



FIR04/FIR04A Contract User Guide

FIR04/FIR04A: Public Safety Equipment, Supplies, Services and Repairs

UPDATED: 9/11/19

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| Contract #: | FIR04 & FIR04A |
| MMARS MA #: | FIR04*& FIR04A* |
| Initial Contract Term: | 1/1/2016 to 12/31/2017 |
| Current Contract Term: | 1/1/19 to 12/31/2020 (view Vendor List and Information for each vendor) |
| Maximum End Date: | 12/31/2020 |
| Contract Manager: | Sorraia Tavares, 617-720-3304, sorraia.tavares@mass.gov |
| This Contract Contains: | Prompt Pay Discounts (PPD), Volume Purchase Discounts (VPD), Dock Delivery Discounts (DDD), and Supplier Diversity Office (SDO) Vendors |
| UNSPSC Codes: | Fire: 46-16-00, 46-19-00; EMS: 42-17-00; Police: 46-20-00, 92-10-15, 92-11-15; Marine: 25-11-00, 92-12-19 |

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

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Contract Summary

This contract covers a large variety of Public Safety Equipment, Supplies, Services, and Repairs which are available from a broad variety of authorized dealers representing various manufacturers. There are five (5) categories available.



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Contract Categories

This contract includes 5 categories of Public Safety Equipment, Supplies, Services and Repairs as listed below.

- Category 1: Fire Equipment & Supplies
- Category 2: EMS Equipment & Supplies
- Category 3: Police Equipment & Supplies
- Category 4: Marine Equipment & Supplies
- Category 5: Services & Repairs

Fire Equipment & Supplies

Turnout gear, station work uniform, forestry clothing, self-contained breathing apparatus (SCBA), water applications, power tools, hand tools, specialty equipment (i.e. municipal fire alarm equipment and signaling, receiving and cabling and emergency vehicle lighting) and not limited to the items identified. (All vehicles excluded).

EMS Equipment & Supplies

Any equipment used for first responding EMT paramedic level, excluding all vehicles.

Police Equipment & Supplies

Night vision binoculars, breathalyzers, visibility clothing, firearms lockers, patrol car recording devices, gloves, knee pads, helmets, handcuffs, tactical mirrors, vehicle emergency lights, sirens, body cameras, body armor etc. and not limited to the items identified above. (Excluded from this contract are the following: weapons, ammunition, lethal and less than lethal munitions, and all vehicles).

Marine Equipment & Supplies

Equipment and supplies for the Maritime Incident Response Teams for port security, incident response, water training events, etc. Dry suits, multi-threat suits, personal floatation devices (PFDs), emergency position indicator radio beacons (EPIRBs), dry bags, marine ropes, re-breather apparatus, marine communication equipment, waterproof night vision cameras, marine locator equipment and not limited to the items identified. (All boats and vehicles excluded).

Repairs and Services

Services and/or repairs on any or all of the items listed above.

PLEASE NOTE: The items identified below **cannot** be purchased under the FIR04/FIR04A Public Safety Equipment, Supplies, Services and Repairs statewide contract:

- Firearms, Ammunitions, Related Training Products, Services Accessories and Less than Lethal Munitions, Tasers, etc.
- All vehicles including fire trucks and boats



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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 statewide contract covers a broad array of public safety equipment, parts & services available through various authorized dealers of listed manufacturers. Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume purchase discounts and or dock delivery discounts. Complete award information for awarded contractors is located in COMMBUYS <https://www.commbuys.com/bsa/advsearch/buyerAdvancedSearch.sdo> please see instruction below for how to obtain the contract information in COMMBUYS.

Selection of EPP Equipment – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for FIR04/ FIR04A to find related “Conversion Vendor” Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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;

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Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.



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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

Pricing Options

Pricing and buying details: All FIR04 contractor manufacturer pricing/discounts listed MUST remain firm through the term of the contract for all listed contractors. Customers may obtain manufacturer's price list by directly contacting the contractor.

- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.

Obtaining Quotes

Contract users should always reference **FIR04/FIR04A** when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Commonwealth Agency Quote Requirements:

- **PLEASE NOTE:** Any purchase totaling \$10,000 dollars or less will **NOT** require three (3) quotes. Departments are only required to solicit at least three (3) quotes if the bid/procurement spend total is over \$10,000 dollars.
- If the total spend is over \$10,000 then customers are required to obtain at a minimum at least three (3) quotes through the requisition process in COMMBUYS from contractors listed to determine which contractor can provide the best value for the equipment/supplies/related repairs and services being purchased.
- **THIS REQUIREMENT IS FOR COMMONWEALTH EXECUTIVE AGENCIES ONLY. OTHER ENTITIES DO NOT HAVE A QUOTE REQUIREMENT BUT ARE ENCOURAGED TO GET MULTIPLE QUOTES TO ENSURE THE BEST POSSIBLE PRICING ON CONTRACT.**

Prevailing Wage Requirements

If applicable, the buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#) at www.mass.gov/dols. 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.



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Returned Goods Policy

Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Delivery

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the contractor(s).

The contractor(s) must deliver goods to the Department requesting the goods within 30 days after receipt of order (A.R.O.). Items delivered after 30 business days may be deemed unacceptable and returned to the contractor at no cost to the Commonwealth. Delivery arrangements for custom-made items may be made by mutual agreement between purchasing Department and contractor(s). **FAILURE TO DELIVER ON TIME MAY RESULT IN TERMINATION OF CONTRACT.**

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@mass.gov for additional support.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than six (6) months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.



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How to Purchase From the Contract in COMMBUYS

Summary

There are 63 vendor Master Blanket Purchase Order (MBPO) pages and one “Conversion Vendor” master page on COMMBUYS. Buyers are able to use the conversion vendor to solicit multiple quote responses from vendors on contract. Buyers will then have the option to complete their order from their quote or generate a purchase order/release requisition using the vendor’s individual MBPO page and attach the information.

