

Trash to Treasure

Statewide Contracts

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Serving Public Buyers and Vendors of the Commonwealth of Massachusetts



Review Statewide Contracts

- FAC86: Solid Waste and Recycling
- FAC82: Hazardous/Universal, Medical, Electronic Waste Disposal and Emergency Response
- OFF38: Office, School and Library Furniture, Accessories & Services

[Contract User Guides](#)

➤ mass.gov/osd

Background

Commonwealth of Massachusetts - Operational Services Division



Establish/
manage
Statewide
Contracts
(SWC)



>100 SWC
18 categories,
>\$1.5 billion



Executive
agencies
required to use
SWC - many
other eligible
entities including
Muni's, public
colleges &
universities and
some non-profits



Robust EPP
Program

- Dedicated
director
- EO 515,
annual
reporting



Manages
State Surplus
Property
Program

FAC86: Solid Waste and Recycling



21 categories of materials

- Category 2: Bulky Waste
- Category 14: White Goods
- Category 19: Mattresses
 - (FAC90 designated DEP - Carpet and Mattress Recycling Services)

10 vendors –one specifically offers furniture reuse:

- IRN

**Surplus Disposal Services
Office Furniture Disposal Form**

This form may be used by agencies to solicit quotes and schedule a date for the removal of non-hazardous office equipment under statewide contract FAC86 Solid Waste and Recycling Services. The purpose of this form is to provide potential contractors with the scope of work that is needed.

Please fill out the space below.

Agency Name:	
Contact Person:	
Phone:	
E-mail:	
Fax:	

To be filled out by potential contractor.

Company Name:	
Contact Person:	
Phone:	
E-mail:	

Location(s) of Pickup:
If multiple locations copy and paste the fields below

Name	
Address	
City, State Zip	

Category	Item	Material E.g. Metal, Wood	Number of Units	Category	Item	Material E.g. Metal, Wood	Number of Units
Desks:	Single Pedestal			Couch:	Half-Size		
	Double Pedestal				Full Size		
Tables:	3 to 5 ft.			Closets:	Supply		
	5 to 7 ft.				Clothing		
	Over 7 ft.				Lockers		
File Cabinets:	Vertical, 2 or 3 Drawer			Fans:	Desk Top		
	Vertical, 4 or 5 Drawer				Floor Model		
	Lateral, 2 or 3 Drawer			Partitions:	Specify Size		
	Lateral, 4 to 5 Drawer				Other Misc. Items:		
Bookcases:	2 or 3 Shelf						
	4 or 5 Shelf						
Chairs:	Without Arms						
	With Arms						

Special Requirements:	
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Box will expand to fit text.

Additional Information:	
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Total Cost of Services Being Requested: To be filled out by potential contractor.	
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- Reference FAC86
- Fee for service
- No surcharges allowed
- Prompt Pay Discount
- Quoting recommended – must follow OIGs and muni rules
- Recommend using Statement of Work to solicit quotes
 - [Sample SOW for Surplus Disposal Services](#)
 - Allow alternative proposals
 - Time frame?
 - Site visit?
- Mutually agreed upon price and service changes allowed
- *Flame retardants*

FAC82: Hazardous/Universal, Medical, Electronic Waste Disposal and Emergency Response

- 9 categories of materials/service
 - Category 7 - Electronic Waste: Collect and recycling televisions, computer monitors, laptops, CPUs, computer peripherals, cell phones and others.
- 4 Vendors:
 - Complete Recycling Solutions
 - Electronix Redux Corp.
 - Environmental Integrity Co.
 - RMG Enterprise
- Vendors must hold R2 and/or E-Stewards certification (responsible handling of hazardous e- waste).



FAC82: Hazardous/Universal, Medical, Electronic Waste Disposal and Emergency Response

- Some offer services at no charge -
- No surcharges allowed
- No minimum delivery requirements
- Up to 15% milk run discounts for multi-site pickups.
- Up to 20% discounts for sorted materials
- Prompt pay discount

No Charge

Check cost sheet in the COMMBUYS Master Blanket Purchase Order and check with vendor:

- no material, transportation, pick-up charges
- provide containers for free
- Expedited pickup within 2 days - no charge from most vendors.
- Free certificate of safe disposal
- Free online materials tracking system
- Free collection services for under 200 lb.

FAC82: Hazardous/Universal, Medical, Electronic Waste Disposal and Emergency Response

- Vendor pick-up or eligible entities deliver
 - If delivered to the vendor's facility – eligible entity responsibility
 - Must check with vendor for delivery and equipment requirements for vendors facility to accept material
- All provide one-day collection event management services for e-waste from residents and businesses
- Check prevailing wage
- Quoting recommended – must follow OIGs and muni rules



OFF38: Office, School and Library Furniture, Accessories & Services

Vendors that offer remanufactured/reconditioned/refurbished furniture – must comply with all spec’s and warranties as new:

- **Staples (Davies Office)**
- Creative Office - Category 1 Systems Furniture (Workstations/Cubicles)
- Office Resources - Categories 1 Systems Furniture (Workstations/Cubicles) & 3 Office Furniture
- Peabody Office - Category 2 Seating
- WB Mason - Category 1 Systems Furniture (Workstations/Cubicles)
- Workplace Resources Category 3 Office Furniture

Remanufactured/Reconditioned/Refurbished

Rebuilding of a product or equipment *to the specifications of the original manufactured product* using a combination of reused, repaired and new parts

- Requires the repair or replacement of worn out or obsolete components and modules
- Complies with any governing standards/regulations (BIFMA, ANSI, LEED)
- Cost effective alternative to new
- Save landfill space
- Uses less virgin material
- Uses less energy

OFF38: Office, School and Library Furniture, Accessories & Services

For all remanufactured/
reconditioned/
refurbished – ask
questions!

- Will they take your *worthless* furniture and provide credit on future order?
- Done locally?
- What was remanufactured, reconditioned, and refurbished?
- Confirm warranty
- Confirm meets ANSI/BIFMA/UL requirements
- Flame retardant free?



Photos Courtesy of Davies Office

Additional Information

- Commonwealth's online procurement marketplace:
 - COMMBUYS: www.commbuys.com
- Websites of Interest:
 - OSD's Main Website: www.mass.gov/osd
 - EPP's Main Website: www.mass.gov/epp
 - State Surplus Property Office: www.mass.gov/surplus-property-program
 - Contract User Guides: www.mass.gov/find-a-statewide-contract-user-guide

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