



OPERATIONAL SERVICES DIVISION

Contract User Guide for CLT08

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

UPDATED: May 15, 2024

Contract #:	CLT08
MMARS MA #:	CLT08*
Initial Contract Term:	May 1, 2017 – April 30, 2020
Maximum End Date:	April 30, 2025
Current Contract Term:	May 1, 2020 – April 30, 2025
Contract Manager:	Michael Barry, 617-720-3182, Michael.barry3@mass.gov
This Contract Contains:	Environmentally Preferable Products, Prompt Pay Discounts, and Supplier Diversity Office (SDO) Vendors
UNSPSC Codes:	52-12-00 Bedclothes; 53-10-00 Clothing; 53-10-18 Coats and Jackets; 53-10-23 Undergarments; 53-10-25 Clothing Accessories; 53-10-27 Uniforms; 53-10-29 Athletic Wear; 53-11-00 Footwear; 53-13-00 Personal Care Products
Updates:	PunchOut information

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

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Contract Summary

This is a Statewide Contract 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 26 vendors across 16 categories.

Contract Categories

This contract includes 14 categories of products and services as listed below.

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

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. This category also includes Personal Protective Equipment (PPE) that is offered by a small list of vendors approved to sale on contract.

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

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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.

Find Bid/Contract Documents

All contract documents and vendor price files are available for download on [COMMBUYS.com](https://www.commbuys.com). A COMMBUYS account is not required for accessing contract information online.

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for CLT08 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for CLT08 and can be accessed directly by visiting the Master Blanket Purchase Order [PO-17-1080-OSD03-SRC3-10545](https://www.commbuys.com/PO-17-1080-OSD03-SRC3-10545).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- Each vendor and category has a Master Blanket Purchase Order (MBPO) page. To find each page:
 - Go to [COMMBUYS.com](https://www.commbuys.com)
 - Click *Contract & Bid Search* under the *Browse by Category* section
 - Click *Contracts/Blankets*
 - Type "**CLT08**" into the *Contract/Blanket Description* field
 - Click *Find It* towards the bottom
 - Results appear in the following order:
 - Solicitation Enabled category pages used for quoting multiple vendors in COMMBUYS.
 - Inventory Tracking and Management Services pages. Unique to Category 16.
 - [CLT08 MASTER FILE \("Conversion Vendor"\)](#) – contains RFR, MASTER Price File, and this user guide

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 [Eligible Entities Which May Use Statewide Contracts](#) webpage.

Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

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OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Contract User Guides that require the department to solicit quotes or issue a statement of work:

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
More than \$250,000/year	<ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible. • Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

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.

Vendors cannot charge more than the discount percentage offered, but they may charge less. Vendors are willing to negotiate pricing and can give better pricing for large orders. 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.

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Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the [vendor information](#) page, where links to all the vendors MBPO's should be provided.

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 OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference CLT08 to receive contract pricing.

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.

How To Purchase From The Contract

- **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.

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to

COMMBUYS and select the settings option in the upper right-hand corner [] and choose the G2B PunchOut option). G2B PunchOut can now also be accessed directly on COMMBUYS Landing Page when signed in. Click on



icon on left hand side of page. Select a vendor on the dropdown in COMMBUYS, you are then taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

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

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Creating a Punch Out Order* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a COMMBUYS PunchOut* job aid.

CLT08 Vendors who currently have PunchOut Catalogs:

- Bob Barker

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows 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 Requisition* job aid.

Obtaining Quotes

Contract users should always reference CLT08 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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

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

- The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

Instructions for MMARS Users

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

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

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 manufacture their own products using recycled content.

EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of

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the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

Contract Exclusions and 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.

- FAC111 - Facilities and Uniforms Management Services
- PSE01 – Public Safety Equipment and Two-Way Radio
- HLS06 – Homeland Security, Public Safety, and Traffic Safety Supplies
- OFF48 – Print, Copy & Mail Services, and Printed Promotional Products

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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

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.

Additional Information/FAQs

If the Needed Product Can Not be Found

If the product or brand you are looking for is not available, 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.

Performance and Payment Time Frames Which Exceed Contract Duration

All 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

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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 agreements for services may be executed after the Contract has expired.

Inventory Tracking and Management Services (ITMS)

The CLT08 ITMS category is set up 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 How to Record a Contract Purchase Previously Made located at the [Job Aids for Buyers](#) webpage 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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Strategic Sourcing Team Members

