



contract portfolio

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ready to use contracts

When our members use MHEC contracts to make their purchases, they save time and money getting the products and services they need. With more than 50 contracts designed for New England cities, towns, schools, libraries, and universities, MHEC has something for all our not-for-profit members.

This brochure provides an overview of our diverse offerings and the contact information for the sourcing managers who support our contracts. Each contract at MHEC is managed through every phase of its development—from conception through launch and beyond—by

a dedicated sourcing manager. We constantly monitor the effectiveness of our contracts and enhance them as needed.

The descriptions included here provide a detailed overview of what the contracts include, but they are not exhaustive. For a list of the suppliers on each contract, their products and services, please visit our site, mhec.net. There, members have access to tools (see below) that can help them find what they're looking for.

And if still in doubt, please don't hesitate to reach out to one of our contract sourcing managers listed on the back page.

SEARCH TOOL & LANDING PAGES

MHEC offers multiple tools to help our members locate the supplier, product, or service they're looking for. Each contract has its own unique title and identifying code (such as F05 for our Technology contract). Knowing these numbers can make your search easier, but they're not essential.

Our longtime members often turn to our **Search Tool**. Here, you can define and refine search criteria with a collection of four drop-downs (contract, vendor, brand, category). A "Filter Results" option allows you to sift further through the data until you find the supplier or item you're looking for. Additionally, there is a keyword search feature that will scan the text of all the contracts for a match.

Our **contract landing page** menu organizes the contracts into sixteen basic categories, such as "athletics & recreation," "communications," and "office & school." Dragging your cursor over the icons for these categories will reveal the list of contracts included. Selecting any one of these will result in a landing page that provides a comprehensive overview of all the suppliers included on a given contract. Here, you can find pricing, whether a supplier is diverse, and if they're represented on i-buy, our online purchasing tool. Each supplier has a **sell sheet** with terms and contact information for that business.



A01 Appliances, Air Conditioners, Food Service and Laundry Equipment, Supplies & Services

● Commercial, dormitory, and residential appliances for food services equipment (refrigerators, stoves, microwaves, etc.). Also: air purifiers, dish washers, laundry equipment

B01 Graduation Regalia, Judicial Robes, Class Rings and Other Related Products

▲ Caps, gowns, diplomas, rings, jewelry, official patches and seals, graduation printing, electronic credentials and diplomas

B11 Multimedia Equipment & Services

▲ Audio and visual equipment, installations, lighting, photography, videographers, drones, presentation equipment, software, technical support, 3D printers, staging equipment

B14 Athletics: Gym & Field - Cardio & Strength, Games, Equipment, Uniforms, Supplies & Services

☾ Indoor and outdoor athletic equipment and technology. Apparel and footwear. Weightlifting and training equipment. Gym flooring and field turf. Playgrounds and playground equipment. Health and safety.

B15 Event Equipment Rentals and Services

● Tents, canopies, chairs, tables, bleachers, stages, audio-visual rentals and technicians, lighting, flooring, food service equipment, heating and cooling, portable toilets, and restroom trailer trucks

C04 Windows, Window Treatments, Specialized Curtains, Noise Reduction Products, Service & Supplies

● Windows, window screens, window film— installation, removal. Acoustic paneling, blinds, drapery. Stage curtain inspection, installation, removal. Shades, shutters, and wall coverings

C05 Mattresses, Hospitality Products and Services

▲ Mattresses, mattress removal, bed linens, towels, shower curtains, dorm room kits, bed bug products

C07 Furnishings & Accessories

◆ Indoor and outdoor furniture, chairs, stools, benches, tables, desks, lecterns, lockers, lactation pods, privacy pods, white boards, etc. Design and refinishing services. Classroom, library, police and fire station.

D04 Compressed Gases, Services and Supplies

▲ Dry ice, gases. HAZMAT, industrial, liquid, medical, refrigerants, safety products, and software. Cylinder lease, purchase, and rental.

D05 Life Science Research - Equipment, Chemicals, Supplies & Services

◻ Animal research, chemicals, dissection tools, study kits, fish, lab equipment, models, sanitation, skeletons, specimens (living and preserved), sterilization, training and technical support

D25 Laboratory and Science Equipment, Supplies, Services & Chemicals

◻ Lab furniture, centrifuges, chromatography, fluid & liquid handling, forensic kits, microscopes, mixing equipment, molecular biology, specimen collection, labware, test and measurement equipment, and more

D26 Biological Safety Cabinets, Cleaning, Certification, Maintenance, Repair & Installation

◻ Biological safety cabinets—installation, maintenance, and repair. Animal bedding, isolator, and transfer station. Chemical fume hood—calibration, certification, maintenance, and repair. Emergency shower and eyewash inspection stations

D32 Health and Safety Equipment Supplies & Service

◻ Footwear, eyewear, masks. Safety and medical equipment. Education and training. PPE and janitorial supplies.

