

Contract User Guide for HLS06

HLS06: Homeland Security, Public Safety, and Traffic Safety Supplies

UPDATED: 11/20/2024

Contract #:	HLS06
MMARS MA #:	HLS06*
Initial Contract Term:	October 1, 2018 – October 7, 2026
Maximum End Date:	See Renewal/End Date Information in Vendor List and Information
Contract Manager:	Camille Clarke, Phone 617-251-1858, camille.l.clarke@mass.gov
This Contract Contains:	Emergency Response Preparedness Products; Personal Protective Equipment, COMMBUYS Punchout Catalogs; Prompt Payment Discounts;
UNSPSC Codes:	46-16-00 - Public safety and control, 46-16-15- Traffic control, 46-15-00 - Law enforcement, 46-17-00 - Security surveillance and detection, 46-18-00 - Personal safety and protection, 92-10-00 - Public order and safety.

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

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Renewal Options](#)
- [VENDOR LIST AND INFORMATION](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

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Updated: November 20, 2024

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Page 1 of 8

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Contract Summary

The HLS06 is a statewide contract for Homeland Security, Public Safety and Traffic Safety Supplies adopted from two nationally scaled and competitive bids conducted by the U.S. Communities and Sourcewell (formerly NJPA) cooperatives. The adoption of both contracts allows buyers on HLS06 to shop between two nationally priced catalogs that cover a large cross-section of public safety and emergency response products. *This contract replaced HLS05: Homeland Security, Public Safety and Traffic Safety Supplies.*

Pursuant to the Emergency Procurement and Purchase provisions of the Commonwealth of Massachusetts a MERT-vetted vendor has joined HLS06 in the Category of Personal Protective Equipment (PPE) for the manufacturing and supply of PPE. The Manufacturing Emergency Response Team (M-ERT) is part of a coordinated response between academia, industry, and government to support the expansion of PPE production capabilities of Massachusetts manufacturers through providing funding from the Commonwealth.

COVID-19 Updates

This contract provides PPE material. Buyers are encouraged to engage with vendors for additional information. See vendor list and information table.

Cleaning and Disinfecting Services

For cleaning services, all vendors must follow the CDC's guidance on [Cleaning and Disinfecting](#) and applicable COVID-19 [OSHA](#) guidance and standards.

Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#) AND registered by the [Massachusetts Pesticide Board Subcommittee](#)
- Hand Sanitizers: The CDC [Hand Hygiene Recommendations](#) cite at least 60% alcohol based hand sanitizer *if soap and water are not available*. For healthcare, refer to the CDC's [Hand Hygiene in Healthcare Settings](#) for more information.

Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review [OSHA guidance and standards](#), and ensure the individuals using disinfectants are aware of the guidance.

Contract Categories

This contract includes six (6) categories of products as listed below:

Category 1: Homeland Security

Category 2: Personal Protective Equipment (PPE)

Category 3: Public Safety

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Updated: November 20, 2024

Template version: 7.0

Page 2 of 8

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Category 4: Public Works/Traffic Safety Supplies

Category 5: Safety Apparel

Category 6: And other related needs

PLEASE NOTE: The items identified below **cannot** be purchased under the HLS06 Homeland Security, Public Safety and Traffic Safety Supplies

- Firearms, Ammunitions, Less than Lethal Munitions, Tasers, and Related Training Products, Services and Accessories for those items.
- All vehicles including, but not limited to, fire trucks, police vehicles, ambulances and boats.
- Public Safety Broadband and LTE only communications equipment and services (The home Statewide Contract for this is ITT72).

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.

This contract includes PPD, volume discounts, and the ability to negotiate additional volume discounts.

Find Bid/Contract Documents

- To link directly to the MBPO for HLS06 visit [Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-19248](#).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for HLS06 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 HLS06 and can be accessed directly by visiting visit [Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-19248](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- The HLS06 contract is adopted from nationally-scaled and competitive bids conducted by Sourcewell (formerly NJPA) cooperative.
 - **To Find Sourcewell Contract Documents for Grainger please visit:** <https://www.sourcewell-mn.gov/cooperative-purchasing/121416-wwg#tab-contract-documents>
- To Find Contract Documents for Safeware please visit: <https://www.omniapartners.com/publicsector/suppliers/safeware/contract-documentation>.
- To find more information about the M-ERT application and funding program please visit: <https://masstech.org/MERT>.

