

# How to Use VEH102 Designated DOER Advanced Vehicle Technology Equipment, Supplies and Services Contract

<b>Contract #:</b> VEH102	<b>Contract Duration:</b> 10/16/2016 to 10/16/2019
<b>MMARS #:</b> VEH102*	<b>Options to Renew:</b> 3 extensions, 2 years each
<b>Contract Manager:</b>	Charles Tuttle – 617-626-1043 <a href="mailto:charles.tuttle@state.ma.us">charles.tuttle@state.ma.us</a>
<b>This contract contains:</b> Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO), Prompt Payment Discount (PPD) Programs	
<b>UNSPSC:</b> 25-17-00; 25-17-50; 25-19-00	
<b>Last change date:</b>	<b>November 29<sup>th</sup>, 2016</b>



## Contract Summary

Statewide Contract (SWC) VEH102 Advanced Vehicle Technology Equipment, Supplies and Services. VEH102 is the primary Statewide Contract for the acquisition of advanced vehicle and alternative transportation equipment, hardware, software and services.

Eligible Entities that use this contract may purchase goods and or services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain, where practicable, a minimum of three (3) quotes from the pre-qualified vendor list in the appropriate category of the contract.

The VEH102 Contract replaces “RFR-ENE-2011-008-2 Electric Vehicle Charging Infrastructure” and includes an expanded scope of advanced vehicle technology equipment, supplies and services available as options to traditional fossil fuel transportation related systems.

## List of services

Contract awards are for specialized product and service firms qualified in one or more of the following advanced vehicle or alternative fuel vehicle technology service categories, including but not limited to:

- EV charging station equipment, hardware and software
- Idle reduction equipment for – heavy equipment, and heavy, medium, and light duty vehicles
- After-market conversion technologies – all vehicle classes

The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

## VEH102 is structured into three (3) service categories:

- Category 1: Electric Vehicle Supply Equipment (EVSE), Hardware, Software, and Ancillary Services
- Category 2: Idle Reduction – Heavy, Medium, and Light Duty Vehicles; and Heavy Duty Equipment
- Category 3: After-Market Conversion Technologies – all vehicle categories

## Service Category Specifics

Including but not limited to the following service category summaries (N.B: some vendors offer services in more than one category). Please use the Vendor Profiles and Pricing Structure to select the appropriate Service Category vendor.



## Category 1: Electric Vehicle Supply Equipment (EVSE), Hardware, Software, and Ancillary Services – all vehicle categories

EVSE includes charging station equipment, hardware, software and ancillary services. Products offered in Category 1 must have the listing mark of an approved Nationally Recognized Testing Laboratory (NRTL). Examples of EVSE products include, but are not limited to, the following:

- Level 1 Hardware
- Level 2 Hardware
- DC Fast Charge (DCFC) Hardware
- Inductive Charging Hardware
- Network Software
- Billing Services
- Site Assessment
- Installation
- Servicing
- Other related goods or services

**Prevailing Wage Laws:** Eligible entities subject to Massachusetts General Law (MGL) must be mindful when seeking quotes for projects that include any installation or construction since they may be subject to construction and prevailing wage laws. Contractors must also comply with related construction and prevailing wage laws when performing services subject to MGL under this contract. Eligible entities not subject to MGL should be mindful and follow appropriate regulations and policies.

**MassIT Product and Services Requirements:** All network software and other related products and services are subject to the MassIT requirements. Other eligible entities may require additional and/or alternate requirements: the contract user and contractor are strongly advised to review and understand such requirements at the beginning of the process.

**Accessibility Physical Appearances and Design:** The EVSE pedestals must be a minimum of four (4) feet in height and provide adequate visibility for EVSE users. Consideration should be made for how the EVSE will be used in conjunction with bollards to protect the unit if it is not out of the way of traffic. The EVSE must be accessible to disabled persons and compliant with 521 CMR and the American with Disabilities Act (ADA). Installation in handicapped spaces must allow for adequate space (a minimum of 36 inches clearance), have a maximum height of 48 inches and allow for either forward wheelchair approach (48 inches) or side approach (54 inches).

### **Massachusetts Municipalities Construction Related Project Requirements:**

This is related to Category 1 only. Eligible Entities must solicit quotes from at least three (3) vendors when the purchase of an EV requires construction. The minimum requirement is that Eligible Entities *contact* the three vendors for quotes; you are not required to receive responses from all three contacted contractors. Please note specific requirements that apply, depending upon the scope of your bid, below.

