

# Contract User GuideHSP45: Laboratory Supplies & Equipment

## Contract Overview

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| --- | --- |
| Category Manager Contact Information | Sonia Castro617-359-7271 Tina Sang617-359-7287 |
| Contract Term | **Current Contract Term:** January 1, 2023 – December 31, 2029* **Maximum End Date**: December 31, 2029
 |
| Massachusetts Management Accounting and Reporting System (MMARS) Master Agreement (MA) Number | **HSP45000000000000000****Note:** \*The asterisk is required when referencing the contract in the MMARS system. |
| Quote Requirements | Quotes are required for purchasing. Refer to the [Quote Response and Requirements](#_Quote_Response_and) section for guidelines. |
| Vendor List | Refer to [Vendor List and Information](#_Appendix_A:_Vendor) for eligible vendors on this contract. |
| Updates | 07/01/2025: Update was made to adopt a new template and streamline language and content 10/16/2025: Update was made to Category Manager contact information  |

**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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## Contract Summary

Contract HSP45 provides a wide range of laboratory-related products and services for educational, healthcare, and scientific institutions. Covered items fall into nine main categories as listed under the Contract Categories section. For more contract related information, please see the [Master Blanket Purchase Order and RFR](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27867&releaseNbr=0&external=true&parentUrl=close).

**Note:** This contract may be used to procure the goods or services described herein **at any dollar amount**. Any limitations, including for procurements involving **construction**, are outlined in this Contract User Guide.

For Master Contract Record, refer to the [Master Blanket Purchase Order and RFR](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27867&releaseNbr=0&external=true&parentUrl=close).

### Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by:

* Leveraging the Commonwealth’s buying power
* Simplifying the solicitation process
* Providing contracting expertise
* Enhancing vendor relationships through proactive management and oversight
* Offering competitive pricing
* Partnering with a pool of qualified and experienced vendors
* Offering Prompt Payment Discount
* Accessing a wide range of environmentally preferable products and services

The HSP45 contract specifically provides a reliable and compliant solution for a wide range of laboratory-related products and services. Key benefits include:

**Cost Savings**

Competitive published net price lists allow buyers to compare prices.

Competitive pricing through the Commonwealth’s buying power.

Bulk discounts available from select vendors.

**Delivery**

No charge for delivery within seven (7) calendar days of orders.

**Procurement Compliance**

HSP45 supports compliance with applicable procurement laws by offering a pre-vetted contract vehicle.

### Proprietary Products and Equipment (Sole Source)

This contract may be used for sole source purchases of proprietary products or equipment that are exclusively available from one manufacturer or distributor on contract.

**Flexibility and Convenience**

Vendor catalogs are updated frequently to reflect new products and pricing.

Some vendors provide PunchOut catalog functionality for streamlined purchasing.

**Value-Added Services**

Extended warranties, service, and maintenance agreements are available from select vendors

Installation services, technical assistance, and user training are offered by many HSP45 vendors

Some vendors may offer free product samples to support evaluation and procurement decisions.

### Market Share Incentives

Additional discounts may be available to purchasers who commit to sourcing a specified percentage of their laboratory supplies or who meet a minimum monthly purchase volume with a vendor.

**Prompt Pay Discounts**

Prompt Pay Discount (PPD) is available to the buyer as a percentage discount for early payment, varies by vendor, and detailed in the [vendor list](#_Vendor_List_and) table and the price files within each vendor's Master Blanket Purchase Order [MBPO] or Master Contract Record MBPO).

**Volume Discount**

Volume Discount is also available from many vendors for additional saving when a large order is placed.

### Technical Support and Training

Vendors are required to provide a reasonable level of technical support at no cost to Purchasing Entities. Upon request, vendors must respond within 10 calendar days to arrange product training. When available, Continuing Education Credits should be offered.

## Contract Exclusions and Related Statewide Contracts

Related products that are not covered under this contract are listed below along with the statewide **contract** under which they can be found.

Please refer to the following list of products and services not available for purchase:

* Medical Commodities through a Group Purchasing Organization (GPO) [HSP43](https://www.mass.gov/info-details/health-and-medical-contract-user-guides)
* Medical Commodities - [HSP44](https://www.mass.gov/info-details/health-and-medical-contract-user-guides)
* Pharmaceutical Prime Vendor Drug Wholesaler - [MED56](https://www.mass.gov/info-details/health-and-medical-contract-user-guides)
* Pharmaceutical Group Purchasing Organization (GPO) - [MED57](https://www.mass.gov/info-details/health-and-medical-contract-user-guides)
* Influenza Vaccine - [MED56](https://www.mass.gov/info-details/health-and-medical-contract-user-guides)
* Homeland Security, Public Safety, and Traffic Safety Supplies – [HLS06](https://www.mass.gov/info-details/public-safety-and-security-contract-user-guides)
* Water Treatment Chemicals and Alternative Treatment Systems - [FAC121](https://www.mass.gov/info-details/facilities-general-contract-user-guides)
* Hazardous/Universal, Medical, and Electronic Waste Disposal - [WMR001](https://www.mass.gov/info-details/waste-management-and-recycling-contract-user-guides)

## Who May Use the Contract

The following is a complete list of the types of organizations generally allowed to use the Operational Service Division’s (OSD's) Statewide Contracts (SWCs). Some SWCs may be open to additional organizations, and some are more restricted in usage.

