



OPERATIONAL SERVICES DIVISION

# Operational Services Division: Environmentally Preferred Products on Statewide Contracts



# Meet OSD

Where government meets business and business meets government through procurement, business diversity, and customer focus.



**OPERATIONAL SERVICES DIVISION**



**Executive Agency  
Procurement and Purchasing**



**Statewide Contracts**



**Programs and Resources**

# Statewide Contracts Benefits for Buyers

Purchasing from **Statewide Contracts** satisfies procurement requirements.

Competitive

Open

Fair

- Eliminates procurement process for buyers. Saves time!
- Aggregates buying power
- Best Value benefits such as Prompt Pay Discounts, free delivery
- Includes Environmentally Preferred Products, Supplier Diversity, and Small Businesses
- COMMBUYS! Quick, easy ordering and web-based document storage
- Master Agreements are already in MMARS!

# What is on Statewide Contract?



CLT-- Clothing and Footwear

ITT-Information Technology Telecommunications

ENE-- Energy, Utilities, Fuel

MED -- Medical

FAC -- Facilities, Maintenance, Repair

MISC -- Miscellaneous

GRO -- Food and Groceries

OFF - Office, Recreation & Educational Supplies

HLS -- Homeland Security

PRF – Professional Services

HSP -- Healthcare and Lab Products

PSE – Public Safety Equipment and Supplies

ITC -- Information Technology Hardware

TRD – Trade Services

ITS – Information Technology Software & Services

VEH – Vehicles, Transportation, Road Maintenance



*as of March 2024*



OPERATIONAL SERVICES DIVISION

# STATEWIDE CONTRACTS

January-February 2024

Statewide  
Contracts  
and  
Sustainable  
Purchasing

## CLT Clothing and Footwear

CLT08 Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding

## ENE Energy, Utilities and Fuel

ENE47 Ultra Low Sulfur Diesel and Biodiesel

ENE48 Gasoline

ENE49 Electricity

ENE50 Natural Gas

ENE51 Electricity Demand Response and Forward Capacity Market Services\*

ENE52 No. 2 Heating Oil and APS Eligible Liquid Biofuel

## FAC Facilities Maintenance, Repairs and Services

FAC86 Solid Waste and Recycling Services

FAC90 Carpet and Mattress Recycling Services\*

FAC96 Records Management, Storage, Archiving and Moving Services (extended through 1/31/24)

FAC98 Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs

FAC101 Maintenance Repair and Operations Commercial Grade Products and Supplies (Janitorial)

FAC109 Renewable and Alternative Energy Portfolio Standards and Services\*

FAC110 Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response

FAC112 Equipment Rental

FAC113 Recycling Containers, Compost Bins, and Rain Barrels\*

FAC114 Janitorial Services, Environmentally Preferable

FAC115 Security Services, Private Investigative Services, and Fence

FAC122 Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Services

FAC124 Building Maintenance Repair and Operations Products and Supplies

FAC126 Records Management, Storage and Archiving Services (Begins 2/1/24)

FAC127 Moving Services and Storage (Begins 2/1/24)

## GRO Food and Groceries

GRO38 Prime Grocers

GRO39 Drinking Water, General & Emergency Services

GRO40 Foodservice Equipment & Supplies

GRO41 Dairy Products and Baked Goods

## HLS Homeland Security and Public Safety

HLS06 Homeland Security, Public Safety and Traffic Safety Supplies

## HSP Healthcare and Lab Products

HSP41 Category 10 - COVID-19 Rapid Test Kits

HSP43 GPO for Medical Commodities and Equipment

HSP44 Medical Commodities

HSP45 Laboratory Supplies and Equipment

## ITC Information Technology Hardware

ITC71 Security, Surveillance, Monitoring and Access Control Systems

ITC73 IT Hardware and Services

ITC80 Imaging Devices, Supplies and Services

ITC83 IT Asset Lease Services

## ITS Information Technology Software and Services





# Third-Party Certified



# Examples From Statewide Contract Category: OFF



## OFF 51 School Instructional, Arts & Crafts, Recreational and Therapeutic Supplies

- Healthy Purchasing for Healthy Schools
- Art Supplies certified as AP (nontoxic)
- Therapeutic supplies
- Recreational supplies



## OFF50 Audio, Visual, and Multimedia Presentation Equipment

- Audio video equipment
- Digital media players
- Televisions and more...
- Energy Star



## OFF38 Office, School and Library Furniture, Accessories & Installation-

- Workstations/Cubicles
- School furniture
- Shelving
- Library furniture
- Services like repairs, space planning, installation, and refinishing
- Offerings with low/no VOCs, PVCs and more.



## OFF47 Office Supplies, Recycled Paper and Envelopes

- Paper with Post-consumer recycled content
- Markers listed on the Art and Creative Materials Products List
- Breakroom supplies meet EPP standards.



## OFF48 Print, Copy & Mail Services and Printed Promotional Products

- Copy paper with minimum 30% PCRC is required
- Printing facilities meet Mass DEP's Environmental Results Program
- EPP standards for promotional products, too.

# Environmentally Preferable Products (EPP) Procurement Program

The goal of the EPP Program is to use the Commonwealth's purchasing power to reduce the environmental and public health impact of state government purchases.

HANDBOOK

## Environmentally Preferable Products and Services Guide

This Guide has been prepared by the Environmentally Preferable Products Procurement Program (EPP Program) managed by the Operational Services Division (OSD) to assist Commonwealth agencies and political subdivisions in identifying and procuring more sustainable products and services, such as products that use less energy and water, are made with recycled content and less toxic materials, and have other environmentally preferable attributes. The products and services listed are those available on Commonwealth Statewide and limited use contracts.



# Great Resource!

1. Find the type of products/services you need.
2. Click the link to Contract User Guide.
3. Reach out to vendors or purchase through COMMBUYS.



# Let our Local Government Enablement (LGE) Team Help You!

*committed to establishing long-term partnerships with municipal customers*

## ***The LGE team will:***

- ✓ Conduct an on-site visit to discuss organization's current procurement process
- ✓ Demonstrate COMMBUYS functionality and benefits.
- ✓ Provide on-site training
- ✓ Provide a dedicated liaison to ensure familiarity
- ✓ Provide continued support

## **COMMBUYS QUICK STATS**

### **PURCHASING**

**247** LOCAL GOVERNMENT ORGANIZATIONS  
**1,826** ACTIVE USERS PURCHASING  
**51,042** PURCHASE ORDERS COMPLETED  
**>\$138M** IN LOCAL GOVERNMENT ORDERS RECORDED IN COMMBUYS

### **POSTING BIDS/ADVERTISEMENTS**

**966** LOCAL GOVERNMENT ORGANIZATIONS  
**2,699** ACTIVE USERS POSTING BIDS  
**44,453** BIDS POSTED

*Data as of September 30, 2023*



# Resources and Contact Info

## Operational Services Division

- Phone: 617-720-3300
- Website: [www.mass.gov/osd](http://www.mass.gov/osd)

## OSD Training

- Phone: 617-720-3300
- Email: [osdtraining@state.ma.us](mailto:osdtraining@state.ma.us)

## OSD Helpdesk

- Phone: 617-720-3197
- Toll-free: 888-627-8283
- Email: [OSDHelpDesk@mass.gov](mailto:OSDHelpDesk@mass.gov)
- Website: [www.commbuys.com](http://www.commbuys.com)

## Local Government Enablement

Email: [COMMBUYSEnablement@mass.gov](mailto:COMMBUYSEnablement@mass.gov)

Phone: (617) 720-3329