

Contract User Guide for FAC85

FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies Statewide Contract

UPDATED: 3/22/19

Contract #:	FAC85
MMARS MA #:	FAC85*
Initial Contract Term:	03/15/2015 – 03/15/2018
Current Contract Term:	03/16/2019 – 03/15/2022
Maximum End Date:	03/15/2022
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@mass.gov
This Contract Contains:	Environmentally Preferable Products and Supplier Diversity Program
UNSPSC Codes:	See Appendix C
Notes:	This is an ALL green contract – all products on the contract are required to meet environmentally preferable specifications.

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a statewide contract for environmentally preferable cleaning products, programs, equipment and supplies, including green cleaning technologies. This is a multi-state contract available to Connecticut, New York, Rhode Island, and Vermont in cooperation with the lead state of Massachusetts. Other states are also eligible to join FAC85 at any time.

All the green chemicals and janitorial paper products included in this contract are required to be “Independently Third-Party Certified” which means that the environmental claims, as well as the product performance, have been tested and certified by an established and legitimate, nationally-recognized third party certification program. Contract users do not have to analyze technical data and may be assured that the product will perform well. (The only chemicals without such certification are the disinfectants and various sanitizers, for which no certification is available). In addition, vendors were selected for their ability to provide assistance in transitioning eligible entities to a green cleaning program.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the list of Eligible Entities here: [Who Can Use Statewide Contracts](#). Statewide Contract Janitorial Services contractors under FAC81 or any subsequent contract have been added to the list of eligible entities.

Contract Categories

FAC85 has 12 Categories of products/service. Information on sub-categories is found in [Appendix A](#).

- Category 1: General Purpose Cleaners
- Category 2: Other Floor Maintenance Chemicals
- Category 3: Disinfectants and Sanitizers
- Category 4: Specialty Cleaners
- Category 5: Powered Janitorial Equipment & Service
- Category 6: General Cleaning Supplies, Equipment, and Service
- Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products
- Category 8: De-Icing and Snowmelt Products
- Category 9: Waste/Recycling/Composting Liners
- Category 10: Disposable Janitorial Paper Products
- Category 11: Entryway and Other Matting Systems
- Category 12: Microfiber Cleaning Service



Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Getting the Best Value and Pricing

MA State Agency Departments may obtain quotes to compare pricing, product selection and training opportunities from one or more vendors through COMMBUYS and must use COMMBUYS to purchase. Other MA departments and eligible entities may purchase directly from the vendors, but are encouraged to use COMMBUYS to make purchases. Eligible entities are encouraged to review the qualifications for each vendor to perform training and offer tools to help departments track their purchases and the benefits of switching to green cleaning program.

Services at No Additional Charge

Under the terms of the contract, all vendors awarded in Categories 1-5 must offer and perform an initial facility assessment as part of transitioning their customers to a green cleaning program and on-site training to users of the products.

Cost Savings Opportunities

- Competitive pricing across all categories.
- Product Consolidation: A single green cleaning product may permit the end-user to eliminate the need to purchase multiple standard cleaning products.
- Product Elimination: Some green cleaning equipment eliminates the need to purchase chemicals.
- Safer Cleaners: Safer cleaners contribute to a healthier environment for employees.

Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, the FAC85 Approved Products List, and other attachments, visit COMMBUYS.com and search for contract "FAC85" to bring up the contract results. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) page for FAC85 on COMMBUYS. This can be accessed directly by using this link: PO-15-1080-OSD01-OSD10-0000003619.

To find vendor-specific MBPO's and documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page below.



Pricing, Quoting, and Purchasing

Pricing

Pricing on FAC85 is intended to be derived by accessing the FAC85 Approved Products List. This document is available for download from COMMBUYS here: [PO-15-1080-OSD01-OSD10-00000003619](https://www.commbuys.com/PO-15-1080-OSD01-OSD10-00000003619). Customers may also request quotes for eligible contract services and additional bulk discounts.

