

CONTRACT AWARD  
SP-38 - Rev. 4/10/19  
Prev. Rev. 11/17/16

Rob Zalucki  
Contract Specialist

860-713-5139  
Telephone Number

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:

19PSX0104

Contract Award Date:

12 April 2019

## CONTRACT AWARD

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION:

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

FOR: <b>Department of Emergency Services and Public Protection and All Using State Agencies</b>		TERM OF CONTRACT: <b>October 1, 2018 through September 30, 2023</b>	
		AGENCY REQUISITION NUMBER: <b>DPSM1</b>	
<b>IN STATE (NON-SB) CONTRACT VALUE</b>	<b>DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE</b>	<b>OUT OF STATE CONTRACT VALUE</b>	<b>TOTAL CONTRACT AWARD VALUE</b>
-	-	\$400,000.00 Est.	\$400,000.00 Est.

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.**

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

**CONTRACTOR INFORMATION:**

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

**Company Name: Safeware, Inc.**

**Company Address: 4403 Forbes Blvd., Lanham, MD 20706**

**Contact Person: Kathy Barboza**

**Company/Contact Person Email Address: [kbarboza@safewareinc.com](mailto:kbarboza@safewareinc.com)**

**Certification Type (SBE, MBE or None): None**

**Prompt Payment Terms: 1% 00 Net 45**

**Tel. No.: 800-331-6707 ext. 1084**

**Contract Value: \$200,000.00 Est.**

**Agrees to Supply Political SubDivisions: Yes**

**Company Name: W.W. Grainger, Inc.**

**Company Address: 790 Cottage Street, Springfield, MA 01104**

**Contact Person: Jose Samayoa**

**Company/Contact Person Email Address: [jose.samayoa@grainger.com](mailto:jose.samayoa@grainger.com)**

**Certification Type (SBE, MBE or None): None**

**Prompt Payment Terms: 0% 00 Net 45**

**Tel. No.: 401-256-0103**

**Contract Value: \$200,000.00 Est.**

**Agrees to Supply Political SubDivisions: Yes**

This contract is with the Commonwealth of Massachusetts.

Purchases must be made in accordance with the terms and conditions of HLS06

The signature below by the DAS Contract Specialist is evidence that the Contractor's solicitation response has/have been accepted and that the Contractor(s) and DAS are bound by all of the terms and conditions of the Contract.

DEPARTMENT OF ADMINISTRATIVE SERVICES

By: \_\_\_\_\_  
(Original Signature on Document in Procurement Files)

Name: **ROB ZALUCKI**

Title: Contract Specialist

Date:



# HLS06 Contract User Guide

OPERATIONAL SERVICES DIVISION

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

UPDATED: 1/30/2019

<b>Contract #:</b>	HLS06
<b>MMARS MA #:</b>	HLS06*
<b>Initial/Current Contract Term:</b>	10/1/2018 – 9/30/2023
<b>Renewal Options:</b>	see <a href="#">Renewal Options</a>
<b>Contract Manager:</b>	Stephen Lyons, 617-720-3373, <a href="mailto:steve.lyons@mass.gov">steve.lyons@mass.gov</a>
<b>This Contract Contains:</b>	Emergency Response Preparedness Products; COMMBUYS Punchout Catalogs; Supplier Diversity Program; Prompt Payment Discounts; Volume Discounts;
<b>UNSPSC Codes:</b>	46-16-00

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

### Table of Contents

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### **Contract Summary**

The HLS06 contract is awarded to provide a variety of products and equipment in the areas of:

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

**HLS06 replaced the previous contract HLS05 which expired 9/30/2018.**

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: January 30, 2019

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# HLS06 Contract User Guide

OPERATIONAL SERVICES DIVISION

## 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. The HLS06 contract is 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. HLS06 buyers may browse products available on vendor Punchout catalogs in COMMBUYS or work directly with a vendor representative to fine tune your specifications and look for discounts on big orders.

## 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/clt-clothing-and-footwear>

### FAC94/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 9/30/2019*)

- Mobile Communication Services

Review the ITT46 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>

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# HLS06 Contract User Guide

OPERATIONAL SERVICES DIVISION

## Purchasing, Quoting, and Delivery

### Purchasing Options

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

Each vendor award is 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). 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)

### Obtaining Quotes

Executive Agency buyers must use COMMBUYS to solicit quotes through statewide contracts. All other Eligible Entities may contact vendors in the manner of their choosing. Contact information for each vendor is provided in the Vendor Information section of this guide. HLS06 offers buyers the additional option of shopping via Punchout as well. Additional information on how to use a Punchout is found in the [How to Purchase from the Contract in COMMBUYS](#) section.

Buyers should always reference "**HLS06**" when contacting the vendor to ensure they are receiving contract pricing.

### 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.

### Products Not Found on Contract

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.

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# HLS06 Contract User Guide

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## Additional Contract Information

### How to Find OSD Contract Documents

To find contract-specific documents, including this Contract User Guide, visit [COMMBUYS.com](http://COMMBUYS.com) and search for “HLS06” to find related Master Blanket Purchase Order (MBPO) information.

### How to Find Sourcewell Contract Documents for Grainger

To review any of the bid and award documents from the Sourcewell contract with Grainger, please visit: <https://www.sourcewell-mn.gov/cooperative-purchasing/121416-wwg#tab-contract-documents>

### How to Find U.S. Communities Contract Documents for Safeware

To review any of the bid and award documents from the U.S. Communities contract with Safeware, please visit: <https://www.uscommunities.org/suppliers/safeware-mallory/safeware-mallory-contract/>

## 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](#).

## How to Purchase from the Contract in COMMBUYS


### Solicit quotes and purchase quoted item

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.

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

- The *COMMBUYS Purchase Orders* section → *How to Create a Solicitation Enabled Bid Using a Release Requisition*.

### Select items from a Punchout catalog

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:

- The *Quick Reference Guide (QRG)* section → *QRG – Buyer Punchout Ordering* job aid
- The *COMMBUYS Purchase Orders* section → *How to Purchase from a G2B Punchout* job aid.

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## Vendor Information

### Safeware, Inc.

Customer  
Contact: Tanna Blazejak

Phone: 301-683-1234 x 1049  
1-800-331-6707

Email [tblazejak@safewareinc.com](mailto:tblazejak@safewareinc.com)

COMMBUYS [PO-19-1080-OSD03-SRC3-](#)  
MBPO\*: [14550](#)

Prompt Pay  
Discount: 1% off in 45 days

### W.W. Grainger, Inc.

Customer  
Contact: Jose A. Samayoa

Phone: 401-256-0103

Email [jose.samayoa@grainger.com](mailto:jose.samayoa@grainger.com)

COMMBUYS [PO-19-1080-OSD03-SRC3-](#)  
MBPO\*: [15036](#)

## Renewal Options

### Safeware, Inc.

Initial term started October 1, 2018 and goes until September 30, 2023.

Safeware has 5 additional 1 year renewal options available.

### W.W. Grainger, Inc.

Initial term started October 1, 2018 and goes until February 1, 2021.

W.W. Grainger has 1 additional 1 year renewal option available.