* Cities, towns, districts, counties, and other political subdivisions
* Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
* Independent public authorities, commissions, and quasi-public agencies
* Local public libraries, public school districts, and charter schools
* Public hospitals owned by the Commonwealth of Massachusetts
* Public institutions of higher education
* Public purchasing cooperatives
* [Non-profit](https://www.mass.gov/info-details/non-profit-purchasing-programs), UFR-certified organizations that are doing business with the Commonwealth
* Other states and territories and their cities, towns, districts, counties, other political subdivisions, and public institutions of higher education without prior approval from the State Purchasing Agent
* Other entities when designated in writing by the State Purchasing Agent

## Pricing Options

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

**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.

### New Items or Bulk Pricing

If a product or bulk quantity pricing is not listed in a Vendor’s catalog, contact the Vendor(s) for a quote. Once accepted, the quoted net price for these additional items remains valid until the next catalog update. These additionally quoted products can be ordered from the vendor’s catalog using the line item “Additional items quoted by the vendor per the RFR”.

* For purchases costing $50,000 or more, or at the discretion of the purchaser for purchases of a lessor value, the purchaser will issue through COMMBUYS [PO-23-1080-OSD03-STC01-27943](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27943&releaseNbr=0&external=true&parentUrl=close) a Request for Quote (RFQ, form is posted in COMMBUYS), to a **minimum of three (3) vendors** active on contract HSP45 specifying the items and services to be purchased including delivery cost.

### Proprietary Products and Equipment (Sole Source)

This contract may be used for sole source purchases of proprietary products or equipment that are exclusively available from one manufacturer or distributor on contract.

### Pre-Payment and Deposits

**Please Note:** Due to factors such as manufacturing lead times, product costs, availability, or custom order requirements, vendors may request a deposit or pre-payment.

Pre-payments **are not permitted** for standard orders unless **authorized in advance** by both the Operational Services Division (OSD) and the Buyer. Buyers must notify OSD of any pre-payment requests prior to order placement.

**Vendor Price File:** Product pricing may be found by using the [Vendor information](#_Appendix_A:_Vendor) page, where links to all the Vendors MBPOs are provided. *Please note, pricing can fluctuate based on manufacturers vs. distributors; supply-chain issues; recalls; and product availability due to an emergency declaration.*

**Note:** The price files and vendor catalogs are accessible through public view in COMMBUYS; therefore, buyers may access the price files and vendor catalogs without signing into a COMMBUYS account.

Due to fluctuations in pricing, OSD strongly recommends you get quotes directly from vendors to confirm you are getting the most recent prices. Also, if reviewing prices in COMMBUYS please confirm the price sheets you are viewing are for the current year.

**Note:** Product pricing may be found on the [vendor information](#_Appendix_A:_Vendor) page, where links to all the vendors’ MBPOs are provided.

## Quote Response and Requirements

Buyers should always reference HSP45 when contacting Vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For purchases costing $50,000 or more, or at the discretion of the Buyer for purchases of a lessor value, issue through COMMBUYS [PO-23-1080-OSD03-STC01-27943](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27943&releaseNbr=0&external=true&parentUrl=close) a Request for Quote (RFQ, form is posted in COMMBUYS), to a **minimum of three (3) vendors active** on contract HSP45 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the “Vendor” Tab, then click the “Distributors” Tab.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](https://www.mass.gov/lists/job-aids-for-buyers-using-commbuys) webpage, and select:

* The COMMBUYS Purchase Orders section and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

### Quote Including Construction Services

Please note specific requirements that apply for quoting construction services using our Trade (TRD) contracts, depending upon the scope of your bid:

* For construction services, using our Trade (TRD) Statewide Contracts, with Construction Labor valued from $1.00 - $50,000, Buyers must solicit a minimum of three (3) responses (quotes) and receive two (2) written dollar quotes from TRD Vendors, award to the lowest responsible bidder.
* Only caveat to seeking three (3) responses, when the construction labor + materials/supplies combined, are $10,000 or less then, Buyer may select a TRD contracted Vendor and award the project based on sound business practices, consistent with your entity’s procurement policies and procedures.
* OSD recommends agencies seek multiple quotes to guarantee the best value procurement.

### Product Trials, Pilots, and Demonstrations

* Vendors will work to provide free samples for product review or evaluation trials prior to purchase.
* Vendors will provide at no cost a reasonable level of technical support to Purchasing Entities.
* Vendors will arrange for purchaser training on products and respond to training requests within ten (10) Calendar days. When available the Vendor will provide Continuing Education Credits.

## Purchase Options

HSP45 offers several options for purchasing from vendors under this Statewide Contract.

These options include COMMBUYS Punchout, and Direct Quote Purchase through COMMBUYS and Direct Quote Purchase Outside of COMMBUYS.