Quoting

Buyers should always reference “**FAC85**” when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value. When calling more than one vendor on the contract to compare products and pricing, be sure to ask the vendor for full details on the Green Purchasing Program provided as part of this contract. It may include various free services (such as a facility assessment) and also involves tools and/or software to assist customers in tracking and recording valuable data concerning their cleaning practices as a means of increasing the efficiency of the overall operations.

Purchasing

Purchases made through this contract will be direct, outright purchases.

Discount Opportunities

Prompt Pay Discounts (PPD)

A PPD is a discount given to the buyer if their invoice is paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth’s Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

Volume Discounts

Buyers may pursue additional volume discounts on bulk orders.

Dock Delivery Discount

A dock delivery discount may be offered by a vendor when products can be delivered directly to the buyer’s loading dock. Available dock delivery discounts are noted in the [Vendor List and Information](#) section.



Shipping/Delivery>Returns

Geographical Service Area

See the [Vendor List and Information](#) for states covered.

Delivery

Delivery is FOB (free on board).

Returns

- Vendors must resolve all requests to return non-custom items in original condition within 7 – 10 business days. Items should be picked up and credited by the Vendor within five business days at no cost to the Eligible Entity. No restocking fees should be charged.
- In the event that a buyer orders the wrong item, the Vendor must agree to take back any unused and unopened stocked product if the request for return is made within 90 days of delivery.
- For non-stocked products ordered at the request of the buyer, the charge cannot exceed the manufacturer's restock charge. The Commonwealth reserves the right to request documentation of any restocking charge billed to the user department. However, if the wrong products are ordered at the advice of the Vendor, no charge will be assessed to the buyer regardless of whether the product was special ordered or not.
- If the buyer orders the wrong item, it is their responsibility to pay for its return. If the Vendor delivers the wrong item, it is their responsibility to pay for the return.



How to Purchase in COMMBUYS

Directly purchase fixed price items through COMMBUYS

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

For special pricing buyers may utilize the \$0.00 line item in COMMBUYS to write-in the product pricing.

Solicit quotes and select and purchase quoted item in COMMBUYS

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

Document items in COMMBUYS that have already been purchased

This type of contract allows buyers who use the same service/commodities repeatedly – to easily re-purchase those items and is known as a Request for Payment Authorization (RPA) Release. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization at 888-627-8283 or COMMBUYS@mass.gov.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu. All products that have your search term in the "description" will be shown.

Online Job Aids

For further guidance on purchasing from the contract in COMMBUYS please review the available job aids online at <https://www.mass.gov/service-details/job-aids-for-buyers>.



Additional Contract Details

Services at No Additional Charge

Under the terms of the contract, all vendors awarded in Categories 1-5 **must** offer and perform an initial facility assessment as part of transitioning their customers to a green cleaning program and on-site training to users of the products.

Importance of Third Party Certification

“Independent/Third-Party Certified” means that cleaning products have been certified by an established and legitimate, nationally-recognized program developed with the purpose of identifying environmentally preferable products. Any such certification program shall verify all green claims and test for the actual performance of the product. This final point is essential as it provides clear assurance to purchasers that the products really work.

Required Certifications for this Contract

See [Appendix B](#) for the Environmental Specifications Listing. In addition, [Attachment A: Mandatory Specification and Desirable Criteria](#) of the RFR outlines in detail the specification required for this contract by contract category.

Alternative Approval for New or Innovative Products

Existing vendors may receive an alternative approval for specialty products or innovative technologies or services to allow for use on FAC85 which OSD has established in cooperation with the Toxics Reduction Task Force. To be eligible for review, the product/technology/service must have a compelling reason to be considered for an alternative approval – it either falls outside the existing specifications or specific categories. The product/technology/service must be in existing use in the marketplace. Additional information regarding this process may be found on the [Toxic Reduction Task Force](#) webpage.

Warranty

All products or equipment are required to offer the original manufacturer warranty.