Quotes including construction services:



- Where the construction services are less than \$10,000: Select a contractor based on sound business practices/best value.
- For construction services valued from \$10,000-\$50,000: Must receive two written responses; award to lowest responsible bidder.

Quotes not including construction services:

- Award based on best value.

For more information on Chapter 30B matters please contact the Office of the Inspector General team at 617-722-8838 or [30BHotline@state.ma.us](mailto:30BHotline@state.ma.us).

### **Category 2: Idle Reduction – Heavy, Medium, and Light Duty Vehicles; and Heavy Duty Equipment**

Idle Reduction Technologies includes products and services designed to reduce unnecessary vehicle idling. Equipment categories include heavy duty vehicles and heavy-duty equipment, medium duty vehicles and light duty vehicles. Pricing submitted by the Vendor shall include installation, where appropriate. Products offered for heavy duty vehicles must be Environmental Protection Agency (EPA) or Department of Energy (DOE) certified. All other products must be certified by a third party that is nationally recognized. Example products include, but are not limited to:

- Solar Auxiliary Power Systems

### **Category 3: After-market conversion technologies– all vehicle classes**

After-market conversion systems modify vehicles and engines so that they can run on – or be supplemented by – fuels or technologies other than the ones for which they were originally designed. After-market conversion technologies apply to vehicles in-service already on the road or new vehicles by upfit at time of purchase thereby making these vehicles more efficient and extend their value by reducing their original fuel use, Green House Gas (GHG) emissions, and other pollutants.

Product offers must be certified by one of the following: EPA Clean Alternative Fuel Conversion Systems, California Air Resources Board (CARB), a nationally recognized testing laboratory, or manufacturer certification that includes a warranty protection statement. All products must be installed by the manufacturer, or by factory certified or factory authorized installers.

Vendors provide a list of products and services that end users may purchase as stand-alone items or that may be offered as part of a full service purchase option. Full service options include installation, labor and all ancillary costs. Warranty issues must be called out in ship through codes.

Products include, but are not limited to:

- Hybrid Electric Vehicle (HEV) Technologies
- Plug-in Hybrid Electric Vehicle (PHEV) Technologies
- Hydraulic Hybrid Vehicle (HHV) Technologies
- Alternative Fuel Retrofit Technologies such as those used to convert vehicles from petroleum fuel to Propane, Compressed Natural Gas (CNG), Electricity, or Hydrogen
- Options to attain HEV, PHEV, HHV, or Alternative Fuel Technologies as vehicle upfits/retrofits.



Vendors are required to clearly identify in the initial quote any and all possible modifications and changes to the vehicle's current specifications. Such modifications or changes may include fuel economy, towing capacity, dimension changes, ground clearance, etc.

## Benefits and Cost Savings

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

## 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:

Purchases made through this contract will be direct outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.



### Multiple Quotes Requirement:

This contract contains a qualified list of Vendors per category. Contract users must solicit multiple quotes from the vendors listed in the category of interest. Contract Users may select the Vendor that offers the “Best Value” for the proposed product and or project. MA municipalities purchasing from Category 1 and require construction to install an Electric Vehicle station, please note there have been changes to Chapter 30B Massachusetts Municipalities construction related Laws. Pages 3 – 4 include direction on how to proceed with your procurement.

### Compensation Structure/Pricing & Expenses:

The compensation structure for the VEH102 contract is according to individual projects as described and agreed to in the SoW and the accepted Contractor response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

- **Project Pricing:** Costs under VEH102 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded VEH102 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the record in COMMBUYS.
- **Hourly Rates:** Engagements that are limited in scope, time and value might be best quoted on hourly rate compensation structure.

### Invoicing:

All bills/invoices must minimally include as appropriate:

- Commodity based:
  - Order name
  - Quantity
  - Current MSRP
  - % Discount
  - Price
- Project based:
  - Assignment name
  - Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
  - Hourly rate: Identify account manager or other vendor agent and applicable hourly rate.
  - Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.
- Total billed/invoiced must meet the Commonwealth’s requirements if audited.
- A description of the Supplier Diversity Activities used for this project



### Negotiations:

Hiring Entities are entitled and encouraged to negotiate down product/project rates, including ancillary services for work being conducted under this contract.

### Payments:

The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

## Additional Information

### Important Facts for Buyers:

**Statement of Work (SOW) Requirements:** This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department’s equivalent version before starting any project with a vendor. A copy of a standard SOW can be located in the “Attachments” tab of the Master MBPO for VEH102 in COMMBUYS.