This contract provides for multiple methods of purchase listed as follows:

* **G2B Punchout:** Buyers may purchase directly from the vendor’s eCommerce site using the Government to Business (G2B) functionality in COMMBUYS. Refer to the Vendor MBPO Listing for G2B Punchout-enabled vendors. A COMMBUYS punchout provides the ability to purchase directly from the website of certain sellers (vendors). Buyers can “punch out” to a seller’s online shopping website to search for and choose the desired items. Once the items are selected and checked out, the system transfers these items to COMMBUYS to complete a release requisition.

Refer to the [How to Purchase from a COMMBUYS G2B Punchout](https://www.mass.gov/doc/how-to-purchase-from-a-commbuys-g2b-punchout/download) job aid for more details.

* **Direct Quotes (Using COMMBUYS):** Buyers can solicit quotes directly from vendors, award, and place orders through COMMBUYS using the solicitation-enabled contract Master Blanket Purchase Orders (MBPOs) or Statewide Contracts in COMMBUYS.
	+ Click here for [Vendor MPBO Listing](https://gbc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-US&rs=en-US&wopisrc=https%3A%2F%2Fmassgov.sharepoint.com%2Fsites%2FOSD-TEAMS-CUGProject%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F03b4363d2741410f925cc568e8e3748b&wdenableroaming=1&mscc=1&hid=0238CCA1-30FA-A000-30A2-8F5671011A67.0&uih=sharepointcom&wdlcid=en-US&jsapi=1&jsapiver=v2&corrid=878a82b4-72fa-018e-56d4-74adfc39be71&usid=878a82b4-72fa-018e-56d4-74adfc39be71&newsession=1&sftc=1&uihit=docaspx&muv=1&ats=PairwiseBroker&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fmassgov.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=ItemsView&wdhostclicktime=1759616653899&csiro=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_Appendix_A:_Vendor)
	+ Click here for [How to Request Quotes from Vendors on Statewide Contracts](https://www.mass.gov/doc/how-to-request-quotes-from-vendors-on-statewide-contracts/download)
	+ Click here for instructions on how to complete a quote in COMMBUYS [Job Aids for Buyers](https://www.mass.gov/lists/job-aids-for-buyers-using-commbuys)
* **Direct Quotes (Outside of COMMBUYS):** Buyers can solicit quotes directly from multiple vendors outside of COMMBUYS by email or phone.To ensure application of contract pricing, always reference HLS06 in the Request for Quotes (RFQ) and ensure HLS06 is referenced on all quotes received.

All quotes should clearly indicate Free on Board (FOB) destination, with all charges for transportation and unloading prepaid by the vendor.

To set up a COMMBUYS buyer account, contact your organization’s COMMBUYS administrator.

For questions about Direct Quotes purchasing using COMMBUYS, contact OSDhelpdesk@mass.gov, or call (888) 627-8283.

* **New Items or Bulk Prices:** Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor’s Price List. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor’s catalog using the line item “Additional items quoted by the vendor per the RFR”.

See the [How to Make a Statewide Contract Purchase in COMMBUYS](https://www.mass.gov/doc/how-to-make-a-statewide-contact-purchase-in-commbuys/download) job aid for more details.

**Note:** MMARS and COMMBUYS do not interface. Payment request and invoice must be reported in both MMARS and COMMBUYS.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth of Massachusetts' e-procurement platform, serving as a central marketplace for state agencies and other Eligible Entities to procure goods and services, connecting government buyers and businesses. It aims to streamline the purchasing process, ensuring transparency and efficiency in the procurement process.

For Executive Agencies, COMMBUYS is required. Per 801 CMR 21.00, Executive Agencies must use established Statewide Contracts (SWCs) for the purchase of products and services. To set up a COMMBUYS buyer account or to update an existing agency account, the buyers must email the OSD Help Desk or call 1-888-627-8283.

While COMMBUYS use is not mandated for Non-Executive Agencies and other Eligible Entities, it is highly recommended to streamline the procurement process and assist buyers in making informed purchasing choices. Eligible entities should follow their internal guidelines for COMMBUYS use.

## Finding Contract Documents

Buyers may view contract documents (including Contract User Guides, Request for Response, Prompt Payment Discount Form, specifications, and other attachments) on COMMBUYS without requiring a COMMBUYS account or logging in.

To find contract documents in COMMBUYS, follow these steps:

1. On the [COMMBUYS](http://www.commbuys.com/) home page, enter **HSP45: Laboratory Supplies & Equipment** in the search tool and select **Blankets** from the drop-down list.
2. Select the Search icon. The related Master Blanket Purchase Orders (MBPOs) information opens in a table format.
3. To view the associated contract documents, under the **Blanket #** column, select on the applicable Purchase Order (PO) link. The MBPO opens for the selected PO, and the attachments may be found in the **Agency Attachments** or **Vendor Attachments** section.

All standard contract documents are within the Master Contract Record. Access them directly by selecting [PO-23-1080-OSD03-STC01-27943](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27943&releaseNbr=0&external=true&parentUrl=close).

