

# HM101 – FCI Vendor List & Engaging Contractors

Presented by Scott Klemm  
Executive Director  
FSILG Cooperative, Inc. (FCI)

# FCI

- FCI is a resource for you
- Vendors are brought in on recommendation
- Recommend Vendors to us
- Let us know your experience

# Online Tools

- Main Site – Vendor Menu
- Member Area – “FCI Locker”
  - Contact Management
  - Vendor List
  - Vendor Contacts
  - Document Storage

# Main Site

[FCI MEMBER  
SLI PROGRAM  
LOGIN](#)

## MEMBER SERVICES:

[FCI Vendor Menu](#)

The Cooperative contracts with dozens of companies to provide improved quality and service at a lower cost.

[IRDF Support](#)

(help with IRDF Educational Operating Grants, Project Grants, and Construction Loans)

[Employee Services  
Program](#)

(help with payroll and other logistics for houses employing a cook or other staff)

[Utility Payment Program](#)

(never miss another cable or electric bill again)

[Mail Retrieval Program](#)

(rescue your mail from interdepartmental mail limbo)

## **F** SILG **C** ooperative **I** ncorporated

The cooperative purchasing company for independent residences

Welcome to the  
FSILG Cooperative, Incorporated  
(FCI) website.

[Information for potential members and vendors is available here.](#)

[Current Members](#)

[AILG Safety, Licensing, and Inspection Program.](#)

## IRDF Application Support

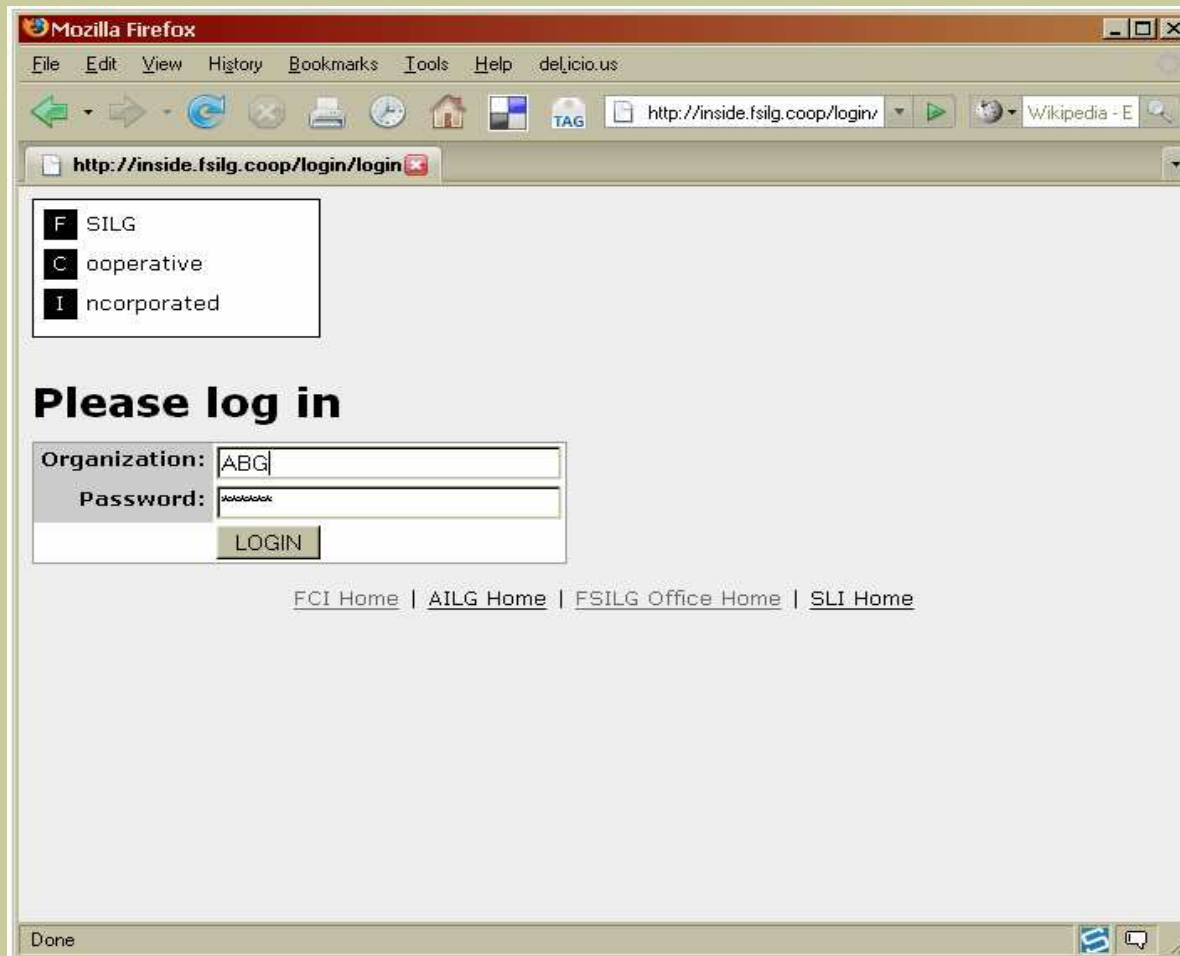
[All Forms](#)   [Official Website](#)