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Updated: November 20, 2024

Template version: 7.0

Page 3 of 8

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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.

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

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number **HLS06** when contacting the vendor for quotes or placing an order.

Pricing Options

- **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.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price.

The awards for Safeware and Grainger are based on a ceiling discount % off of their catalog price. These discounts represent the discount off the vendor’s catalog and not the Manufacturer Suggested Retail Pricing (MSRP). If applicable, the ceiling pricing for other vendors awarded on the PPE category is as noted in the price files of each vendor. Buyers may

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Updated: November 20, 2024

Template version: 7.0

Page 4 of 8

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reference this information when reviewing quotes to ensure contract pricing is being honored. All buyers are encouraged to request quotes on large orders as the expectation from OSD is that volume discounts will usually be available.

- Grainger: 12% off of Grainger's "Customer Specific Pricing" (CSP)
- Safeware: 41% off of Safeware's "Catalog List Pricing" (CLP)

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the [vendor information](#) page, where links to the vendors MBPO's are 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 HLS06 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

- **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. **Both PunchOut MBPO links are available in the table on the last page.**

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.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

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

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Updated: November 20, 2024

Template version: 7.0

Page 5 of 8

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➤ The *COMMBUYS Requisitions* section and choose the *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. 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. Buyers must include “HLS06 RFQ” when entering information in the Description field.

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.

Obtaining Quotes

Contract users should always reference HLS06 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value.

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)

COVID-19

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA’s [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute’s [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

Contract Exclusions and Related Statewide Contracts

OSD offers several contracts across multiple contract categories. Buyers should review the list of related statewide contracts below. These contracts may have additional vendors from which to obtain quotes depending on your needs.

CLT08 – Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding (awarded through 4/30/2025)

FAC100/FAC101/FAC105 – Maintenance Repair and Operations (MRO) (various contract term dates)

PSE01 – Public Safety Equipment & Supplies (awarded through 12/31/2026)

ITT72 – Information Technology – Telecommunications (various 2025 contract term dates)

HSP44 – Medical Commodities (awarded through 6/30/2027)

HSP45 – Laboratory Supplies and Equipment (awarded through 12/31/2029)

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Updated: November 20, 2024

Template version: 7.0

Page 6 of 8

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Emergency Services

HLS06 is a catalog-based contract for ordering various public safety and emergency management products. 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

Standard delivery is Free on Board (FOB) Destination for HLS06 buyers. Expedited delivery or specialty orders may require additional fees. Returns or cancellations should be negotiated directly with the vendor and may include OSD if necessary.

Additional Information/FAQs

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** A discount is provided to buyers if a certain volume of product or service is purchased.

If the Needed Product Can Not be Found

HLS06 is designed to respond to all niches of public safety. If the product you are looking for cannot be found, please call, or email the vendors directly to inquire. If your desired product or manufacturer is not currently available on HLS06 there is the possibility that it can be added to the contract. All new additions to the contract are subject to approval of the awarding cooperative contract and subsequent approval by OSD. If you have any questions about whether the product you are looking for fits the scope of the HLS06 contract, please contact the OSD Contract Manager.



OPERATIONAL SERVICES DIVISION

Contract User Guide for HLS06

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS PunchOut (MBPO Last five linked below)	Contact Person	Phone Number	Email	Categories	Minimum Order
**[Conversion Vendor] [Master MBPO] (All contract documents)	PO-20-1080-OSD03-SRC3-19248		Camille Clarke	617-251-1858	Camille.L.Clarke@mass.gov	N/A	N/A
Safeware, Inc.	PO-19-1080-OSD03-SRC3-14550	14635	Bob Hamilton	203-919-5043	rhamilton@safewareinc.com	ALL	N/A
W. W. Grainger, Inc.	PO-19-1080-OSD03-SRC3-15036	14550	Erin Charbonneau	617-680-5709	erin.charbonneau@grainger.com	ALL	N/A

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

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

***Each Vendor has a separate renewal or end date depending on the Cooperative Contract.

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Updated: November 20, 2024

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Page 8 of 8

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