## Finding Vendor-Specific Documents

To find vendor-specific documents, including price files, refer to the links to the individual vendor MBPOs on the [Vendor Information](#_Appendix_A:_Vendor) page, and follow these steps:

1. On the [Vendor Information](#_Appendix_A:_Vendor) page, under the **Master Blanket Purchase Order #** Column, select the applicable Purchase Order (PO) link. The Master Blanket Purchase Order (MBPO) opens for the selected PO.
2. On the MBPO, scroll down to the **Vendor Attachments** section to find the vendor-specific documents.
3. To view, select the desired document link.

## Construction and Construction-Related Labor Requirements

This contract may include construction, reconstruction, alteration, installation, demolition, maintenance, and repair work, including associated materials. The Eligible Entity is responsible for consulting with legal counsel to determine if work sought under this contract qualifies as construction under [G.L. c. 149 or G.L. c.30, § 39M](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30/section39m).

Please refer to the following construction and construction-related labor requirements:

* Purchasing entities are responsible for compliance with applicable construction procurement law requirements. Information concerning specific G.L. c. 149 and c. 30 construction requirements may be found in the [Office of the Inspector General’s Public Procurement Charts](https://www.mass.gov/lists/oig-forms-guides-and-advisories).
* It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M.Chapter 30B Procurement Assistance from the Office of the Inspector General is available on the [OIG Public Procurement](https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team) web page. To access the 30B Hotline, please call 617-722-8838 or email 30B Hotline.
* For further information about the public construction bidding laws, please email the Attorney General’s Office Bid Unit. Visit the Attorney General’s [Public Construction](https://www.mass.gov/public-construction) web page to learn more about Public Bidding Laws. **Note:** Operational Services Division (OSD) does not provide legal guidance on construction law.

### Construction Thresholds

Please refer to the following requirements:

* Construction services purchased under this contract are limited to $50,000 or less per engagement (job/project). The total cost of all maintenance and service agreements, including those spanning multiple years, shall not exceed $50,000 over the life of the contract.
* For construction materials and labor valued from **$10,000-$50,000**, the buyers **must** solicit a minimum of three (3) quotes and receive two written responses. The contract shall be awarded to the responsible bidder who offers the lowest price.
* For construction materials and labor estimated to cost less than **$10,000**, a Buyer may use sound business practices to award the work to a vendor without seeking additional quotes. Using an OSD statewide contract satisfies the sound business practices requirement of G.L. c. 149 for jobs costing less than $10,000.

## Prevailing Wage Law Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards (DLS)](http://www.mass.gov/dols). To get the proper rates for your region/job, you must request a determination. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at 617-626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by [G.L. c. 149, § 44A(2)(G)](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/section44a). A “state-assisted contract” is a construction project undertaken by a political subdivision of the Commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair, or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the Commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please email the Attorney General’s Office Bid Unit.

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Review [Prevailing Wage Enforcement](https://www.mass.gov/prevailing-wage-enforcement) for more information.

Buyers should always refer to a vendor’s Bidder Response Form (located in their COMMBUYS file) for their mark-up over prevailing wage and materials as well as a vendor’s charge for emergency services, holidays, and non-business hours.

### Labor Hours

Business Hours (excluding holidays) are defined as Monday through Friday 7:00 a.m. to 5:00 p.m. Non-Business Hours are defined as periods outside of Business Hours.

**Note:** Many state facilities operate continuously (24/7).

### Apprentice Labor Rates

Bidders may only include apprentice labor rates if they are participating in the Commonwealth's Approved Apprentice Program and can provide the required documentation. Refer to [Information for apprentices](https://www.mass.gov/information-for-apprentices) to learn more.

## Supplier Diversity Office (SDO) Requirements

Please refer to the following guidelines:

* Executive Departments must use diverse and small businesses to the extent possible based on contract terms, [Supplier Diversity Office (SDO)](https://www.mass.gov/orgs/supplier-diversity-office-sdo), and departmental policies, laws, and regulations.
* The [Small Business Purchasing Program (SBPP)](https://www.mass.gov/info-details/small-business-purchasing-program-sbpp?_gl=1*flb0s8*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzg1NCRqMjgkbDAkaDA.) applies to small procurements ($250,000 or below annually), while the [Supplier Diversity Program (SDP)](https://www.mass.gov/supplier-diversity-program-sdp?_gl=1*1dd4k06*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzk5MCRqNTckbDAkaDA.) applies to large procurements (over $250,000 annually). Executive Departments must consider these requirements when soliciting quotes or issuing Statements of Work (SOWs).
* Operational Services Division (OSD) provides a list of SDO businesses through the [Statewide Contract Index](https://www.mass.gov/doc/statewide-contract-index). Refer to the **SDO Programs (SDP and SBPP)** tab on the index (scroll to view the tab).