All FSILGs can now use the Cooperative for assistance on all IRDF applications: construction loans, project grants, and operating grants. All FSILGs at MIT are eligible to apply for all IRDF programs.

The general support description is [here](#).

The operating grants cover a portion of each year's operating expenses through grants from the Independent Residence Development Fund.

# Member Area “FCI Locker”



# Contact Management

**F** SILG  
**C** ooperative  
**I** ncorporated

You are logged into the FCI account for Alpha

[Contacts](#) [Invoices](#) [Statements](#) [Other Documents](#) [Vendors](#) [Vendor Contacts](#) [Logout](#)

## Contacts

Below is a list of your current contacts. If you would like to remove a contact, please click "edit" for the contact and uncheck the "Active" box. If you would like to add a contact, you may do so by clicking [here](#).

Name/Position	Email	Phones	Address	Status	Card Number	Updated At
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[New contact](#)

You are || **FCI Member** ||

[FCI Home](#) | [AILG Home](#) | [FSILG Office Home](#) | [SLI Home](#)

# Contact Management

- Keep list of contacts current
- Officers
- Purchasers
- Telephone numbers are critical
- House Telephone number

# Document Storage

Navigation: [Contacts](#) [Invoices](#) [Statements](#) [Other Documents](#) [Vendors](#) [Vendor Contacts](#) [Logout](#)

Organization: F SILG, C cooperative, I ncorporated

### Listing Other Documents

Date	Document	PDF
2006-10-10	IRS EIN letter	<a href="#">taxidnumber20061010.pdf</a>
2005-05-24	2005 Annual Meeting Dinner Proposal - REVISED 20050524	<a href="#">annualmeetingproposalailq20050524.pdf</a>
2005-05-12	2005 Annual Meeting Dinner Proposal 20050512	<a href="#">annualmeetingproposalailq20050512.pdf</a>
2005-01-18	Vanderweil Facility Advisors Report 15-APR-1998	<a href="#">vfaailq1998.pdf</a>
2005-01-18	Vanderweil Facility Advisors Cover Letter 15-APR-1998	<a href="#">vfacoverailq1998.pdf</a>

[Next page](#)

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# Document Storage

- Estimates and proposals from contractors
- Your Vendor List
- IRDF applications
- INSITE floor plans
- Other reports

# Your Vendor List

- Utilities: oil, gas, steam, electricity, water, phone, trash, recycling, waste grease
- Food: multi line vendor, dairy, meat, produce
- Occasional services: catering, handyman repairs, general contracting, glass repair, plumber, electrician, network, pest control, composites
- Update and post list

# Vendors

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**C** ooperative  
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## Listing vendors