E05 Fire/Security/Emergency Communication: Equipment, Service & Supplies

▲ Access control systems; clock and detection systems. Emergency communication. Fire alarm, fire detection, extinguisher, and suppression systems. Sprinklers. Keys and radios. Security doors, window films, locks, and surveillance equipment. Firearm/ammo storage.

F04 Software

◻ Adobe, Microsoft, and other leading brands. Database management systems, cloud, and network management. Anti-virus, disaster recovery, cyber security, identity theft. Backup, CAD, courts & justice, education, graphic design, multimedia, presentations. Professional services and project management.

F05 Technology

◻ Computers (Windows and Mac), monitors, peripherals, networking, printers, scanners. Installation, integration, maintenance, storage, servers. Training. Smartphones, tablets, and telecommunications.

F07 Copiers, Record Management and Software

● Copiers: hardware, maintenance, supplies, leases. Capture software and digital duplicators. Document management and managed print services. Scanners and shredders.

F11 Print and Promotional Products

☾ Artwork embroidery and screen-printing. Printing: assembly, binding, marketing, copying, design, finishing, mail services, outdoor signage, storage. Promotional: apparel (non-uniform), automotive, recognition, badges and lanyards, bags, banners, buttons, calendars, flags, pens, stress balls, and much more.

F12 Mobile Services & Devices

◆ Cellular phone fleet services, devices, hardware, and installation



= icons indicate the contract's manager, see back page for contact details

mhec's contracts are ready to use

F14 Network Infrastructure & Management Services

- Conferencing, cloud, data backup, managed services, data center services, fiber, firewall, hosting services, network security, VPN, web & video conferencing.

F15 Office and School Supplies & Equipment

- ☾ Paper, pens, pencils, paperclips, and staples. Break-room supplies, coffee, soda, and bottled water. Copier supplies, toner, and remanufactured toner. Learning aids and lamination. School, classroom, art room, and tech supplies.

F19 Financing & Leasing

- ◻ Multiple financial organizations offering members competitive leasing and financing solutions to make large purchases and capital investments possible.

F20 Records and Microfilm/Film Management, Scanning, Storage, Destruction, Shredding, Archiving

- ★ Document: archiving, delivery, management, pickup, offsite preparation, and scanners. Document storage: paper, records, microfilm, migration, digital, cloud, open shelf. Scanning and shredding services.

G02 Exterior Maintenance, Equipment, Repair, Supplies and Service

- Construction services, buildings and roads. Heavy construction equipment, new, used, refurbished, rental, lease, service, maintenance. Forklifts, golfcarts, wheel loaders, backhoes, excavators, and lawn mowers. Ice melt, landscaping supplies, painting.

G03 Motors, Pumps, Compressors, Controls, HVAC & Services

- Air compressors and air conditioners (HVAC). Motors, pumps, and valves. Condensate equipment, controls, and controllers. Design, build, parts, service, and repair. Lubrication. Pipes, drives, belts, and pulleys.

G10 Domestic/International Mail & Parcel Delivery

- ◻ Discounted rates for domestic and international letters and packages.

G11 Flooring: Coverings and Related Supplies & Services

- ☾ Hardwood, carpet, carpet tile, ceramic/porcelain tile, linoleum, mats, runners, vinyl. Office, classroom, dorm, gym. Moisture mitigations systems and turf. Design and project management.

G12 Occupational Apparel, Uniforms, Body Armor, Accessories & Services

- ▲ Apparel: corporate, healthcare, food service, face covering. Uniforms: healthcare, safety, food service, footwear, hats, helmets, flame retardant, painter. Body armor.

G13 Moving and Storage Supplies & Services

- ☾ Moving: household and office: interstate, intrastate, international. Library and laboratory: interstate, intrastate and project management. Tradeshows, vehicles, computer, and electronics. Rigging services and modular furniture installation. Storage services and trailers.

G17 Custodial Cleaning Equipment & Supplies

- Includes some custodial services. Products: Air blowers, air purifiers, buffers, burnishers, carpet cleaning, cleaners and chemicals, deodorizers, dispensers, fans, floor mats, food service disposables, hand care products, laundry, ice melt, snow removal, squeegees, sweepers, trash bags, vacuums, window washing equipment. Selection of green products and services.

G19 Facilities: Maintenance, Repair & Operations (MRO)

- Plumbing, heating, and electricity supplies and services. Shop equipment, tools (powered and handheld), tool cabinets, work benches, lighting, lockers, fans, filters, construction materials, paint, pallets, conveyors, canes, doors, and windows. Vending machine programs.