### Supplier Diversity Program (SDP) Requirements

Please view the following guidelines:

* In cases where all other factors are equal, and particularly when adhering to a best value approach, the department will favor the vendor with stronger SDP commitment.
* For more information, refer to [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-sdp-plan-forms-a-guide-for-strategic-sourcing-teams/download).
* Vendor SDP commitment percentages may be found on the [vendor list](#_Appendix_A:_Vendor) table.

### Small Business Purchasing Program (SBPP) Requirements

Please view the following guidelines:

* If available, departments must notify at least two certified small businesses capable of providing the product or service. Bids received from SBPP-participating small businesses must be evaluated, and if one meets the department’s best value criteria, the contract must be awarded to that vendor.
* For more information, refer to [Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-responses-to-small-procurements-a-guide-for-strategic-sourcing-teams/download).
* Vendor SBPP Certification status can be found on the [vendor list](#_Appendix_A:_Vendor) table in the **SDO Certification Type** column.

## Shipping, Delivery, and Returns

For shipping, delivery, and returns, please follow these guidelines:

* Fuel charges or fuel surcharges are prohibited under this Contract.
* All quotations shall indicate Free on Board (FOB) destination. FOB destination means delivered and unloaded to all the Commonwealth departments, cities, towns, and political subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the vendors.
* Delivery arrangements for custom-made items may be made by mutual agreement between the purchasing department and contractor(s). Shipping charges may be negotiated and allowed under reasonable circumstances including but not limited to rush shipping requests by the Commonwealth Agency and oversized or heavy items being repaired. Vendors are not allowed to request an exception for shipping charges.
* **Delivery - orders subject to an RFQ:**
	+ The total quoted price from an RFQ is to include shipping/delivery. The Vendor shall retain ownership until received and accepted by the Purchasing Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery.
* **Delivery - orders not subject to an RFQ:**
	+ All items will be shipped FOB destination. The term FOB destination shall mean items will be delivered and unloaded at no charge to the Purchasing Entity and that the Vendor shall retain ownership until received and accepted by the Purchasing Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery and all delivery costs.
	+ A Vendor must normally deliver items within seven (7) calendars days of receipt of an order. If a Vendor cannot deliver within seven (7) calendar days, the Vendor must notify the Purchaser of the projected delivery date at time of order or during the next business day. Should that date later change the Vendor must notify the Purchaser of a new delivery date.
* **The minimum order amount for free delivery is $75.00.**
	+ In order to receive free delivery a Purchaser must order at least $75.00 of products on combined daily purchase orders. A Vendor may charge a Purchaser up to $25.00 for smaller orders but the Purchaser must be informed and agree to the charge prior to shipping. The Vendor – at their discretion – may choose to waive the free delivery minimum order amount.
	+ When an emergency or an express delivery is requested by a Purchaser the Vendor may charge the Purchaser the actual cost of the delivery. The Vendor must inform the Purchaser at time of order that there will be a delivery charge and an estimated cost. The Vendor must, if requested by the Purchaser, provide a receipt of the delivery charge. An example would be an overnight UPS delivery or other expedited shipping method.
	+ A Vendor must clearly identify to a Purchaser that an item will have a special per shipment handling charge. The Commonwealth recognizes that the charge will vary by the product and in many cases how many items are in a shipping box. An example would be an item that needs to be shipped with dry ice. The handling special handling charge would be the same if there was one (1) item in the shipping box or four (4) items in the shipping box.
	+ A Vendor must clearly identify to a Purchaser that an item will have a Hazmat per shipment charge. The Commonwealth recognizes that the charge will vary by the product and in many cases by how many items are in a shipping box.
	+ A Vendor must notify the Purchaser of a backorder or a delay within twenty-four (24) hours of receipt of an order. Vendors must maintain good ongoing communication regarding the status of a backorder with the Purchaser and identify when delivery can be expected.
* **Recalls or Notices of Defects:**
	+ The purchaser is to receive Vendor notice within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.
* **Returns:**
	+ The purchaser may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item was not returnable. If a purchaser discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced, or a credit issued. A wrongly shipped item received in error for which the purchaser notifies the Vendor within 60 calendar days of receipt must be replaced, credited, or repaid by check at the option of the purchaser. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

## Repairs and Services Warranties

For repairs and services warranties, please refer to these guidelines:

* The warranty for the Commonwealth shall be the manufacturer’s standard warranty starting from the date of acceptance by the Purchasing Entity.
* All equipment must be new, in excellent working conditions, and must include the new Original Equipment Manufacturer (OEM) equipment guarantee.

## Frequently Purchased Items on the Contract

Products and Services frequently purchased through this contract include all laboratory supplies, equipment including peripherals, furnishings, and related services to include test result reporting, warranties, extended warranties, service & maintenance agreements, general repairs, technological upgrades, the establishment of consumable & reagent agreements for specific instrumentation, training on purchased equipment, and installation/setup/integration into existing systems.

## Additional Discounts

Vendors in this statewide contract offer the following discounts, which may vary for each vendor:

* **Prompt Payment Discount:** A percentage discount given to the buyer if the invoice is paid within a specified time, in accordance with the [Commonwealth’s Bill Paying Policy](https://www.macomptroller.org/policies/).
* **Volume Discount:** A discount is negotiated to the buyer if a certain volume of product or service is purchased.
* **Market Share Discount:** Additional discounts may be available to purchasers who commit to sourcing a specified percentage of their laboratory supplies or who meet a minimum monthly purchase volume with a vendor.