Name
<a href="#">A Phone Jack Systems</a>
<a href="#">A Placeholder Document</a>
<a href="#">AAA General Contracting</a>
<a href="#">AAA Royal Windows</a>
<a href="#">ABA Fire Protection Co, Inc (Non-FCI Vendor)</a>
<a href="#">Action Pest Control</a>
<a href="#">Adden Furniture</a>
<a href="#">Advanced Pest Control Services</a>
<a href="#">AILG</a>
<a href="#">Air Temp Control</a>
<a href="#">Allied Waste Services (BFI)</a>
<a href="#">American Alarm &amp; Communications</a>
<a href="#">American Cartage</a>
<a href="#">art_cuisine, et al</a>
<a href="#">Atlantic Waste Systems North</a>
<a href="#">Boston Blacksmith</a>
<a href="#">Bourdon's</a>
<a href="#">Braman Termite &amp; Pest Control</a>

# Vendor Detail

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[Contacts](#) [Invoices](#) [Statements](#) [Other Documents](#) [Vendors](#) [Vendor Contacts](#) [Logout](#)

## A Phone Jack Systems

87 Newbury Avenue  
No. Quincy, MA, 02171

617.472.5300

Position	Name	Email	Phones
Office Manager	Carolyn Parker		617.472.5834 fax 617.472.5300 x101 work
Telecom Designer	Matthew Parker		617.892.5429 cell 617.472.5834 fax 617.472.5300 x104 work
Sales Team, senior	Richard Parker		617.472.5834 fax 617.472.5300 x105 work

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# Vendor Contacts

**F** SILG  
**C** cooperative  
**T** incorporated

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[Contacts](#) [Invoices](#) [Statements](#) [Other Documents](#) [Vendors](#) [Vendor Contacts](#) [Logout](#)

## Listing Vendor Contacts

by Contact name

Vendor	Position	Name	Email	Phones
<a href="#">A Phone Jack Systems</a>	Office Manager	Carolyn Parker		617.472.5834 fax 617.472.5300 x101 work
<a href="#">A Phone Jack Systems</a>	Telecom Designer	Matthew Parker		617.892.5429 cell 617.472.5834 fax 617.472.5300 x104 work
<a href="#">A Phone Jack Systems</a>	Sales Team, senior	Richard Parker		617.472.5834 fax 617.472.5300 x105 work
<a href="#">AAA General Contracting</a>		Steve Pascoe	steve@aaageneralcontracting.com	617.387.3664 fax 617.294.0212 work
<a href="#">AAA Royal Windows</a>	Office Manager	Nichole Barber		781.356.0605 fax 800.225.4082 work
<a href="#">AAA Royal Windows</a>	Owner	Joseph Boyd		617-719-1085 cell 781.356.0605 fax 800.225.4082 work
<a href="#">AAA Royal Windows</a>	Sales Director	Phil Caruso		617.293.8302 cell 781.356.0605 fax 800.225.4082 work
<a href="#">AAA Royal Windows</a>	Service Technician	Mike Hobbs		781.922.0395 cell 781.356.0605 fax 800.225.4082 work
<a href="#">Adden Furniture</a>	Accounts Receivable	Nichole Dillon	ndillon@addenfurniture.com	978.453.1449 fax 978.454.7848 ext. 56 work
<a href="#">Adden Furniture</a>	Service Manager	Jody Gallagher		978.453.1449 fax 800.625.3876 x573 work
<a href="#">Adden Furniture</a>	Accounts Payable	Nichole Pacheco		978.453.1449 fax 800.625.3876 work
<a href="#">Adden Furniture</a>	Sales Representative	Scott Pierce	spi7439849@aol.com	508.269.4800 cell 978.453.1449 fax 800.625.3876 x580 work
<a href="#">Advanced Pest Control Services</a>	Manager	Martin Meyers	apcs@highstream.net	207.363.8763 fax 617.859.7077 work
<a href="#">Air Temp Control</a>	owner	Michael LaRochelle		978.927.3796 fax 877.927.3795 work

# Vendor Interaction Process

- You contact vendor
- Define scope of work
- Get Contract in writing and all Change Orders
- Contract between you and Vendor, not FCI
- Let others know when work will occur
- Monitor work

# Vendor Interaction

- Be clear about the problem / project
- Be clear about what you are getting
- Understand time frames
- Move items out of the way, ie empty storage
- Access to all rooms in the house - have the keys
- Do not double book – call 2 vendors
- Parking