



CLT08 Contract User Guide

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

UPDATED: 10/23/2017

Contract #:	CLT08
MMARS MA #:	CLT08*
Initial Contract Term:	5/1/2017 – 4/30/2020
Maximum End Date:	Five x 1 year renewal options through 2025
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Prompt Pay Discounts, and Supplier Diversity Office Vendors
UNSPSC Codes:	52-12-00; 53-10-00; 53-10-18; 53-10-23; 53-10-25; 53-10-27; 53-10-29; 53-11-00; 53-13-00

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

Statewide Contract CLT08 is for Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding. This includes related clothing items as well as related services, such as embroidering and tailoring. The contract is currently awarded to 27 vendors across 15 categories.



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Contract Categories

- | | |
|---|---|
| 1 – Uniforms | 9 – Personal Care Products |
| 2 – Footwear | 10 – Clothing Rentals |
| 3 – Athletic Wear | 11 – Department of Correction Uniforms |
| 4 – Undergarments, Hosiery, and Nightwear | 12 – Massachusetts State Police Uniforms |
| 5 – Outerwear | 14 – Miscellaneous Items |
| 6 – Inmate Clothing | 15 – Miscellaneous Services |
| 7 – Environmentally Preferable Clothing | 16 – Inventory Tracking and Management Services |
| 8 – Linens and Bedding | |

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

The primary categories of CLT08 are awarded by a ceiling discount percentage from the Manufacturer's Suggested Retail Price (MSRP). That is, the vendor cannot charge more than X% off; but they may charge less. Because of this, most-all vendors are willing to negotiate pricing and can give better pricing for large orders or offer dock delivery discounts. Buyers are encouraged to review price files on COMMBUYS and reach out for quotes from multiple vendors in order to maximize your buying power on each order!

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Related Statewide Contracts

Some other Statewide Contracts offer clothing and uniform elements, either through promotional purposes or through public safety and personnel protective equipment (PPE). The following contracts may be considered when looking for clothing and uniform related items.

- OFF44 – Print, Copy & Mail Services, and Printed Promotional Products Statewide Contract
- FIR04 – Public Safety Equipment, Supplies, Services and Repairs
- HLS05 – Homeland Security, Public Safety, and Traffic Safety Supplies



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Finding Contract Documents

All contract documents and vendor price files are available for download on COMMBUYS.com. A COMMBUYS account is not required for accessing contract information online.

Each vendor and category has a Master Blanket Purchase Order (MBPO) page. To find each page:

1. Go to COMMBUYS.com
2. Click *Contract & Bid Search* under the *Browse by Category* section
3. Click *Contracts/Blankets*
4. Type “**CLT08**” into the *Contract/Blanket Description* field
5. Click *Find It* towards the bottom
6. Results appear in the following order:
 1. Solicitation Enabled category pages used for quoting multiple vendors in COMMBUYS.
 2. Inventory Tracking and Management Services pages. Unique to Category 16.
 3. [CLT08 MASTER FILE](#) – contains RFR, MASTER Price File, and this user guide

Pricing, Quote, and Purchase Options

Purchase Options

Purchases made through this contract will be direct, outright purchases

Pricing Options

Pricing for CLT08 was awarded based on a **Discount off of Manufacturers Suggested Retail Price (MSRP)**. The resulting award with each CLT08 vendor is **Ceiling/Not-to-Exceed** pricing. Published contract pricing in vendor price files represents a “ceiling” or “not-to-exceed” price and may be further negotiated.

Vendor Price Files

Price files are downloadable from each vendor’s MBPO page on COMMBUYS. A MASTER Price File also exists on the [CLT08 MASTER FILE](#) MBPO. Customers may search for each page or click on the MBPO links in the [Vendor List](#) section.

Obtaining Quotes

Contract users should always reference **CLT08** when contacting vendors to ensure they are receiving contract pricing. Quotes from CLT08 vendors should be awarded based on best value.

Delivery

All products purchased from CLT08 are Free On Board (FOB) Destination. Awarded vendors may not charge fees or surcharges for delivery. Orders are expected to be delivered and completed with 30 business days after receipt of order, unless another timeframe is agreed on between customer and vendor. Expedited delivery options may be available, but vendors may not charge additional fees for expedited delivery unless given written authorization from the customer.

Returns

If any product is damaged or deemed unacceptable by the purchasing entity then the awarded vendor will offer a full refund or replacement product at no additional cost.



