

# Tradespersons Statewide Contracts

[mass.gov/trades](http://mass.gov/trades)

## Test Your Knowledge

Over the last several months, the Operational Services Division has rolled out three Tradespersons Statewide Contracts (TRD01, TRD02, and TRD03 / TRD04 is forthcoming), providing a long-anticipated list of service categories to address Department and municipal construction, installation, maintenance, and repair needs across the Commonwealth. Launching the Trades Statewide Contracts became viable with Governor Baker's signing of the *Act to Modernize Municipal Finance and Government* regulation, which authorized OSD to issue blanket contracts for services for building construction and public works projects up to \$50,000. Through our interactions with the buyer community, we realize that some questions about these contracts remain: the vetting of awarded vendors; how the TRD contracts work; and their overall utility for public entities.

Test your knowledge...

### TRD01

Boiler  
Drain  
Electrical  
Fencing  
General Contracting  
Generator/Turbines  
Glass/Window/Doors  
HVAC/Sheet Metal  
Painting  
Plumbing



### TRD02

Asphalt Paving  
Carpentry  
Excavation  
Masonry  
Septic

### TRD03

Elevator  
Exhaust Systems  
Fire Prevention  
Fire Suppression  
Overhead Doors  
Signage  
Welding

### TRD04

Cleaning Restoration  
Compressor Services  
Kitchen Exhaust/Duct  
Pump & Motor  
Roofing



## Take the True/False Quiz!

*See reverse side for answers*

1

In advance of award, vendors' qualifications go through comprehensive review.

2

Getting quotes for your project has been simplified.

3

TRD projects are capped at \$50,000.

4

The opportunity to add my local vendors to the TRD contracts has passed.

5

It's simple to learn who's on contract and their pricing information.

6

Vendors need to obtain the work permits.



## **1. In advance of award, vendors' qualifications go through comprehensive review.**

This is true! We've done the due diligence work needed to find licensed and skilled tradespeople. OSD checks current trades licenses/certifications, all required insurance (including Comprehensive Commercial/Business Motor Vehicle Liability Insurance), and OSHA 10 certification. OSD collects and reviews business verification information provided by the Secretary of State's Corporation Division or the city/town where the business was established, as well as **three** business references. View copies of vendors' submitted forms, including the contractor's experience, in COMMBUYS.



## **2. Getting quotes for your projects has been simplified.**

Absolutely! Use COMMBUYS to forward a Statement of Work (SOW) to your selected vendors in a few clicks; non-Executive entities may reach out to vendors through email or by phone. Buyers may choose to use OSD's SOW template or their own.



## **3. TRD projects are capped at \$50,000.**

Not necessarily. Services (labor) and project-related materials purchases are viewed differently. Services from TRD contracts are limited to \$50,000 per engagement, but if the project requires additional equipment, parts, and/or materials, the total cost of the project may exceed \$50,000. Refer questions about Construction Law as defined by M.G.L. c.149 or M.G.L. c.30, §39M to your legal counsel, the Attorney General's Office, and/or Inspector General's Office.



### **Did You Know...**

The Commonwealth has negotiated a number of restrictions to prevent vendors from passing on additional costs. Contractors may not charge buyers a security deposit or additional insurance. They only may be paid for hours worked on location. No meals, commuting expenses, fuel surcharges, lodging, incidental expenses, or other expenses may be billed to the buyer.

## **4. The opportunity to add my local vendors to the contract has passed.**

Fortunately, this concern is unfounded. All the Trades contracts still are open for quote submissions. Encourage your vendors to submit a quote – send them to [mass.gov/trades](http://mass.gov/trades) or to the COMMBUYS Help Desk: 888-MA-STATE.



## **5. It's simple to learn who's on contract and their pricing information.**

That's correct! In addition to having dedicated contract records (MBPOs) in COMMBUYS with extensive vendor information, buyers have easy access to available vendor information in our Trades Index. It provides pricing information (maximum percent mark-up over prevailing wage and materials), prompt pay discounts, regional coverage specifications, and awarded trades categories by vendor. The Index is updated monthly and may be found at [mass.gov/trades](http://mass.gov/trades) and in COMMBUYS.



## **6. Vendors need to obtain the work permits.**

Yes! Contractors are responsible for obtaining and submitting all required permits and are responsible for the payment of all permits.



### **Tips and Tricks**

Although awarded vendors are fully vetted at the time of award, as a best practice buyers should obtain copies of licenses, certifications, insurance, OSHA, etc. from the contractor in advance of engagement.