G24 Signage & Related Services

- ☾ Wayfinding, directional, inside and outside. Nameplates, road signs, scoreboard, flags, banners, pennants, architectural, awnings, billboards, digital, dimensional, lighting, monuments, murals, neon, point of purchase, posters, recycled. Signage services: design, build, installation, digital and fabric printing, digital cutting, removal, rentals repair, storage.

G25 Asset Recovery/Ewaste & Recycling Services

- ★ Asset recovery: appliances, electronics, furnishings, lighting, mattresses, medical equipment. eWaste: electronics disposal, onsite data sanitizing, destruction, transport. Recycling: appliances, batteries, electronics, digital media, fixtures, furnishings, lamps, medical equipment.

G27 Vehicles: Purchase/Leasing, Equipment, Parts & Accessories

- Cars, vans, small and large trucks, sport utility vehicles, buses. Labor, leasing, services, parts and accessories.

G28 Elevator Equipment, Maintenance, Repair, Inspection & Testing

- ◆ Elevators: purchase, replacement, preventative maintenance, full maintenance services, annual state safety testing. Wheel chair lifts: purchase, replacement, extended warranties, preventative maintenance, parts, emergency service.

G29 Facility Maintenance and Energy: Assessment and Software

- Facilities engineer and management. Energy system engineering. Civil engineering. Construction engineering and management. Mechanical engineering. Architectural services. Roofing inspection and maintenance.


G31 Water, Filtration, Treatment Chemicals & Services

- ◆ Cleaning, disinfecting, hygiene, management. Chemical products and services.




simple.savvy.diverse.


G32 Emergency Response and Disaster Restoration Services

 Asbestos, biohazard, carpet cleaning, document restoration, emergency response, environmental response, fire damage, infectious disease suppression services, mold, odor, smoke/soot damage, soil/site remediation, storm and water damage. Tents and semi-permanent structures.

102 Insurance: Cyber, Independent Risk Management Consulting

 Commercial: auto, general liability, package, property. Cyber consulting. Dorm contents coverage. Educators legal liability. Employee benefits. Fidelity and crime coverage. Foreign travel. Law enforcement professional liability. Workers compensation and employee liability.


K02 Interpretation & Translation, Equipment, Supplies & Services

 Assisted listening devices. Document translation. Interpreter services: educational, community, conference, deaf/blind, escort, media, medical, phone, video remote. Linguistic services.


L02 Vehicle Rental & Sharing

 Car, van, and truck rentals. All sizes. Individual, or fleet rentals. Insurance included, or not.

L50 Library: Supplies, Archival Products & Service

 Display products, furniture, learning materials. Book and periodical care and protection. Media supplies. Arts and crafts. Operations and circulation supplies.


L51 Library: Books and Media

 Book jackets, board books, e-books, graphic novels, juvenile, laboratory manuals, large print, paperbacks, medical, reprints, textbooks, out of print search, and more. English and foreign language. Audio CDs, audiobooks, MP3s, music, downloadable, digital library, spoken word. DVDs. Processing costs. Video games.


L52 Library: Subscription Management Service

 Types of subscription services included: Audio, CD, license, online only, print, journals, optional value added services. Management reports.


L53 Library Equipment, Software & Service

 Automated material handling. Book and media lockers and vending. Electronic workstations. Hold systems. Handheld inventory. Payment systems. RFID antenna readers, gates, tags. Security/detection systems. Self-service stations. Self-checkout.

L54 Library Digital Technologies

 Digital literacy, interactive online course platforms, virtual reality, self service solutions, specialized library databases, streaming. Makerspace: tech, programs, and applications.


S01 Human Resource Services: Immunizations & Documentation, Background Checks, etc.

 Compliance, contract tracing, COVID-19 trackers, criminal record search (CORI), degree verification, drug screening, exclusions database check, finger printing, I-9 employment, credit reports, military service verification, motor vehicle reports. Training.


S03 IT Project Services, Business and Technical Services

 Business continuity planning, process management, cloud systems integration, digital accessibility consulting, disaster recovery services, geographic information systems (GIS), mobile applications, remote database administration services, software development, systems integration and planning, technology courseware development, telecommunication services

S04 Staffing & Executive Search Services

 Staffing search services for higher education, academia, executive, high-tech, IT, biosciences, research, and construction industries. Staffing options for short and long-term. Individuals and teams. Systems for managing a non-permanent labor force and assessment of current staff.

S05 Managed Solutions - Student/Staff Mental Health contract

 Managed care solutions, including mental health support services.

MHEC'S STRATEGIC SOURCING MANAGERS



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