**Note:** Vendor discounts are detailed in the [vendor list](#_Appendix_A:_Vendor) table and the price files within each vendor's Master Blanket Purchase Order (MBPO) or Master Contract Record MBPO.

## Emergency Services

Vendors on this contract may be required to provide products or services in cases of statewide emergencies. The [801 CMR 21.05(3)](https://www.mass.gov/doc/801-cmr-21-procurement-of-commodities-or-services-including-human-and-social-services/download?_ga=2.5187184.276064254.1754065769-411155804.1736349941&_gl=1*sw9tsp*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTQwNzY0MjMkbzMyMyRnMSR0MTc1NDA3NjQ1NSRqMjgkbDAkaDA.) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](https://www.mass.gov/doc/emergency-response-supplies-services-and-equipment-contact-information) list for emergency services related to this contract.

## Vendor Performance

Key points concerning vendor performance are outlined below:

* Provide actionable feedback on vendors for this contract to optimize performance through the [Procurated Platform](https://go.procurated.com/ma-statewide/). On the Procurated website, select an OSD contract, choose **Select**, and then choose **Provide a Review** for the applicable vendor listed.
* Buyers are encouraged to reach out to the Category Manager if vendors are not meeting their contractual obligations and buyers may be surveyed for vendor performance feedback.
* Vendors will be evaluated on their current performance and may be asked to work with the Commonwealth toward improvement.
	+ If vendor performance is unacceptable but may be corrected, the vendor will be given the opportunity to develop and implement a Corrective Action Plan (CAP), working collaboratively with OSD and the relevant purchasing entities.
	+ If vendor performance is inadequate or breaches the RFR terms, including attachments and agreements, the OSD Category Manager(s) may issue a warning, implement a CAP, or suspend/terminate the contract.
* Vendors must meet all contractual requirements throughout the life of the contract, including requirements for timely and accurate report submission, to remain in good standing under the contract.
* Vendors on HSP45 must meet all contractual requirements throughout the life of the contract and are subject to an annual Business Review. Buyers and Contract Users are encouraged contact Category Managers if vendors are not meeting their contractual obligations.

## General Procurement Guidelines and Best Practices

For general procurement guidelines and best practices, follow these recommendations:

* Buyers should inform vendors to reference Statewide Contract **HSP45: Laboratory Supplies & Equipment** on all quotes and invoices.
* No prepayment should be made for products not yet delivered or services not yet rendered.
* No sales tax should be applied to invoices.
* No fees or surcharges (including travel, fuel, delivery) should be applied to invoices.
* Special order fees must be agreed upon by both parties upfront.
* Payments for products or services provided must be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.
* Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions. Contact the Category Manager for guidance.
* Vendors must notify buyers of product substitutions.

## Adding a Product

If a product cannot be found in the Vendor’s catalog, price sheet or PunchOut, it is recommended to contact the Vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the Vendor may add it to their product offerings without approval of OSD.

Buyers should always reference HSP45 when contacting Vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the Vendor’s catalog using the line item “Additional items quoted by the vendor per the RFR”.

If the product is not listed in the scope of the product category, a Buyer may contact the [Category Manager](#_Contract_Summary_1) to inquire whether the product may be purchased.

## Environmentally Preferable Products and Services (EPPS)

This contract provides environmentally preferable options wherever possible (e.g., reusable options, options with reduced toxins, options that provide reduced fuel usage, or provide other environmental benefits). To find more sustainable laboratory supplies and equipment, request products that meet one or more of the following:

* For Lab Supplies, has received the [ACT label](https://actdatabase.mygreenlab.org/), a third party verified label that focuses on consumables, chemicals, and equipment.
* For lab equipment, choose [Energy Star](https://www.energystar.gov/products) registered options.
* Choose refrigeration with Climate Friendly Refrigeration options.
* Are [Practice Green Health Approved](https://greenhealthapproved.org/greenhealth-approved-products) (which means products meet their [*Standardized Healthcare Criteria*](https://practicegreenhealth.org/sites/default/files/2020-07/Standardized%20environmental%20criteria%20%28Sustainable%20procurement%20guide_%20Annex%206%29.pdf))
* For Medical Products: Meet the standards established by  [HealthCare Without Harm’s Safer Medical Products](https://practicegreenhealth.org/sites/default/files/2024-08/Safer%20medical%20products%20criteria%20August%202020.pdf), meaning products do not contain polyvinyl chloride (PVC) or diethylhexyl phthalate (DEHP)
* For Gloves: Meet the standards established by [HealthCare Without Harm’s Sustainable Glove Criteria](https://practicegreenhealth.org/sites/default/files/2023-12/HCWH%20glove%20guidance%20Dec.%202023.pdf)
* Are reusable (see Practice Greenhealth and Healthcare Without Harm’s guidance [*Transition from Single-Use Disposables to Reusables*](https://practicegreenhealth.org/sites/default/files/2021-10/HAN%20Resusables%20Oct%202021.pdf)for more information)
* Are remanufactured, meaning that the product has been rebuilt or restored and required to meet all original equipment manufacturers’ requirements. Remanufactured products may offer significant savings while providing equivalent product form and function.