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Environmentally Preferable Products (EPP)

Several vendors offer Environmentally Preferable Products and contract users may always reach out to vendors and the CLT08 Contract Manager to inquire about getting EPP products.

Additionally, CLT08 awarded Category 7 for Environmentally Preferable Clothing. This category is exclusive to vendors who manufacturer their own products using recycled contents.

Category Interpretations

For the purposes of CLT08 the following category interpretations may be considered by Eligible Entities:

“Uniforms” may be interpreted to encompass a variety of uniform elements that are needed to outfit personnel.

“Inmate Clothing” may be interpreted to encompass a variety of clothing for inmate facilities, hospitals, and other temporary or confined populations.

“Personal Care Products” include, but are not limited to, soaps, hair care products, feminine care products, toothpaste, toothbrushes, and grooming products.

“Miscellaneous Items” include, but are not limited to, badges, pins, collar ornaments, patches, hand cuff buckles, whistle chains, field scarf retaining pins, duty belts, holsters, cuff cases, cloth ranks, Velcro rank badges/bars, hats, mourning pins, and mourning bands.

“Miscellaneous Services” include, but are not limited to, sizing and fitting, tailoring, embroidering, screening, adding patches/logos, dry cleaning, and laundry services.

Products Not Listed

If the product or brand you are looking for is not available on CLT08 please contact the CLT08 Contract Manager to see about getting that product or brand added to the contract. Awarded vendors have the ability to add new manufacturers to their awarded categories and offer more products that fit the scope of the contract and their award.



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How to Purchase From the Contract in COMMBUYS

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

Solicit quotes and select and purchase quoted item in COMMBUYS

CLT08 has "Solicitation Enabled" category MBPO pages on COMMBUYS. This feature allows COMMBUYS users to obtain quotes from multiple vendors at once from the same category. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

All vendor MBPO pages have a \$0.00 line item for each category they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

Document items in COMMBUYS that have already been purchased

CLT08 is setup to allow buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.



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OPERATIONAL SERVICES DIVISION

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than **three (3)** months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Strategic Sourcing Team Members

- Stephen Lyons, Operational Services Division, Contract Manager
- Dana Cerrito, Operational Services Division
- Erin Powers, Operational Services Division
- Jodi Paris Anastos, Operational Services Division
- Julia Wolfe, Operational Services Division
- Sam Cham, Operational Services Division
- Jason Silva, Department of Conservation and Recreation
- Michael Dix, Department of Correction
- Paula Daggett, Department of Correction
- Alan Simons, Department of Youth Services
- Tammy Coe, Hampshire Sheriff Department
- Kimberly DeSiata, Massachusetts State Police
- Sgt. Peter Cooke, Massachusetts State Police
- Robert Kelley, Massachusetts State Police



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Inventory Tracking and Management Services (ITMS)

The CLT08 ITMS category is setup uniquely in COMMBUYS. Each awarded vendor has a separate COMMBUYS MBPO page specifically for the ITMS category with *RPA Release* enabled. The RPA Release functionality in COMMBUYS allows contract users to pay for goods and services rendered during the timeframe negotiated between the purchasing entity and vendor. The purchasing entity will negotiate a reporting timeframe with the vendor and will make payments to the vendor based on the reports/invoices received. RPA Release will allow the purchasing entity to issue the payment to the vendor through COMMBUYS based on periodic invoicing as determined between the purchasing entity and the vendor, as opposed to a purchase order issued with a pre-set purchase amount.

Once an invoice is received, follow the directions in the RPA Release Job Aid located at [Job Aids for Buyers](#) in entering the information into COMMBUYS. Use the guidance below for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in Release Requisition Job Aid until you come to the Search field in the “Items” tab.
2. In the “Items” tab search field type in the following to get the items: contract description “CLT08.”
 - Locate the awarded vendor’s MBPO page by “Vendor Name” in the results.
3. Select the catalog line item.
4. Input the sales data from the vendor report(s)/invoice(s) into the zero dollar line item.
5. Enter invoice numbers in the mandatory *Invoice Number* field for each item.
6. Attach scans of all reports pertaining to order placement, the receipt of goods or services, and the final invoice in the “Attachments” section.

The reported amount/final invoice amount should match the Release Requisition total on the Summary tab. Enter only one invoice per Release Requisition.



