

How to Use the HSP41 Laboratory Supplies Equipment Statewide Contract

Contract #: HSP41 Contract Duration: 10/1/15 to 12/31/20
MMARS #: HSP41* Options to renew: two of up to one year each
COMMBUYS PO #: One per vendor, see Vendor List
Max End Date: 12/30/22
Contract Manager: Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Office Certification SDO, and Supplier Diversity Program (SDP)

Contract Summary

This Educational, Healthcare, and Scientific Laboratory contract covers all laboratory supplies, equipment including peripherals, furnishings, and related services including: 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 for use in locations including but not limited to: clinical, environmental, educational, forensic, healthcare, and scientific laboratories. For major purchases costing \$50,000, or at the discretion of the purchaser for purchases of a lesser value, the purchaser will issue through COMMBUYS a Request for Quote (RFQ) to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased.

The products and services available include:

- laboratory supplies
- minor laboratory equipment, peripherals, and furnishings
- installation, setup & integration into existing systems of equipment, peripherals, and furnishings
- consumable and reagent agreements for specific instruments
- extended warranties, service and maintenance agreements
- technological upgrades
- training on purchased equipment
- general repairs
- test result reporting

Benefits and Cost Savings

- Educational Category 9 better serves K-12 schools.
- Competitive published net price lists allow buyers to compare prices.
- Vendors may offer additional market share or \$ volume discounts.
- Many SDP Plans include subcontractors that help a department to meet their SDP annual benchmarks.
- Vendors have local, regional, national and international experience and exposure.
- Vendors must work to provide free samples for product review or evaluation trials prior to purchase.
- Vendors must 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.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

The acquisition method(s) to acquire goods and/or services from this Bid are outright purchase, term lease, reagent rental or cost per test agreements. If a lease is involved, the leasing company must be acceptable to the purchaser and the vendor must identify the name address and contact information for the leasing company to the purchaser at the beginning of the process of quoting a lease.

All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract HSP41" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract HSP41 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number HSP41 in the "Description" field. You will see a list of awarded contracts, one per vendor.

Vendor catalogs can be searched in their Master Blanket Purchase Order (MBPO) **ONLY** if you are logged in to [COMMBUYS](#), and were assigned a "Basic Purchasing" role by your Organization Administrator. When you log in and are working under the Basic Purchasing Tab (many users will see only this tab), you can search the items in a vendors catalog under the items tab. You can use the results of your review of prices or your RFQ to create your Purchase Requisition, which will become your Purchase Order when approvals are complete.

Regular Orders not using an RFQ

Massachusetts State Net Price Lists are catalogs posted on COMMBUYS in each vendor's Master Blanket Purchase Order or through a punch-out catalog on the vendor's HSP41 website. If a vendor has a G2B punch-out catalog, click the link, build an order in the vendor's site, when finished the order will be transmitted back to COMMBUYS as your PO.

Quotes for new items or bulk pricing: The purchaser must contact a Vendor or Vendors on the Contract when a product is not on the Vendor's MA State Net Price List or a quantity price is not listed in a vendor's catalog to request a Quote in the form of a Net Price. The quoted and accepted price remains in effect until the next update of the price list, each January 1 or shortly after. These additionally quoted products can be ordered from the vendor's catalog using the last line item "Additional items quoted by the

vendor per the RFR such as: equipment, installation, setup & integration into existing systems of equipment, peripherals, and furnishings - consumable and reagent agreements for specific instruments - extended warranties, service and maintenance agreements - technological upgrades - test result reporting - other non-catalog item or service.”

Orders using an RFQ

For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, the purchaser will issue through COMMBUYS PO-16-1080-OSD03-SRC3-00000005168 a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased.

PO-16-1080-OSD03-SRC3-00000005168 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. Specific steps to follow to create the bid for quoting through COMMBUYS:

1. Start with a New Requisition - on the General Tab, fill in all required information and **make sure** to put a check mark in the **Solicitation Enabled** box. Then select requisition type “Release”.
2. Within the requisition, Click on the Items tab, click ‘Search Items’; then click the plus sign next to Advanced Search to do an advanced search. Use HSP41 in the Description field; or enter the PO-16-1080-OSD03-SRC3-00000005168 in the Contract / PO# field.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Click on the “Vendor” Tab, then click the “Distributors” Tab, then select all the vendors (you must solicit quotes from all current vendors).
5. Attach your RFQ and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab is for internal reminders visible to those with Basic Purchaser access to COMMBUYS.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a Bid, go through all the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once all information is reviewed submit the Bid for approval. Once approved, send it to all the vendors.
11. After quotes are received and evaluations of them are completed, awards and orders should be placed through COMMBUYS from the Bid.

Prevailing Wage Rates

All or part of the service(s) available under this contract may require the payment of prevailing wages. Details follow regarding when the purchasing authority must request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#), phone 617-626-6953. Prevailing wages may be required under

M.G.L. c. 149, Sections 26 through 27D (construction); Section 27F (trucks, vehicles and other equipment performing public works functions (non-construction); Section 27G (moving office furniture) and 27H (state cleaning contracts). Any eligible public entity that uses this contract will be considered the “awarding authority” and must request a prevailing wage schedule at the time of the engagement of the Contractor for specific services.

Additional Information

Geographic service and delivery areas - Contractors will be able to provide the requested service(s) throughout the Commonwealth.

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.

Delivery – all orders

Fuel charges or fuel surcharges are prohibited under this Contract.

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.

Delivery - orders not subject to an RFQ:

A Vendor must normally deliver items within seven (7) calendar 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.

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.

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.

