

How to Use the CLT08 Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding Contract

Contract #: CLT08	Contract Duration: 5/1/2017 – 4/30/2020
MMARS #: CLT08*	Options to Renew: 5 x 1-year options to renew
Contract Manager:	Stephen Lyons – 617-720-3373 steve.lyons@state.ma.us
This contract contains:	EPP, PPD, and SDP
UNSPSC:	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;
Last change date:	June 9, 2017

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Contract Summary

Statewide Contract CLT08 is for Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding. This includes any other related clothing items. The contract is divided into 16 categories, of which 15 are currently awarded.

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 | 13 – <i>MBTA Uniforms (not yet awarded)</i> |
| 6 – Inmate Clothing | 14 – Miscellaneous Items |
| 7 – Environmentally Preferable Clothing | 15 – Miscellaneous Services |
| 8 – Linens and Bedding | 16 – Inventory Tracking and Management Services |

Benefits and Cost Savings

- Over 500 manufacturers
- Discounted pricing reflected as percentage discount off of MSRP
- Multiple vendors across categories for quoting
- Statewide service from all categories and vendors
- Prompt Payment Discount opportunities
- Volume Discount opportunities
- “Quick” and Expedited Delivery options (“Quick Delivery” is 10 business days for non-custom items)
- Dock Delivery Discount opportunities

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.



Where to Obtain Important Contract Information

Contract users may access CLT08 documents and information from [COMMBUYS](#). A repository MBPO page has been created for contract documents like the CLT08 RFR and Master Price File. You may access this page by searching for Contract/Blanket # **PO-17-1080-OSD03-SRC3-10545** or by selecting the bid from search results based on instructions below. For convenience you can view the public version of this page by clicking this link:

<https://www.commbuys.com/bs0/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10545&releaseNbr=0&parentUrl=contract>.

How to find CLT08 MBPOs in COMMBUYS without logging in:

1. Click on “Contract & Bid Search”
2. Select “Contracts/Blankets”
3. Enter “**CLT08**” in the “Contract/Blanket” Description field
4. Click “Find It”
5. Click on a Contractor MBPO link

How to find CLT08 MBPOs in COMMBUYS if you are logged in:

1. Sign into COMMBUYS
2. Type “**CLT08**” into the search bar at the top of the page
3. Select “Contract/Blankets” in the drop-down menu that displays “Catalog”
4. Click the magnifying glass to search.
5. Click on the Contractor MBPO link

OR

1. Sign into COMMBUYS
2. Click “Advanced” at the top of the page, to the right of the search bar
3. Select Document Type “Contracts/Blankets”
4. Type “**CLT08**” into the “Description” and click “Search” or hit enter
5. Click on the Contractor MBPO link

Solicitation Enabled MBPO Pages

Categories 1-7, 8, 9, 11-13, 14, and 15 have been setup with Solicitation Enabled MBPO pages to allow convenience when quoting multiple Contractors. When searching for “CLT08” from the instructions above, the Solicitation Enabled pages will appear first in the search results. In order to utilize this functionality you must be logged into COMMBUYS.



Pricing and Purchase Options

All Awarded Contractors have price files posted to their respective Master Blanket Purchase Order (MBPO) pages on COMMBUYS. Each price file displays an Awarded Contractor's categories, the manufacturers they are awarded to sell from in those categories, and the minimum discount percentage off of the Manufacturer's Suggested Retail Price (MSRP). Eligible Entities are encouraged to compare price files and request additional quoting as this represents good purchasing practice. For some pricing information such as volume or dock discounts and miscellaneous items or services it may be necessary to contact the Awarded Contractor directly.

All purchases made by Eligible Entities are outright purchases with no delivery charges.

Master Price File

A "Master Price File" is available on the repository MBPO page. This file contains all Awarded Contractors, their categories, their manufacturers, and their MSRP discount. Buyers may download and use the Master Price File to assist with their purchases.

Massachusetts Correctional Industries (MassCor)

MassCor is an awarded Contractor for all categories under CLT08.

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



How to Purchase in COMMBUYS

This section is intended to provide guidance for purchasing items from statewide contract CLT08. For general guidance regarding COMMBUYS, please utilize OSD's training resources at <http://www.mass.gov/osd>.

Each Contractor MBPO is setup in COMMBUYS with a \$0.00 line item per awarded category. When creating your Release Requisition change the \$0.00 amount to the quoted dollar amount you will pay for your Purchase Order. You should also edit the item description at this time to include the quote number, product information, and any other type of note you wish to add to the order.

Please be sure to utilize the corresponding category line item on the Contractor MBPO page when issuing your Release Requisition (Purchase Order). Instructions for "How to Create a Release Requisition and Purchase Order" can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).