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code Vendor Line	Contact Person	Phone #	Email	Categories
**Conversion Vendor CLT08 MASTER FILE	PO-17-1080-OSD03-SRC3-10545	N/A	N/A	N/A	N/A	N/A
Action Apparel Inc.	PO-17-1080-OSD03-SRC3-10505	VC0000721700 1	Jack Losco	781-224-0777	jlosco@actionapparelinc.com	1, 2, 3, 14, 15
All Sports – Heroes Uniforms	PO-17-1080-OSD03-SRC3-10516	VC6000189332 2	Mike McAtamney	978-452-1976	mmcatamney@allsportheroes.com	1, 2, 3, 5, 15
Amercare Products, Inc.	PO-17-1080-OSD03-SRC3-10506	VC6000264095 3	Julie Siegel	800-556-6322	admin@amercareproducts.net	9
Andrea's Police and Fire Supply	PO-17-1080-OSD03-SRC3-10508	VC6000182612 4	Erica Huckins	508-821-5815	contracts@andreaspolicesupply.com	1, 2, 4, 6, 11, 12, 14, 15
Aramark Uniform Services	PO-17-1080-OSD03-SRC3-10520	VC0000586412 5	Diane MacMillan	800-785-2299	macmillan-diane@aramark.com	1, 2, 5, 6, 15
Bob Barker Company Inc.	PO-17-1080-OSD03-SRC3-10496	VC6000253420 6	April Pasziewicz	888-772-0250 ext. 2171	aprilpasziewicz@bobbarker.com	4, 6, 8, 9, 14
Body Armor Outlet, LLC	PO-17-1080-OSD03-SRC3-10497	VC0000766104 7	Ray Bellia	781-296-8076	cdrake@bodyarmoroutlet.com	2, 14
Charm-Tex	PO-17-1080-OSD03-SRC3-10500	VC6000210733 8	Katherine Bittner	718-252-8100 ext. 101	katherine@charm-tex.com	6, 8, 9
Cintas Corporation No. 2	PO-18-1080-OSD03-SRC3-11816	VC0000438875 30	Jeff Sumwalt	631-664-5991	sumwaltj@cintas.com	10, 15
Creative Touch Designs, LLC	PO-17-1080-OSD03-SRC3-10502	VC0000105079 9	Marianne Cyr	978-499-4444	mcyr@ctdemb.com	1, 2, 3, 4, 5, 14, 15
Darter Specialties, Inc.	PO-17-1080-OSD03-SRC3-10519	VC6000200960 10	Guy Darter	203-699-9805	sales@darterpress.com	1, 3, 5, 15
Dilaura Naturals	PO-17-1080-OSD03-SRC3-10503	VC0000876880 26	Tunzala Eynula	413-433-4828	tunzala.eynula@gmail.com	9
Doughboy Police and Fire Supply	PO-17-1080-OSD03-SRC3-10511	VC6000178232 11	Ryan Barry	781-878-0302	sales@doughboyuniforms.com	1, 2, 3, 4, 5, 11, 12, 14, 15, 16
First Defense Supply, Inc.	PO-17-1080-OSD03-SRC3-10495	VC6000177315 12	James Averso	978-343-0019	javerso@firstdefensesupply.com	1, 2, 3, 4, 5, 11, 12, 14, 15
Goaltex Corp.	PO-17-1080-OSD03-SRC3-10498	VC6000210926 13	Robert Grubman	516-682-5775	robert@goaltex.com	8
Graphic Productions, Inc.	PO-17-1080-OSD03-SRC3-10513	VC6000169540 14	Maryann Gabriele	781-749-8828	graphicspro@msn.com	6, 14, 15

