASS website ([www.Comm-PASS.com](http://www.Comm-PASS.com)) periodically for any changes or updates to this contract.

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**Contact Person: John Hinchliffe**  
[John.hinchliffe@mdstetson.com](mailto:John.hinchliffe@mdstetson.com)  
**800-255-8651**      **Fax: 781-961-1764**  
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**Specialty: Janitorial Equipment Repairs & Parts**  
**Secondary: NA**

**Description: Service of all janitorial and industrial cleaning equipment including autoscrubbers, floor machines, burnishers, vacuums, carpet extractors, pressure washers, sweepers and specialty equipment. Service on all makes and models available.**

**Location of Services: Statewide**

**Cost Information:**

**1. Regular Rate:**

<b>Equipment Type</b>	<b>Shop Service</b>	<b>Road Service (Portal to Portal)</b>
<b>Labor Rates</b>		
Corded Equipment	\$48/hr	\$79/hr
Battery Equipment	\$74/hr	\$79/hr
Industrial Rider Sweepers & Scubbers	\$85/hr	\$89/hr
<b>Disposal Fees</b>		
Corded	\$30	\$30
Battery	\$80	\$80
Industrial Rider Sweepers & Scubbers	\$500	\$500
<b>Estimates</b>		
Corded	\$38	\$79
Battery	\$60	\$79
Industrial Rider Sweepers & Scubbers	\$85/hr	\$89/hr
<b>Equipment Pick-up/return fee</b>		
Corded	\$38	
Battery	\$58	
Industrial Rider Sweepers & Scubbers	\$350	

- 2. Overtime Rate: No upcharge**
- 3. Weekend Rate: 50% upcharge**
- 4. Fees for Specialty Equipment: NA**
- 5. Travel Charges/mileage fees: Road service is portal-to-portal**
- 6. 1% 10 days for prompt payment discount**