Subcontractors

A vendor’s use of subcontractors is subject to the provisions of the Commonwealth’s Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. The vendor is responsible for all of the subcontractors’ quality of work, products used, and ANY other concerns arising from the subcontractor. All subcontractors must be listed in the “FAC85 Approved Subcontractors List” which is located in the Master MBPO. All quotes, invoices, and all other documentation must include the prime vendor’s name and contact information they are representing.



Transitioning to a Greener Cleaning Program

If your cleaning program has not implemented a green cleaning program, the contracted vendors can help you to establish one. Here are some tips to finding a program/vendor that will work with you:

- There are 16 Vendors on contract; talk to more than one as ideas and services can vary.
- Ask for references.
- Check their Green Program – inquire about the quality of their staff, training capabilities.
- Ask how they conduct the FREE facility assessment and what this entails.
- Identify the vendor expertise in choosing comparable products.
- Ask to “pilot” products in areas of concern.

Product Trials, Pilots, and Demonstrations

Once a particular vendor has been selected it is acceptable to request that a product cleaning trial be conducted before a major purchase is made. This ensures that the customer is getting the right cleaning product for the job and that the vendor thoroughly understands the cleaning needs of their client.

If the Needed Product Can Not be Found

If a product cannot be easily found on contract it is recommended to contact vendors directly to inquire if it is available under this contract. If the product meets the scope of the product category, which means that it meets all the specifications identified [Attachment A: Mandatory Specification and Desirable Criteria](#) of the RFR, then it may be added with OSD’s approval. Vendors are permitted to add products that meet the required specifications.

If the product is not listed in the scope of the product category a buyer may contact the OSD Contract Manager to inquire whether the product may be added.



Contract Exclusions and Related Statewide Contracts

Because this is an all green contract, all products must meet environmentally preferable specifications outlined in [Attachment A: Mandatory Specification and Desirable Criteria](#) of the RFR. This document may be found in the FAC85 “Conversion Vendor” MBPO for FAC85 and can be accessed directly in COMMBUYS by visiting <https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-15-1080-OSD01-OSD10-0000003619&releaseNbr=0&parentUrl=contract> and is also found on the [EPP Green Cleaning Webpage](#).

The contract sets strict specifications for safer sanitizers and disinfectants. If a sanitizer or disinfectant is needed by regulation that is not on this contract, you may check the [Maintenance, Repair, and Operations \(MRO\) contracts](#) or the [Health Care contracts](#).

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or comptroller.info@mass.gov for additional support.

Performance and Payments Exceeding Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 6 months beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Strategic Sourcing Team Members

Julia Wolfe	MA – Operational Services Division
Robert Zalucki	CT – Dept. of Administrative Services
Elizabeth E. Meer	NY – Dept. of Environmental Conservation
Jeremy Caron	MA – DCAMM
Sally Miller	MA – DCAMM
Mel Klayman	MA – DCAMM
John Bianchi	MA – DCAMM
Elise Pechter	MA – Department Public Health
Sharon Lee	MA – Department Public Health
Tolle Graham	MA – MassCOSH
Ken Wertz	MA – Sharon Public Schools
Alicia Culver	Responsible Purchasing Network



Contract User Guide for FAC85

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	States	Discounts (Prompt/Dock)	Minimum Order	Current Term Ends
**Conversion Vendor - Master Contract Record	PO-15-1080-OSD01-OSD10-00000003619								
Clean Cut Solutions	PO-16-1080-OSD03-SRC02-00000007270	Richard Raskind	844-207-7219	rich@cleancutsolutions.com	1-7, 9-11	MA, CT, RI, VT	PPD 1% in 10 days Dock 2%	\$250	3/15/2022

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

**The Conversion Vendor MBPO is the central repository for all common contract files.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: March 22, 2019



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Appendix A: Detailed Listing of Products/Services