**Business References:** The Hiring Entity may require business references, as deemed appropriate.

### How to Purchase from VEH102 MBPO through COMMBUYS

- This contract was awarded to 10 vendors and there are 10 active vendors in COMMBUYS. Each Service Category has been assigned a unique Master Blanket Purchase Order (MBPO) number as shown in the chart below:

VEH102 SERVICE CATEGORIES	MBPO Numbers
Cat 1. Electric Vehicle Supply Equipment (EVSE), Hardware, Software, and Ancillary Services	<a href="#">PO-17-1041-ENE01-ENE01-8945</a>
Cat 2. Idle Reduction – Heavy, Medium, and Light Duty Vehicles; and Heavy Duty Equipment	<a href="#">PO-17-1041-ENE01-ENE01-8956</a>
Cat 3. After-Market Conversion Technologies – all vehicle categories	<a href="#">PO-17-1041-ENE01-ENE01-8957</a>

### Step-by-Step User Instructions for creating a COMMBUYS Request for Quote (RFQ):

#### How to select a Service Category and associated Vendors for your RFQ

- Before you select a set of vendors you must know which Service Category best serve your needs. Please refer to the Service Category Scope summaries listed above.
- Go to [www.commbuys.com](http://www.commbuys.com) to log in.





- Once Logged into COMMBUYS, click on the word **Advanced** next to the spyglass icon at the top of the screen.
- From the **Select Document Type** dropdown, select **Contract/Blankets**
- Enter “VEH102” in the **Description** field and click “**Search**”
- Select the MBPO that best meets your needs by clicking on the appropriate Contract/Blankets #
- Click on **Attachments** Tab and locate and download the Service Category Vendor Profile Document and the Pricing Structure documents for the category you intend to use. The Profiles contain short descriptions provided by each vendor of their expertise and available services in that particular Service Category and the Pricing Structure includes the 2016 MSRP and volume discount.

## How to Send a Request for Quote (RFQ) through COMMBUYS

- **Once Logged into COMMBUYS, click on the plus sign next to the COMMBUYS logo, top left of page; select REQUISITION from the drop-down menu**
- **General Tab**
  - In the drop-down menu for **Requisition Type**, be sure to select “**Release.**”
  - On the right hand side, enter a Short Description of your scope of work
  - Select **Solicitation Enabled.**
  - Click on **Save and Continue**
- **Items Tab - This Tab will allow you to search and add items from any of the three VEH102 MBPOs; Only one MBPO (Service Category) however, can be used per requisition.**
  - Select **Search Items** and click the “+” to open **Advance Search** fields.
  - Type “VEH102” into the **Description** field and click “**Find It**”
  - Select the appropriate MBPO
  - Add **Quantity** of 1 and
  - Click **Add to Req. & Exit.**
  - Click on **Item #**, add \$1.00 in **Catalog Price/Unit Cost** field (If you have an estimated price, you can consider using it instead of the \$1.)
  - A **Distributors Tab** will have appeared; got to that tab. All vendors will appear selected as the default. You may deselect vendors if you wish.
  - Scroll to the bottom and click “**Save & Continue**”
  - Please follow the quote requirements when selecting vendors under the vendor sub tab.
- **Address Tab**
  - Enter the Bill To and Ship To address for the Purchasing Entity.
- **In the Attachment Tab, you will need to attach the following:**
  - Statement of Work.
  - Any other bid document (s) at your discretion.





- **Go to the Summary Tab**
  - Review your Solicitation Enabled Release Requisition.
  - Click **Submit for Approval**.
  - Click **Send**

## How to convert your Release Requisition into a Bid and send it to your selected vendors for quote

- **Locate your approved Requisition (Documents > Requisitions > Ready for Purchasing)**
- **Summary Tab**
  - The requisition will open in the **Summary Tab**; scroll to the bottom
  - Click **Convert to Bid**
- **Locate your Bid (Documents> Bids> In-progress)**
- **General Tab: Complete the following fields**
  - **Available Date** – Enter the date the Bid (solicitation) is made available to vendors to submit quotes. Click the calendar icon to set the desired month, day, and time.
  - **Bid Opening Date** – date the Bid will close and quotes can be opened for viewing. Click the calendar icon to set the desired month, day, and time.
  - **Informal Bid** – check box if you wish to view quotes as submitted (prior to the Bid Opening Date). Note: This option should only be used for closed bids to vendors on contract. Refer to policy for further clarification.
  - Purchase Method:-Option should default to Open Market. If not then select Open Market from the drop down menu
  - Click **Save and Continue**
- **Review information on Items, Address, and Attachment Tabs (all data should have been brought over from the requisition)**
- **Contractors Tab**
  - There is no **Vendor tab** on the Bid. All Vendors entered on the requisition are now listed as **Contractors**.
  - **Restricted Bid** – if not already done, click the radio button next to **Restricted Bid**, to ensure that only selected vendors can view and respond.
  - **Prices** – if you want vendors to see your price, select the **Show Unit Prices to Vendors** checkbox at the bottom of the page.
  - **Hide Bid Holder List on Vendor Side** – this checkbox may already be checked. This hides the Vendor list from all responding Vendors. Uncheck if desired.
  - **Additional Contractors:** To add more Contractors, click **Lookup & Add Vendors** button.
  - If you made any changes, click **Save & Continue**.



