

# ATTENTION TRADESPEOPLE

This is your opportunity to be awarded  
a spot on a Statewide Contract!



**Presently, there are three Tradespersons Statewide Contracts open for bid and the state is actively recruiting vendors for these contracts.**

The Operational Services Division, the state agency that establishes and manages Statewide Contracts for the Commonwealth of Massachusetts, invites you to submit a quote in COMMBUYS, the state's online purchasing and procurement portal. Qualified vendors are awarded a spot on the Statewide Contract.

- ✓ Set up your free business profile in COMMBUYS by registering at [COMMBUYS.com](http://COMMBUYS.com).
  - Find registration guidance on our website: [mass.gov/osd/commbuys](http://mass.gov/osd/commbuys). Select *COMMBUYS Vendor Registration* or contact our COMMBUYS Help Desk at 888-MA-STATE.
  - In your business profile, select a commodity code(s) that identifies the services your business offers. The commodity codes associated with our Trades contracts are listed on the reverse side for your reference.
- ✓ Find bid information in COMMBUYS: [COMMBUYS.com](http://COMMBUYS.com) > Select [TRD02](#), [TRD03](#), or [TRD04](#) in the *Important Links* box.
- ✓ Locate additional resources at [mass.gov/trades](http://mass.gov/trades).

*\* The open enrollment period for TRD01 has concluded. Based on need, the Sourcing Team may reopen TRD01 in the future.*

## COMMBUYS

**Contact Us!**  
**Monday - Friday, 8:00 a.m. to 5:00 p.m.**  
**888-MA-STATE or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov)**

## Tradespersons Contracts

### TRD01 Contract Categories\*

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

### TRD02 Contract Categories

Asphalt Paving  
Carpentry  
Excavation  
Masonry  
Septic

### TRD03 Contract Categories

Elevator  
Exhaust Systems  
Fire Prevention  
Fire Suppression  
Overhead Doors  
Signage  
Welding

### TRD04 Contract Categories

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



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



# Trades UNSPSC

To search for the appropriate TRD contract to bid on, or to register for COMMBUYS, trades vendors need to know the following commodity codes:

## TRD01\*

Boiler	(72-15-10)
Drain	(70-17-18)
Electrical	(72-15-15)
Fencing	(72-15-40)
General Contracting	(72-11-11)
Generator/Turbines	(72-15-43)
Glass/Window/Doors	(72-15-24)
HVAC/Sheet Metal	(72-15-12)
Painting	(72-15-13)
Plumbing	(72-15-11)

## TRD02

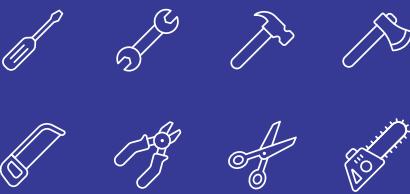
Asphalt Paving	(72-14-10)
Carpentry	(72-15-23)
Excavation	(72-15-00)
Masonry	(72-15-19)
Septic	(72-15-11)

## TRD03

Elevator	(72-10-15)
Exhaust Systems	(40-10-15)
Fire Prevention	(46-19-15)
Fire Suppression	(46-19-16)
Overhead Doors	(72-15-24)
Signage	(72-15-40)
Welding	(73-18-19)

## TRD04

Cleaning Restoration	(76-11-00)
Compressor	(40-15-18)
Kitchen Exhaust/Duct	(72-15-00)
Pump & Motor	(40-15-17)
Roofing	(72-13-00)



## What is UNSPSC?

The Commonwealth uses the United Nations Standard Products and Services Code (UNSPSC), similar to a commodity code, to classify goods and services. When the UNSPSC in a vendor's COMMBUYS profile matches the UNSPSC in a bid opportunity, the vendor receives an automatic email notification.

## Where and how do I use UNSPSC?

### 1. Registration

During COMMBUYS registration, new vendors must add at least one UNSPSC to their profile on the Commodity/Service Codes tab. For TRD contracts, add the codes of the categories that match the goods and services your business provides. You may add as many codes to your profile as you like; however, doing so adds you to the notification pool of entities seeking those commodities.

### 2. Searching for bid opportunities

Vendors may search through all bid opportunities posted on COMMBUYS using the Contract & Bid Search link on the COMMBUYS home screen. By entering the appropriate UNSPSC, vendors may search for opportunities related to their businesses.

## Help! I'm lost!

If you get stuck at any point in the COMMBUYS registration or bid search process, contact the COMMBUYS Help Desk! From 8:00 a.m. to 5:00 p.m., Monday through Friday, they are here to help.

Contact the Help Desk at [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov) or (888) MA-State.

\* The open enrollment period for TRD01 has concluded. Based on need, the Sourcing Team may reopen TRD01 in the future.

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