Both non-profit organizations listed above work to make identification of sustainable products easier for healthcare product purchasers.

**Learn More:** Explore the [Environmentally Preferable Products (EPP) Procurement Program](https://www.mass.gov/environmentally-preferable-products-epp-procurement-program) and discover detailed guidance in the [EPP Products and Services Guide](https://www.mass.gov/handbook/environmentally-preferable-products-and-services-guide).

## Instructions for Massachusetts Management Accounting and Reporting System (MMARS) Users

When placing orders with a contractor, MMARS users **must** include a reference to the Statewide Contract ID number **HSP45: Laboratory, Supplies & Equipment** in the Agreement ID field in MMARS for encumbrances related to purchases from Statewide Contracts. Please address all inquiries regarding MMARS technical support and job aids by emailing the Comptroller Help Desk or by calling 617-973-2468.

## Geographical Service Area

Contractors will be able to provide the requested service(s) throughout the Commonwealth.

## Vendor List and Information

| **Vendor** | **Master Blanket Purchase Order #** | **COMMBUYS PunchOut (last five of MBPO)** | **Contact Person** | **Phone #** | **Email** | **PPD / Days**  | **SDO Certification Type** | **SDP Commitment Percentage** | **Awarded Categories** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*\*Master Contract Record | [PO-23-1080-OSD03-SRC01-27867](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27867&releaseNbr=0&external=true&parentUrl=close) | N/A | Amanda Ferdinand | 617-720-3166 | amanda.ferdinand@mass.gov  | N/A | N/A | N/A | N/A |
| Master Contract Record for $50K+ Purchases | [PO-23-1080-OSD03-SRC01-28982](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-28982&releaseNbr=0&external=true&parentUrl=close) | N/A | Amanda Ferdinand | 617-720-3166 | amanda.ferdinand@mass.gov  | N/A | N/A | N/A | N/A |
| AB Sciex | [PO-23-1080-OSD03-SRC01-27918](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27918&releaseNbr=0&external=true&parentUrl=close) | No | Erik Schranz |  | erik.schranz@sciex.com or terms.review@sciex.com  | 1%/10 Days |  | 1% | 4  |
| Agilent | [PO-23-1080-OSD03-SRC01-28035](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-28035&releaseNbr=0&external=true&parentUrl=close) | No | Lindsay Willett | 302-636-8357 | lindsay.willett@agilent.com  | 5%/10 Days; 4%/15 Days; 3%/20 Days; and 3% 30 Days |  | 5.60% | 1-8  |
| Bio-Rad | [PO-23-1080-OSD03-SRC01-27928](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27928&releaseNbr=0&external=true&parentUrl=close) | TBA | Bryan Edoria | 510-741-5361 | bryan\_edoria@bio-rad.com | None |  | 1% | 1; 4; and 7 |
| Fisher Scientific | [PO-23-1080-OSD03-SRC01-27932](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27932&releaseNbr=0&external=true&parentUrl=close) | [27946](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27946&releaseNbr=0&external=true&parentUrl=close) | Samantha Farrar |  | samantha.farrar@thermofisher.com | 1%/10 Days |  | 1% | ALL; 1-9 |
| Government Scientific | [PO-23-1080-OSD03-SRC01-27859](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27859&releaseNbr=0&external=true&parentUrl=close) | [27948](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27948&releaseNbr=0&external=true&parentUrl=close) | Cynthia King | 703-880-5003 | Sales-b@govsci.com  | 0.5%/10 Days |  | 1% | 1-8 |
| IDEXX | [PO-23-1080-OSD03-SRC01-27878](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27878&releaseNbr=0&external=true&parentUrl=close) | No | Jamie Brunelle | 207-556-3091 | jamie-brunelle@idexx.com  | None |  | 1% | 1; and 7 |
| Lipomed | [PO-23-1080-OSD03-SRC01-27870](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27870&releaseNbr=0&external=true&parentUrl=close) | No | Becky Dewey | 617-577-7222 | becky.dewey@lgcgroup.com  | 5%/10 Days; 4%/15 Days;and 2%/20 Days |  | 7% | 2; and 5 |
| LumiQuick | [PO-23-1080-OSD03-SRC01-27876](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27876&releaseNbr=0&external=true&parentUrl=close) | No | Talita Franco | 408-855-0061 x106 | sales@lumiquick.comtfranco@lumiquick.com  | 3%/10 Days; 2%/15 Days; 1.5%/20 Days; and 1%/30 Days. |  | 1% | 3 |