- **Q&A Tab**
  - To dialogue with vendors, select the **Allow vendor to submit questions** checkbox.
  - If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.
  - If you wish to display the dialogue on the Web, select the **Show on Web** checkbox. The **Show Original Vendor Only** checkbox is available if appropriate.
  - If you made any changes, click **Save & Continue**.
  
- **Summary Tab**
  - Review the bid information.
  - Scroll to the bottom of the page and click the **Submit for Approval** button.
  - A pop up message appears asking if you want to submit this bid.
  - Click **OK**
  - Once the bid is approved, return to the **Summary tab** and scroll to the bottom of the page and click the **Send Bid** button.
  - This will notify any vendor listed on the bid and post it on COMMBUYS allowing the selected vendors to search for it and submit quotes.

## Bid management and award

- For information on how to manage your Bid, review bid submissions, and make an award, please see the [Job Aids for Buyers](#) on the COMMBUYS website labelled [How to Score and Award a Bid in COMMBUYS](#)

## How to locate Distributor Model Master Blanket Purchase Orders (MBPOs) when not logged into COMMBUYS:

Navigate to [www.COMMBUYS.com](http://www.COMMBUYS.com)

- Click on Contract and Bid Search
- Select “Contract/ Blankets.”
- Type in “VEH102” in the “Contract/ Blankets Description” search field to find the distributor model Master Blanket Purchase Orders (MBPOs) for the Service Categories listed above.

If you need assistance with COMMBUYS contact the COMMBUYS Help Desk at: [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or 1-888-627-8283 or 617-720-3197 during normal business hours (8am - 5pm ET Monday - Friday)

## Strategic Sourcing Team Members

Name	Departments
Charles Tuttle	Department of Energy Resources
Lalana Gunaratne	Operational Services Division



Stephen A. White	Department of Energy Resources
Stephen Russell	Department of Energy Resources
Jillian DiMedio	Department of Energy Resources
Michelle Broussard	Department of Energy Resources
Sejal Shah	Department of Environmental Protection
Alison Felix	Metropolitan Area Planning Council
Megan Aki	Metropolitan Area Planning Council
Scott Durkee	City of New Bedford
Evan Melillo	Town of Middleborough

### Vendors Contact Information

- Refer to [www.COMMBUYS.com](http://www.COMMBUYS.com)
  - Click on “Advanced Search” to search by “ Document Type”
  - Select “Contract/ Blankets,”
  - Type in “VEH102” in the “Contract/ Blankets Description” search field to all Master Blanket Purchase Orders (MBPOs) for the Awarded Vendors.
  - **10 Awarded VEH102 vendors are listed below.**

Vendor Name	Category	Contract Manager	Email Address	Phone
ClipperCreek, Inc.	1	Will Barrett	Will@ClipperCreek.net	(530) 887-1674 x 303
eNow, Inc.	2	Ellen Flath	Ellen.flath@enowenergy.com	(401) 732-7080
EVSE LLC, a Subsidiary of Control Module Inc.	1	Mark Zirolli	mzirolli@controlmod.com	(860) 253-4205
Graybar Electric Company Inc.	1	Michael Teahan	michael.teahan@graybar.com	(617) 721-4041
LiquidSky Technologies	1	Frank Gangi	Frank@WattZilla.com	(857) 389-9893
Magmotor Technologies, Inc.	3	Carlene Harrington	carlene.harrington@magmotor.com	(508) 459-5983
National Fleet Hybrids, Inc.	3	Glen Perlman	glen@nationalfleethybrids.com	(508) 222-2272
Verdek	1 , 3	Amy Etra	admin@verdek.com	(203) 421-6477
Voltrek, LLC	1	Kathleen Connors	kathleen@voltrek.com	(978) 886-5166
XL Hybrids	3	Edward Lovelace	elovelace@xlhybrids.com	(617) 718-0329 x101