- Stephen Lyons (Inactive), Operational Services Division, Contract Manager
- Dana Cerrito (Inactive), Operational Services Division
- Amanda Ferdinand, Operational Services Division (Inactive)
- Michael Barry, Operational Services Division
- Cameron O'Brien, Operational Services Division, Contract Manager
- Erin Powers, Operational Services Division
- Jodi Paris Anastos (Inactive), Operational Services Division
- Julia Wolfe, Operational Services Division
- Sam Chan (Inactive), 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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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	SDO Certification Type	SDP Commitment Percentage
**Conversion Vendor CLT08 MASTER FILE	PO-17-1080-OSD03-SRC3-10545	Michael Barry	617-720-3182	Michael.barry3@mass.gov	N/A	N/A	N/A	N/A	N/A
Action Apparel Inc.	PO-17-1080-OSD03-SRC3-10505	Jack Losco	781-224-0777	jlosco@actionapparelinc.com	1, 2, 3, 14, 15	10 Days - 2.00%			3%
All Sports – Heroes Uniforms	PO-17-1080-OSD03-SRC3-10516	Mike McAtamney	978-452-1976	mmcatamney@allsportsheroes.com	1, 2, 3, 5, 15	10 Days - 1.50% 15 Days - 1.00% 20 Days - 0.50%	WBE		1%
Amercare Products, Inc.	PO-17-1080-OSD03-SRC3-10506	Julie Siegel	800-556-6322	sales@amercareproducts.net	9	30 Days - 2.00%			10%
Aramark Uniform Services	PO-17-1080-OSD03-SRC3-10520	Reshnoda Fernandez	800-785-2299 ext. 671133	fernandez-reshonda@aramark.com	1, 2, 5, 6, 14 (PPE), 15	10 Days - 0.50%			.5%
Bob Barker Company Inc. PunchOut Catalog Available	PO-17-1080-OSD03-SRC3-10496 G2B PunchOut: PO-24-1080-OSD03-OSD03-31548	Carl Dornan	919-753-1653	carldornan@bobbarker.com	4, 6, 8, 9, 14	10 Days - 1.00% 15 Days - 0.50%			.25%
Body Armor Outlet, LLC	PO-17-1080-OSD03-SRC3-10497	Steve Robins	603-327-8186	srobins@bodyarmoroutlet.com	2, 14	10 Days - 0.10%			.25%
Charm-Tex	PO-17-1080-OSD03-SRC3-10500	Katherine Bittner	718-252-8100 ext. 101	katherine@charm-tex.com	6, 8, 9	15 Days - 1.00%			1%
Creative Touch Designs, LLC	PO-17-1080-OSD03-SRC3-10502	Marianne Cyr	978-499-4444	mcyr@ctdemb.com	1, 2, 3, 4, 5, 14 (PPE), 15	10 Days - 3.00% 15 Days - 2.00% 20 Days - 1.00%	WBE		5%
Darter Specialties, Inc.	PO-17-1080-OSD03-SRC3-10519	Alice Darter	203-699-9805	alice@darterspecialties.com	1, 3, 5, 15	10 Days - 2.00% 15 Days - 1.50% 20 Days - 1.00%	WBE		5%

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Doughboy Police and Fire Supply	PO-17-1080-OSD03 - SRC3-10511	Ryan Barry	781-878-0302	ryan@doughboyuniforms.com	1, 2, 3, 4, 5, 11, 12, 14, 15, 16	10 Days - 1.00%			1%
First Defense Supply, Inc.	PO-17-1080-OSD03 - SRC3-10495	James Averso	978-343-0019	javerso@firstdefensesupply.com	1, 2, 3, 4, 5, 11, 12, 14, 15	10 Days - 1.00%			1%
Goaltex Corp.	PO-17-1080-OSD03 - SRC3-10498	Robert Grubman	516-682-5775	robert@goaltex.com	8	10 Days - 1.00%			2%
Graphic Productions, Inc.	PO-17-1080-OSD03 - SRC3-10513	Maryann Gabriele	781-749-8828	graphicspro@msn.com	6, 14, 15	10 Days - 1.00%			1%
Howard Uniform Company	PO-17-1080-OSD03 - SRC3-10501	Manish Butani	401-727-3086	sales@howarduniform.com	12	10 Days - 1.00%			.5%
Kenai Sports, LLC	PO-17-1080-OSD03 - SRC3-10518	Charlie Bogoian	617-651-0697	cbogoian@gmail.com	1, 3, 5, 7	10 Days - 1.50% 15 Days - 1.00%			2%
Lane Printing & Advertising	PO-17-1080-OSD03 - SRC3-10510	Carolyn Lane	781-767-4450	mail@laneprint.com	1, 2, 3, 4, 5, 6, 8, 9, 14 (PPE), 15, 16	10 Days - 2.00% 15 Days - 1.00% 20 Days - 0.50%	WBE		1%
Mag & Son Clothing	PO-17-1080-OSD03 - SRC3-10507	Greg Mag	888-847-4422	gregmag100@aol.com	1, 3, 5, 6, 14, 15, 16	30 Days - 1.00%			12%
MassCor Industries	PO-17-1080-OSD03 - SRC3-10525	Steven K. Niland	508-850-1959	steven.k.niland@doc.state.ma.us	ALL***	N/A			N/A
MG Products, LLC	PO-17-1080-OSD03 - SRC3-10509	Leanne Goddu	866-524-8851	leanne@mgproducts.net	1, 2, 3, 4, 8, 9, 14 (PPE), 15	30 Days - 1.00%	WBE		.2%

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Neptune Uniforms & Equipment, Inc.	PO-17-1080-OSD03 - SRC3-10499	Mitchell Cohen	978-372-8812	info@neptuneuniforms.com	11, 12	20 Days - 1.00%			1%
OD Taragin & Bros.	PO-17-1080-OSD03 - SRC3-10514	Jonathan Shapiro	410-276-7570	odtaragin@gmail.com	4, 6	10 Days - 1.00%			2%
Proforma Eagle Print & Promotion	PO-17-1080-OSD03 - SRC3-10504	Jack Foley	781-545-5356	jackm.foley@proforma.com	1, 2, 3, 5, 9, 14 (PPE), 15, 16	10 Days - 1.00%			15%
Razz-m-Tazz Promotions, LLC	PO-17-1080-OSD03 - SRC3-10512	Gail Sabettini	978-874-0502	gail@razz-m-tazz.com	1, 2, 3, 4, 5, 8, 9, 14 (PPE), 15	10 Days - 1.00%	WBE		1%
Trippi's Uniforms	PO-17-1080-OSD03 - SRC3-10517	Frank Trippi	508-755-4721	frank@trippisuniforms.com	1, 2, 4, 14, 15, 16	10 Days - 1.00%			1%
Uniforms Manufacturing, Inc.	PO-17-1080-OSD03 - SRC3-10515	Susan Polo	800-222-1474 x107	susan@umidirect.com	4, 5, 6, 8, 9, 15	10 Days - 2.00%			2%

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

**The Master Contract Record MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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

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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