| McKesson Medical-Surgical Government Solutions LLC (MMSGS) | [PO-23-1080-OSD03-SRC01-27872](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27872&releaseNbr=0&external=true&parentUrl=close) | [27952](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27952&releaseNbr=0&external=true&parentUrl=close) | Zack Newsome | 904-790-9210 | zack.newsome@mckesson.com | 1%/10 Days |  | 1% | 1-4; 6; and 8 |
| Medline | [PO-23-1080-OSD03-SRC01-27861](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27861&releaseNbr=0&external=true&parentUrl=close) | [30252](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC01-30252&releaseNbr=0&external=true&parentUrl=close) | Elizabeth Gordon | 847-949-2696 | ecgordon@medline.com | 1%/10 Days |  | 1% | ALL: 1-9 |
| Myers Construction Materials Testing | [PO-23-1080-OSD03-SRC01-27929](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27929&releaseNbr=0&external=true&parentUrl=close) | No | Jeff Clouatre | 888-293-2121 | jclouatre@myerstest.com | None |  | 1% | 4 |
| Qiagen | [PO-23-1080-OSD03-SRC01-28034](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-28034&releaseNbr=0&external=true&parentUrl=close) | TBA | Amber McManus | 302-423-4742 | amber.mcmanus@qiagen.com | None |  | 1% | 3-5; and 7 |
| Safety Inc. | [PO-23-1080-OSD03-SRC01-27873](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27873&releaseNbr=0&external=true&parentUrl=close) | No | June Cross | 978-532-7330 | june@esafetyinc.com  | 2%/30 Days |  | 1% | 4 and 8 |
| School Specialty (Frey) | [PO-23-1080-OSD03-SRC01-27874](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27874&releaseNbr=0&external=true&parentUrl=close) | TBA |  Jim Curtis | 508-769-2675 | james.curtis@schoolspecialty.com  | 1%/10 Days |  | 1% |  9 |
| Steri-Tech Medical Innovations | [PO-23-1080-OSD03-SRC01-27858](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27858&releaseNbr=0&external=true&parentUrl=close) | TBA | Elias Kassouf | 987-677-7887 | EKassouf@sterigtechmed.com | 2%/10 Days; 1.5%/15 Days; 1%/20 Days; and 0.5%/30 Days | SDVOSB, VBE, MBE, DOBE, and SBPP | 3% | 1-9 |
| Thomas Scientific | [PO-23-1080-OSD03-SRC01-27930](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27930&releaseNbr=0&external=true&parentUrl=close) | [32045](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-24-1080-OSD03-SRC3-32045&releaseNbr=0&external=true&parentUrl=close) | Jim Losinski or Matt Kusiak | 763-620-8865 | Jim.losinski@thomassci.com matthew.kusiak@thomassci.com  | 1%/10 Days |  | 5% |  1-8 |
| Trans Med USA | [PO-23-1080-OSD03-SRC01-27877](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27877&releaseNbr=0&external=true&parentUrl=close) | No  | Darius Masalehdan | 978-649-1970 | darius@transmed-usa.com | 1%/10 Days | SBPP | 1% | 2-6; and 8  |
| VWR, Part of Avantor | [PO-23-1080-OSD03-SRC01-28036](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-28036&releaseNbr=0&external=true&parentUrl=close) | [29104](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD06-OSD06-29104&releaseNbr=0&external=true&parentUrl=close) | Seth Cory | 979-450-8253 | seth.cory@avantorsciences.com  | 2%/10 Days |  | 5% | 1-9 |
| VWR, Part of Avantor  |  SAME | SAME | Hannah Spiri | 617-838-1162 | hannah.spiri@avantorsciences.com  | SAME | SAME | SAME | 1-9 |
| Westcarb | [PO-23-1080-OSD03-SRC01-27875](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27875&releaseNbr=0&external=true&parentUrl=close) | TBA | Morrell Thomas | 866-507-1576 | mt@westcarb.com | 2%/10 Days; and 1%/15 Days | MBE and WBE | 4% | 2-8 |
| Westnet | [PO-23-1080-OSD03-SRC01-27862](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27862&releaseNbr=0&external=true&parentUrl=close) | TBA | Tina McLean | 781-828-7772 | tina@westnetmed.com | 1%/10 Days | MBE | 1% | 1-4; and 6-8 |
| Wilkem Scientific  | [PO-23-1080-OSD03-SRC01-27860](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27860&releaseNbr=0&external=true&parentUrl=close) | [27947](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27947&releaseNbr=0&external=true&parentUrl=close) | Jim Wilkie Sr. | 800-766-5676 | jim@wilkem.com  | 2%/10 Days | WBE | 2% | 1; and 4-8 |
| Wynn Innovations | [PO-23-1080-OSD03-SRC01-27931](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-27931&releaseNbr=0&external=true&parentUrl=close) | TBA | Benjamin Wynn | 916-996-6377 | bwynn@wynninnovations.com  | 3%/10 Days; 2%/15 Days; and 1%/20 Days | SDVOBE | 11% | 1-2; 4 and 8 |

## United Nations Standard Products and Services Code® (UNSPSC®)

UNSPSC for **HSP45**:

* 41–10–00 Laboratory and Scientific Equipment