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Code Vendor Line	Contact Person	Phone #	Email	Categories
Howard Uniform Company	PO-17-1080-OSD03-SRC3-10501	VC6000248839 15	Manish Butani	800-628-8299	sales@howarduniform.com	12
Kenai Sports, LLC	PO-17-1080-OSD03-SRC3-10518	VC0000624257 16	Charlie Bogoian	617-651-0697	cbogoian@gmail.com	1, 3, 5, 7
Lane Printing & Advertising	PO-17-1080-OSD03-SRC3-10510	VC6000174327 17	Carolyn Lane	781-767-4450	mail@laneprint.com	1, 2, 3, 4, 5, 6, 8, 9, 14, 15, 16
Mag & Son Clothing	PO-17-1080-OSD03-SRC3-10507	VC6000201119 28	Nathan Mag	888-847-4422	nmag526@aol.com	1, 3, 5, 6, 10, 14, 15, 16
MassCor	PO-17-1080-OSD03-SRC3-10525	VTCORRECIND 27	Denise Raynor	508-850-1070 ext. 1071	draynor@doc.state.ma.us	ALL***
MG Products, LLC	PO-17-1080-OSD03-SRC3-10509	VC0000411073 19	Leanne Goddu	866-524-8851	leanne@mgproducts.net	1, 2, 3, 4, 8, 9, 14, 15
Neptune Uniforms & Equipment, Inc.	PO-17-1080-OSD03-SRC3-10499	VC6000159714 20	Mitchell Cohen	978-372-8812	info@neptuneuniforms.com	11, 12
OD Taragin & Bros.	PO-17-1080-OSD03-SRC3-10514	VC6000224198 21	Jonathan Shapiro	410-276-7570	odtaragin@gmail.com	4, 6
Proforma Eagle Print & Promotion	PO-17-1080-OSD03-SRC3-10504	VC0000823235 22	Jack Foley	781-545-5356	jackm.foley@proforma.com	1, 2, 3, 5, 9, 14, 15, 16
Razz-m-Tazz Promotions, LLC	PO-17-1080-OSD03-SRC3-10512	VC0000359308 23	Gail Sabettini	978-874-0502	gail@razz-m-tazz.com	1, 2, 3, 4, 5, 8, 9, 14, 15
Trippi's Uniforms	PO-17-1080-OSD03-SRC3-10517	VC6000182459 24	Frank Trippi	508-755-4721	frank@trippisuniforms.com	1, 2, 4, 14, 15, 16
Uniforms Manufacturing, Inc.	PO-17-1080-OSD03-SRC3-10515	VC6000241316 25	Cathy Zinn	480-368-9616	cathy.z@umidirect.com	4, 5, 6, 8, 9, 15

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor CLT08 MASTER FILE is the central repository for all contract documents.

***MassCor is awarded to all primary CLT08 categories. Executive Agency customers are required to solicit quotes from MassCor on any CLT08 order.



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CLT08 Vendor Categories

	1 - Uniforms	2 - Footwear	3 - Athletic Wear	4 - Undergarments	5 - Outerwear	6 - Inmate Clothing	7 - EPP Clothing	8 - Linens	9 - Personal Care	10 - Rentals	11 - DOC	12 - MSP	14 - Misc. Items	15 - Misc. Services	16 - ITMS
Action Apparel Inc.	x	x	x										x	x	
All Sports - Heroes Uniforms	x	x	x		x									x	
Amercure Products, Inc.									x						
Andrea's Police and Fire Supply	x	x		x		x					x	x	x	x	
Aramark Uniform Services	x	x			x	x								x	
Bob Barker Company Inc				x		x		x	x				x		
Body Armor Outlet, LLC		x											x		
Charm-Tex						x		x	x						
Cintas Corporation No. 2										x					x
Creative Touch Designs, LLC	x	x	x	x	x								x	x	
Darter Specialties, Inc.	x		x		x									x	
Dilaura Naturals									x						
Doughboy Police and Fire Supply	x	x	x	x	x						x	x	x	x	x
First Defense Supply, Inc.	x	x	x	x	x						x	x	x	x	
Goaltex Corp.								x							
Graphic Productions, Inc.						x							x	x	
Howard Uniform Company												x			
Kenai Sports, LLC	EPP		EPP		EPP		x								
Lane Printing & Advertising	x	x	x	x	x	x		x	x				x	x	x
Mag & Son Clothing	x		x		x	x				x			x	x	x
MassCor*	x	x	x	x	x	x		x	x				x	x	
MG Products, LLC	x	x	x	x				x	x				x	x	
Neptune Uniforms & Equipment, Inc.											x	x			
OD Taragin & Bros.				x		x									
Proforma Eagle Print & Promotion	x	x	x		x				x				x	x	x
Razz-m-Tazz Promotions, LLC	x	x	x	x	x			x	x				x	x	
Trippi's Uniforms	x	x		x									x	x	x
Uniforms Manufacturing, Inc			x	x		x		x	x					x	

* MassCor is an awarded to all primary CLT08 categories.

Executive Agency customers are required to solicit quotes from MassCor on any CLT08 order.

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