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 COMMBUYS@mass.gov.

Solicit quotes and select and purchase quoted item in COMMBUYS

FIR04/FIR04A has a “Solicitation Enabled” master MBPO page on COMMBUYS. Buyers can distinguish this page by the “Conversion Vendor” vendor name. This page allows COMMBUYS users to obtain quotes from multiple vendors at once. 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.

Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

All vendor MBPO pages have a \$0.00 line item for placing orders. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

Select items from a Punch-out catalog and purchase through COMMBUYS

Punch-out catalogs integrate a vendor’s website with COMMBUYS. Buyers may access available punch-out catalogs by logging into COMMBUYS and selecting the G2B Punch-out option from the settings menu (⚙️) in the upper right hand corner.

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

Job Aids for Buyers

Buyers are encouraged to review available job aids at our webpage here: <https://www.mass.gov/service-details/job-aids-for-buyers>.



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Additional Information

Product Specifications

All products through the contract must meet the latest regulatory guidelines and any amendments therein in the areas of Fire/EMS, Police, Rescue Equipment and Supplies as promulgated under, but not limited to OSHA, NFPA, UL and ASTM. User departments may request contractors to provide a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L Ch. 111F, SS8,9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. Copies of these regulations may be obtained at the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA 02113 617-727-2831.

Performance Bond

User Departments may request and require contractors to furnish a performance and/or labor and materials bond, in a form and with surety satisfactory to the end user for those orders in the amount of \$100,000 or more. The contractor(s) shall be responsible for the cost of the bond(s).

Adding/Removing Products

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract. **NO PRODUCTS MAY BE ADDED WITHOUT APPROVAL OF THE SSST AND SSSL.**

Warranty/Repairs and Services

To maintain operational performance during the warranty period the contractor(s) shall be responsible for providing a loaner equal to the purchased item, until it is replaced or returned in satisfactory condition, in circumstances where the item is contingent to the buying Department's operation. The contractor will further agree to replace the same, at no cost to the buying Department for labor or materials, if said item fails to meet said specifications within one year after installation. If, after three (3) service calls for the same fault, the item cannot be returned to full operations, then the item will be replaced by the contractor at no cost to the buying Department. The buying Department will **NOT** be responsible at any time during the warranty period for pickup and delivery. **UPON EXPIRATION OF THE WARRANTY PERIOD ARRANGEMENTS BETWEEN CONTRACTOR AND THE BUYING DEPARTMENT WILL PREVAIL.**



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Special Offers

Contractors MUST extend manufacturer's special offers such as but not limited to: rebates, special promotional programs, manufacturing, distribution and/or raw materials. Percent off discounts do not include any special manufacturer educational discounts. If applicable, discounts should be made available and identified to the procuring Departments.

Technical Assistance

Throughout the life of the contract, contractors will be responsible, upon request, to provide on-site technical assistance or training for any item contained within the scope of the contract, for 90 days or as needed from the date of receipt of goods.

Inspection and Examination

Contractors may be required during the life of the contract to provide samples within ten (10) calendar days to the requesting Department for inspection of quality, construction, and or design, etc. Samples will be returned to contractors by requesting department upon the completion of the evaluation. All samples will be provided at no charge to the Commonwealth.

Trade-ins

Contractors that agree to accept trade-ins must negotiate in good faith with Departments trade in value at the time of trade-in. Contractors awarded a contract MUST accept Fire, EMS, Police, Marine Equipment, etc. trade-ins that are an equal of the product being purchased.

Any type of vehicle (i.e. cars, cruisers, trucks, fire trucks, etc.) **IS EXCLUDED** from being used as a trade by any eligible entity. Vehicles may not be accepted as trade-ins from any eligible entity using this statewide contract to purchase and/or obtain any commodities or services.

Product Liability

All items must be covered by a Manufacturer's product liability insurance.

Fuel surcharge provisions

Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

Performance Requirements and Specifications

The "Performance Requirements and Specification" document is available as an attachment on COMMBUYS under the "Conversion Vendor" page: [PO-15-1080-OSD01-OSD10-0000003470](#). This document provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Please reference this document to ensure compliance when obtaining equipment, parts, or services from contractors.



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Product Specifications, including Environmental Standards and Requirements

Selection of EPP Equipment – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Discount Opportunities

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

If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor’s catalog, price sheet, or Punch-out it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings with prior approval of the Contract Manager.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Manufacturer’s Suggested Retail Price (MSRP) Files on COMMBUYS

Some FIR04 vendors have outdated MSRP reference files on COMMBUYS. Because of this Buyers should always request that a vendor provide them the most current MSRP at the time of quote. Buyers may then refer to the awarded vendor’s FIR04 price file from COMMBUYS to check pricing. All vendors have an awarded price file in Microsoft Excel format that indicates their approved manufacturers and their awarded discount off of MSRP for their starting price. If a vendor does not have a manufacturer listed in their awarded FIR04 price file then the vendor must work with OSD to get that manufacturer added before they can sell their products on FIR04. If a vendor is not honoring their discount pricing from the FIR04 price file then the customer should contact the OSD Contract Manager.



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Strategic Sourcing Team Members

- Julie Walrath, Dept. of Fire Services
- Michele Hebert, Dept. of Fire Services
- Nancy Fitzgerald, Dept. of Fire Services
- Paula Daggett, Dept. of Correction
- Brian Kearnan, Dept. of Correction
- Robert Kelley, Mass. State Police
- Ann Meagher, Mass. State Police
- James Murphy, Dept. of Correction
- John Reardon, Environmental Law Enforcement
- Robert Wong, Environmental Law Enforcement.