How to begin a Requisition on COMMBUYS:

1. In the drop-down menu for Requisition Type, be sure to select "Release", and then click "Save and Continue".
2. Click the "Item" tab, and then click "Search Items".
3. Click to expand the Advanced Search, and then type "CLT08" into the "Description" field.
 - a. Search the item's description by typing your query in the "Item Description" field. Line item descriptions are filled in with keywords for each category, as well as the category title itself (ex: "shirt" will return any line item that contains "shirt" while "CLT08 Uniforms" will return specifically line items for Contractors that sell uniforms on CLT08).
 - b. Search by Description ("CLT08") and include Contractor Name to return each line for a Contractor.
4. Select the line item you wish to use, change the quantity to from 0 to 1, and click "Add to Req & Exit" to add that line item to your requisition.
5. Click "Enter Info" to revise the \$0.00 line item.
 - a. Edit the price based on your quote from the Contractor.
 - b. Edit the description to include information for the sale, such as the quote number or additional information.
6. Once you have edited your items to reflect the price you will pay the Contractor, click "Save & Continue"
7. Review content on each tab to ensure the requisition meets your organization's needs.
8. Submit the requisition for approval.

For repeat orders open a previous order, navigate to the bottom of the order, and click "Clone PO" to populate the old information to a new order.



Inventory Tracking and Management Services (ITMS)

The CLT08 ITMS category is setup uniquely in COMMBUYS. Each awarded Contractor 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 buying entity and Contractor. The buying entity will negotiate a reporting timeframe with the Contractor and will make payments to the Contractor based on the reports/invoices received. RPA Release will allow buying entities to issue the payment to the Contractor through COMMBUYS based on periodic invoicing as determined between the purchasing entity and the Contractor, 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 below guidance 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.”
 - a. Locate the Awarded Contractor’s MBPO page by “Vendor Name” in the results.
3. Select the catalog line item.
4. Input the sales data from the Contractor 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.



Strategic Sourcing Services 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



OPERATIONAL SERVICES DIVISION

Contractor 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 Uniforms	12 - MSP Uniforms	13 - MBTA Uniforms (none)	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	
Amercare 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							
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							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	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 Contractor for all categories under CLT08
 Executive Agency buyers are required to solicit quotes from MassCor on any CLT08 order.



Contractor Contact Information

Contractor	Phone Number	Email
Action Apparel Inc.	781-224-0777	jlosco@actionapparelinc.com
All Sports - Heroes Uniforms	978-452-1976	mmcatamney@allsportsheroes.com
Amercare Products, Inc.	800-556-6322	admin@amercareproducts.net
Andrea's Police and Fire Supply	508-821-5815	contracts@andreaspolicesupply.com
Aramark Uniform Services	800-785-2299	macmillan-diane@aramark.com
Bob Barker Company Inc	888-772-0250 ext. 2171	aprilpaszkiewicz@bobbarker.com
Body Armor Outlet, LLC	781-296-8076	cdrake@bodyarmoroutlet.com
Charm-Tex	718-252-8100 ext. 101	katherine@charm-tex.com
Creative Touch Designs, LLC	978-499-4444	mcyr@ctdemb.com
Darter Specialties, Inc.	203-699-9805	sales@darterpress.com
Dilaura Naturals	413-433-4828	info@dilaورانaturals.com
Doughboy Police and Fire Supply	781-878-0302	sales@doughboyuniforms.com
First Defense Supply, Inc.	978-343-0019	javerso@firstdefensesupply.com
Goaltex Corp.	516-682-5775	robert@goaltex.com
Graphic Productions, Inc.	781-749-8828	graphicspro@msn.com
Howard Uniform Company	800-628-8299	sales@howarduniform.com
Kenai Sports, LLC	617-651-0697	cbogoian@kenaisports.com
Lane Printing & Advertising	781-767-4450	mail@laneprint.com
Mag & Son Clothing	888-847-4422	nmag526@aol.com
MassCor	508-850-1070 ext. 1071	draynor@doc.state.ma.us
MG Products, LLC	866-524-8851	leanne@mgproducts.net
Neptune Uniforms & Equipment, Inc.	978-372-8812	info@neptuneuniforms.com
OD Taragin & Bros.	410-276-7570	odtaragin@gmail.com
Proforma Eagle Print & Promotion	781-545-5356	jackm.foley@proforma.com
Razz-m-Tazz Promotions, LLC	978-874-0502	gail@razz-m-tazz.com
Trippi's Uniforms	508-755-4721	frank@trippisuniforms.com
Uniforms Manufacturing, Inc	480-368-9616	cathy.z@umidirect.com