Category 1: General Purpose Cleaners (concentrates, and limited ready-to-use)
A. Concentrated Bathroom Cleaners, Non-disinfecting and Non-sanitizing Only (including concentrated restroom cleaners, tub and tile cleaners, grout cleaners and whiteners, descalers, mold and mildew cleaners, and toilet/urinal cleaners, etc.)
B. Concentrated Carpet, Rug and Upholstery Cleaners (including concentrated pre-spray, spot and stain removers, carpet shampoos and bonnet cleaners, etc.)
C. Concentrated Degreasers (including concentrated cleaner-degreasers, grease trap cleaners, etc.)
D. Concentrated Floor Cleaners (including concentrated neutral floor cleaners, dust and damp mop cleaners, etc.)
E. Concentrated General Purpose Cleaners (including also all-purpose and multi-purpose cleaners, peroxide-based cleaners, etc.)
F. Concentrated Glass Cleaners (including also window, mirror and computer screen cleaners)
G. Concentrated Enzymatic Restroom Cleaners
H. Ready-To-Use General- Purpose and Glass Cleaner
Category 2: Floor Care Products (concentrates and ready-to-use)
Floor Polishes, Finishes and Waxes; floor strippers/removers; and floor polish restorers and maintainers.
Category 3: Disinfectants/Sanitizers (concentrates and ready-to-use)
Antimicrobial Mold and Mildew Remediation Products and Other Types of Disinfectants as well as Food-Contact and Non-Food-Contact surface sanitizers. This category excludes hand sanitizers, antimicrobial hand soaps.
Category 4: Specialty Cleaners (ready-to-use)
Non-antimicrobial abrasive powdered cleaners; air conditioner coil cleaners; appliance cleaners; bathroom cleaners; boat and bilge cleaners; calcium, lime and rust removers/descalers; carpet spot and stain removers; cleaning wipes; coffee maker cleaners; cream cleansers; deck and fence cleaners; deodorizers; dish washing / ware washing detergents and rinse aids (hand, automatic in liquid, gel or powder form); drain cleaners; enzymatic cleaners; furniture cleaners/polishes; graffiti removers; gum and adhesive removers; laundry fabric softeners, anti-static products and stain removers; laundry whiteners and brighteners; laundry/clothes washing detergents; leather cleaners; mold and mildew removers (non-antimicrobial); oven/grill/BBQ cleaners; stainless steel/metal cleaners/polishes; stone cleaners; toilet bowl and urinal cleaners; upholstery cleaners; urinal blocks and screens; vehicle cleaners; and walkway cleaners.
Category 5: Powered Janitorial Equipment
Battery-, propane- and/or electrical-powered equipment: vacuum cleaners, carpet extractors, carpet spotters, auto floor scrubbers, floor burnishers, (propane- and non-propane-fueled), floor sweepers, tile cleaning machines, air movers, power washers, steam cleaners, window washing machines, hand dryers, etc. This category also includes related accessories necessary to operate and maintain powered equipment purchased on this Contract. Accessories include, but are not limited to, vacuum cleaner bags, toolkits, filters, hoses, belts, floor pads, polishing stones, microfiber cleaning equipment such as small washers, etc. It also includes any service fees.

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Category 6: General Cleaning Supplies, Equipment and Service
A wide variety of general janitorial supplies such as absorbents; brooms; mops; brushes; dust rags and other cleaning cloths; trash, recycling and composting containers; gloves; sponges and scrub pads; spray bottles; rechargeable batteries and battery chargers; and janitorial carts. It also includes any related service fees.
Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products (concentrated and ready-to-use)
Non-antimicrobial hand soaps, hair shampoos, and body washes, as well as hand sanitizers (liquids, gels and wipes) and related dispensers.
Category 8: De-Icing and Snowmelt Products
De-icers, other snowmelt products (both liquids and solids).
Category 9: Waste/ Recycling/ Composting Liners
Disposable plastic and paper can liners used primarily for janitorial applications in institutional settings, including trash, recycling, yard waste composting, and medical waste bags. It also includes compostable bio-plastic bags designed to collect food and/or yard waste for composting.
Category 10: Disposable Janitorial Paper Products
Toilet paper, paper towels, toilet seat covers, facial tissues, table napkins, paper wipers, and feminine hygiene products as well as related dispensing equipment.
Category 11: Entryway and Other Matting Systems
Entryway and other floor matting systems for indoor and outdoor use excluding chair mats.
Category 12: Microfiber Washing Service
This category includes full-service washing programs for microfiber cloths, pile and mop pads.



