



HLS06 Contract User Guide

OPERATIONAL SERVICES DIVISION

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

UPDATED: January 25, 2021

Contract #:	HLS06
MMARS MA #:	HLS06*
Initial/Current Contract Term:	October 1, 2018 – September 30, 2023
Maximum End Date:	See Renewal Options .
Current Contract Term:	October 1, 2018 – September 30, 2023
Contract Manager:	Ariola Molla, 617-720-3381, ariola.t.molla@mass.gov
This Contract Contains:	Emergency Response Preparedness Products; Personal Protective Equipment, COMMBUYS Punchout Catalogs; Supplier Diversity Program; Prompt Payment Discounts; Volume Discounts

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

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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 competed 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.

Further, pursuant to the Emergency Procurement and Purchase provisions of the Commonwealth of Massachusetts several MERT-vetted vendors have 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

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response between academia, industry, and government to support the expansion of PPE production capabilities of Mass 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 is awarded to provide a variety of products and equipment in the categories listed below:

- Homeland Security
- Personal Protective Equipment (PPE)
- Public Safety
- Public Works/Traffic Safety Supplies
- Safety Apparel
- And other related needs

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 "Conversion Vendor" Master Blanket Purchase Order (MBPO) for HLS06 and can be accessed directly by visiting [Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-19248](#).

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- 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 two nationally scaled and competed bids conducted by the U.S. Communities and Sourcewell (formerly NJPA) cooperatives
 - To Find Sourcewell Contract Documents for Grainger please visit: <https://www.sourcewell-mn.gov/cooperative-purchasing/121416-wwg#tab-contract-documents>
- To Find U.S. Communities Contract Documents for Safeware please visit: <https://www.uscommunities.org/suppliers/safeware-mallory/safeware-mallory-contract/>
- To find more information about the M-ERT application and funding program please visit: <https://masstech.org/manufacturing-emergency-response-team-funding-program> .

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.

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 ability to negotiate additional volume discounts.

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.

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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). The ceiling pricing for other vendors awarded on the PPE category is as noted in the price files of each vendor. Buyers may 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)
- Other vendors: Pricing as noted in the price files of each vendor uploaded in the vendor-specific purchase order.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in the vendor information page (ADD HYPERLINK)

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). Once a vendor is selected in COMMBUYS, you are 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.

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

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- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B 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:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* 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, not including construction services, 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 the *How to Create a Solicitation Enabled Bid Using a Release Requisition* 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 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 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

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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

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

CLT08 – Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding (awarded through 4/30/2020)

- Clothing and Uniforms

Review the CLT08 user guide here: <https://www.mass.gov/service-details/clk-clothing-and-footwear>

FAC100/FAC101/FAC105 – Maintenance Repair and Operations (MRO) (various awards)

- Various awards covering MRO products

Review the MRO user guides here: <https://www.mass.gov/service-details/facilities-maintenance-repair-and-services>

FIR04 – Public Safety Equipment, Supplies, Services and Repairs (awarded through 12/31/2018)

- Body Armor, Body Cameras, Personal Protective Equipment (PPE), Safety Apparel, and other public safety products

Review the FIR04 user guide here: <https://www.mass.gov/service-details/public-safety-equipment-supplies>

ITT46 – Network Services (awarded through 6/30/2020)

- Mobile Communication Services

Review the ITT46 user guide here: <https://www.mass.gov/service-details/information-technology-telecommunications>

ITT72 PSGW – Cellular Services & Devices (awarded through 6/30/2022)

- Review the ITT72 PSGW user guide here: <https://www.mass.gov/service-details/information-technology-telecommunications>

HSP40 – Medical Commodities (awarded through 6/30/2020)

- Medical and First Aid Supplies

Review the HSP40 user guide here: <https://www.mass.gov/service-details/healthcare-and-lab-products>

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



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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:** discount is provided to buyer 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.

Renewal Options

Safeware, Inc.

Initial term started October 1, 2018 and goes until September 30, 2023. Safeware has 5 additional 1 year or a combination of years renewal options available.

W.W. Grainger, Inc.

Initial term: October 1, 2018 through January 31, 2021. Current term: October 1, 2018 through February 1, 2022.

All other vendors

Initial contracts expire by January 31, 2021 with one additional renewal option available.

Emergency Response Supplies, Services, and Equipment

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. To view all available emergency response options on statewide contracts, download the [Emergency Response Supplies, Services and Equipment list](#).



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Cate gories	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Minimum Order
**[Conversion Vendor] [Master MBPO] (All contract documents)	PO-20-1080-OSD03-SRC3-19248		Ariola Molla	617-720-3381	Ariola.t.molla@mass.gov	N/A	N/A	N/A	N/A
Safeware, Inc.	PO-19-1080-OSD03-SRC3-14550	Punchout	Sue Roy	203-800-6298	Sue.roy@safewareinc.com	ALL	N/A	N/A	N/A
W. W. Grainger, Inc.	PO-19-1080-OSD03-SRC3-15036	Punchout	Erin Charbonneau	617-680-5709	erin.charbonneau@grainger.com	ALL	N/A	N/A	N/A
Brownmed Inc.	PO-21-1080-OSD03-SRC3-20101	COMMBUYS	Brandon Rodriguez	857-317-3366	Brandon.Rodriguez@brownmed.com	PPE	PPD	N/A	50 units
CareAline Products, LLC	PO-21-1080-OSD03-SRC3-20102	COMMBUYS	Kezia Fitzgerald	617-548-7419	Kezia@carealine.com	PPE	PPD	N/A	10 units
Pirate Dog Brand	PO-21-1080-OSD03-SRC3-20104	COMMBUYS	Eric Glass	978-745-4786	ericglass@piratedogbrand.com	PPE	PPD	N/A	4 gallons
Tekware Inc. dba Gloucester Bio	PO-21-1080-OSD03-SRC3-20105	COMMBUYS	Jeffrey Beeny	603- 380-4257	jeff.beeny@gloucesterbio.com	PPE	PPD	N/A	1 unit
Shawmut LLC	PO-21-1080-OSD03-SRC3-20177	COMMBUYS	Sherri Harrington	734-660-7174	harrington@shawmutcorporation.com	PPE	PPD	N/A	100 units
Evolved by Nature	PO-21-1080-OSD03-SRC3-20179	COMMBUYS	Michelle Rice	401-368-5462	Michelle.rice@evolvedbynature.com	PPE	PPD	N/A	10 oz: 1872 units; 1 liter: 660 units; Gallon: 160 units

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