Where to Find Contract Information on COMMBUYS

Remember you need to turn off POP UP Blockers in order to see all COMMBUYS content. To find in depth Master Blanket Purchase Order (MBPO) information: on the [COMMBUYS](#) login page click on the “Contract & Bid Search” link, click the Contracts/Blankets button, enter the contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled “Header Major Status” – if so, use the dropdown menu to select “3PS-Sent), then all users click the “Find It” button, to see all MBPO’s. You will see the MBPO’s listed below for each of the Contractors. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO’s.

Strategic Sourcing Team Members

Name	Organization	Email Address
Jeanne Bein	State Police	jeanne.bein@State.MA.US
Karen Crisafulli	Lemuel Shattuck Hospital	Karen.Crisafulli@MassMail.State.MA.US
Deanne Daneau	Wall Experimental Station	Deanne.Daneau@MassMail.State.MA.US
Gary Fausett	State Lab Institute	Gary.Fausett@MassMail.State.MA.US
Kathy Rufo	Tewksbury State Hospital	Kathy.Rufo@MassMail.State.MA.US
Paul Walsh	State Lab Institute	Paul.Walsh2@MassMail.State.MA.US

Vendor List and Contract information

Please confirm on COMMBUYS the current availability of vendors listed below. Supplier involvement in any of the following programs will have the appropriate code: Small Business Purchasing Program (SBPP), Supplier Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD) %/# days:

1. **AB Sciex, LLC 877-740-2129, categories 4 & 7, SDP, PPD 1.5%/10, 1.2%/15, 1.0%/20, 0.5%/30**
PO-15-1080-OSD01-OSD10-00000004268
2. **Environmental Express 843-284-5527 categories 1 through 8, SDP, no PPD**
PO-15-1080-OSD01-OSD10-00000004250
3. **Fisher Scientific 857-373-9594 all categories 1 through 9 , SDP, PPD 1%/10**
PO-16-1080-OSD03-SRC3-00000005179 PUNCH-OUT G2B
4. **Frey Scientific 508-868-5132 all categories 1 through 9, SDP, PPD 1%/10**
PO-15-1080-OSD01-OSD10-00000004265
5. **Government Scientific Source 800-248-8030x160 categories 1 through 8, SDP, no PPD**
PO-16-1080-OSD03-SRC3-00000005192 PUNCH-OUT G2B
6. **Grainger 978-794-4773 categories 1 through 8, SDP, no PPD**
PO-15-1080-OSD01-OSD10-00000004256,
Future Punch-Out G2B PO-16-1080-OSD03-SRC3-00000005618
7. **Immunoanalysis 909-482-0840 categories 2, 3, 4, and 5, SDP, PPD 2%/15**
PO-15-1080-OSD01-OSD10-00000004254
8. **Leeds Precision Instruments 763-546-8575 categories 4, 5, and 6, SDP, No PPD**
PO-15-1080-OSD01-OSD10-00000004249
9. **Leica Geosystems 248-391-1366 categories 4, and 5, SDP, No PPD**
PO-15-1080-OSD01-OSD10-00000004266
10. **Life Technologies 800-955-6288 categories 4, 5, and 7, SDP, No PPD**
PO-15-1080-OSD01-OSD10-00000004252
11. **Lipomed Inc. 617-577-7222 category 5, SDP, PPD 5%/10, 4%/15, 3%/20**
PO-15-1080-OSD01-OSD10-00000004263
12. **McKesson Medical-Surgical MN Supply Inc. 763-595-6721 categories 1 through 8, SDP, PPD 1%/10**
PO-15-1080-OSD01-OSD10-00000004258, future punch-out G2B PO-16-1080-OSD03-SRC3-00000005354

- Future Punch-Out G2B PO-16-1080-OSD03-SRC3-00000005354**
- 13. New England Laboratory Casework 781-932-9980 categories 4, 5, 6, 8 and 9, SDP, No PPD
PO-15-1080-OSD01-OSD10-00000004253**
 - 14. Overbrook Scientific 617-364-7683 category 4, SDP, PPD 1%/10
PO-15-1080-OSD01-OSD10-00000004255**
 - 15. Qiagen, Inc. 800-426-8157 categories 2, 3, 4, 5, and 7, SDP, PPD 1%/10 days
PO-15-1080-OSD01-OSD10-00000004262**
 - 16. Safety Inc. 978-532-7330 category 8, SDP, PPD - 2%/10, 1.5%/15, 1%/20, 0.5%/30
PO-15-1080-OSD01-OSD10-00000004260**
 - 17. TransMed USA, Inc. 978-649-1970 categories 2 through 9, SDP, PPD 1%/10
PO-15-1080-OSD01-OSD10-00000004264**
 - 18. UCT LLC sub of UCT Inc. 215-781-9255 x130 categories 1, 2, 4, and 5, SDP, No PPD
PO-15-1080-OSD01-OSD10-00000004251**
 - 19. VWR International 781-831-4193 all categories 1 through 9, SDP, PPD 2%/10
PO-16-1080-OSD03-SRC3-00000005193 PUNCH-OUT G2B**
 - 20. Westnet Inc. 781-828-7772 categories 4, and 7, SDP, PPD 1%/10 SDO
PO-15-1080-OSD01-OSD10-00000004267**
 - 21. Wilkem Scientific. 401-723-1840 categories 1 through 8, SDP, PPD 2%/10, SDO
PO-15-1080-OSD01-OSD10-00000004261**

Detailed vendor information is available on COMMBUYS, click on the “Registered Vendor Search” link.

The nine (9) product/service categories are:

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|---|----------------------|
| 1. Chemicals | 2. Clinical products |
| 3. Clinical Diagnostics | 4. Equipment |
| 5. Forensic & Environmental | 6. Furnishings |
| 7. Microbiology | 8. Safety Products |
| 9. Scientific Educational – designed for K-12, available all purchasers | |

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