Appendix B: Environmental Specifications Listing

Green Seal www.greanseal.org

- GS-01 (2013), Sanitary Paper Products
- GS-08 (2013), Cleaning Products for Household Use
- GS-34 (2013), Cleaning and Degreasing Agents
- GS-37 (2013), Cleaning Products for Industrial and Institutional Use
- GS-40 (2014): Floor-Care Products for Industrial and Institutional Use
- GS-41 (2013), Hand Cleaners for Industrial and Institutional Use
- GS-42 (2013), Commercial and Institutional Cleaning Services
- GS-44 (2013), Soaps, Cleansers, and Shower Products
- GS-51 (2014), Laundry Care Products for Industrial and Institutional Use
- GS-53 (2014), Specialty Cleaning Products for Industrial and Institutional Use

UL Ecologo www.ul.com

- UL 175 (2013), Standards for Sustainability for Sanitary Paper Products
- UL 2759 (2011), Standard for Sustainability for Hard Surface Cleaners
- UL 2776 (2011), Standard for Sustainability for Laundry Detergents and Fabric
- UL 2777 (2011), Standard for Standard for Sustainability for Hard Floor Care Products
- UL 2780 (2011), Standard for Sustainability for Urinal Blocks
- UL 2783 (2011), Instant Hand Antiseptic Products
- UL 2784 (2011), Standard for Sustainability for Hand Cleaners
- UL 2791 (2012), Standard for Sustainability for Drain and/or Grease Trap Additives: Biologically-based
- UL 2792 (2012), Standard for Sustainability for Cleaning and Degreasing Compounds: Biologically-based
- UL 2795 (2012), Standard for Sustainability for Carpet and Upholstery Care Products
- UL 2796 (2013), Standard for Sustainability for Odor Control Products
- UL 2829 (2013), Standard for Sustainability for Laundry Bleach
- UL 2845 (2013), Personal Care Products

Additional

US EPA Safer Choice (previously DfE) (Category 4 ONLY, and ONLY products that have received an on-site audit): <https://www.epa.gov/saferchoice>

Energy Star: <https://www.energystar.gov/>

Carpet and Rug Institute (Bronze and Gold Seals of Approval): <https://carpet-rug.org/>

USDA Bio-Preferred: <https://www.biopreferred.gov/BioPreferred/>

Pacific Northwest Snowfighters Qualified Products List: <http://pnsassociation.org/>

Biodegradable Products Institute: <http://products.bpiworld.org/>

CONEG's Toxics in Packaging Guidelines: <https://toxicsinpackaging.org/>

Proposition 65 Guidelines: <https://oehha.ca.gov/proposition-65>

US EPA's Comprehensive Procurement Guidelines: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

LEED-EB: <https://new.usgbc.org/leed#rating>



Appendix C: UNSPSC Codes Used in FAC85

UNSPSC – United Nations Standard Product and Services Codes

04-01-00-00-0000
11-12-00-00-0000
14-11-00-00-0000
24-11-00-00-0000
24-12-00-00-0000
26-11-00-00-0000
27-11-00-00-0000
31-19-00-00-0000
40-16-00-00-0000
42-13-00-00-0000
42-28-00-00-0000
43-13-00-00-0000
46-16-00-00-0000
46-18-00-00-0000
47-10-00-00-0000
47-11-00-00-0000
47-12-00-00-0000
47-13-00-00-0000
47-16-00-00-0000
48-13-00-00-0000
52-10-00-00-0000
52-15-16-44-0000
53-13-00-00-0000
56-12-00-00-0000
93-14-00-00-0000