Contract User Guide for VEH93

VEH93: How to Use the Heavy Duty Vehicle Statewide Contract

Table of Contents:

- Contract Summary
- Contract Categories
- Benefits and Cost Savings
- Find Bid/Contract Documents
- Who Can Use This Contract
- Construction Requirements
- Pricing, Quotes and Purchase Options
- Instructions for MMARS Users
- Environmentally Preferable Products
- Contract Exclusions and Related Statewide Contracts
- Emergency Services
- Shipping/Delivery/Returns
- Additional Information/FAQ's
- VENDOR LIST AND INFORMATION

NOTE: To access hyperlinks below, scroll over desired section and CTL + Click

Contract #:
VEH93

MMARS MA #:
VEH93*

Initial Contract Term:
03/18/2017 to 03/17/2019

Maximum End Date:
March 17, 2019

Current Contract Term:
03/18/2017 to 03/17/2019

Contract Manager:
Lisa Westgate, 617-720-3112, lisa.westgate@state.ma.us

This Contract Contains:
MBE/MWBE/WBE,
Service Disabled Veteran-Owned Business

UNSPSC Codes:
22-10-15-01-0000, 25-10-16-01-0000, 25-18-16-05-0000, 25-10-00

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

UPDATED: 09/28/2017

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Contract Summary
This is a Statewide Contract for the Heavy Duty Vehicle. This statewide contract provides for the sale and limited service of heavy duty vehicles. Currently, the contract contains five vendors offering four different manufacturers’ dump trucks: Freightliner, International, Mack, and Peterbilt and five vendors offering five different manufacturers of front end wheel loaders: Case, Caterpillar, John Deere, Komatsu, and Volvo.

UPDATES:

Contract Categories
N/A

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.

- Fixed pricing for Freightliner, International, Mack, and Peterbilt dump trucks (as specified) for the first year of the contract.
- Fixed pricing for Case, Caterpillar, John Deere, Komatsu, and Volvo wheel loaders (as specified) for the first year of the contract.
- Fixed hourly rate for repair services for the initial term of the contract.
- Fixed discount for parts for the initial term of the contract.
- Repairs under contract are solely on vehicles purchased under VEH93 and of designated vendors.
- Vendors who offer roadside/emergency repair services.
- Vendors who offer repair services during snow emergencies.

Prompt Pay Discount List (PPD)
All vendor Prompt Pay Discount for Statewide Contract VEH93 and time frame. Contact information is listed in: Vendor List and Information

<table>
<thead>
<tr>
<th>Prompt Pay (% @ days)</th>
<th>10 days</th>
<th>15 days</th>
<th>20 days</th>
<th>30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballard Mack Sales and Service Inc.</td>
<td>1.50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minutemen Trucks Inc.</td>
<td>1.50%</td>
<td>1.00%</td>
<td>0.50%</td>
<td></td>
</tr>
<tr>
<td>The Peterbilt Store of New England LLC</td>
<td>0.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tri State Truck Center Inc.</td>
<td>0.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monroe Truck</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN Wood Co. Inc. 1.0% 10 days</td>
<td>0.75%</td>
<td>0.50%</td>
<td>0.25%</td>
<td></td>
</tr>
<tr>
<td>Southworth Milton CAT dba Milton CAT</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schmidt Equipment Inc.</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodco Machinery</td>
<td>1.00%</td>
<td>0.75%</td>
<td>0.50%</td>
<td>0.25%</td>
</tr>
</tbody>
</table>

**Find Bid/Contract Documents**

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUY5.com](http://COMMBUY5.com) and search for VEH93 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH93 [PO-16-1080-OSD03-SRC02-00000006186](http://PO-16-1080-OSD03-SRC02-00000006186).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUY5.com](http://COMMBUY5.com) and search for VEH93 to find related Master Blanket Purchase Order (MBPO’s) information. All common contract documents are located in the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for VEH93 and can be accessed directly by visiting [PO-16-1080-OSD03-SRC02-00000006186](http://PO-16-1080-OSD03-SRC02-00000006186).
- 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;

**Eligible Entities**

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

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

The awarded vendor’s use of subcontractors is subject to the provisions of the Commonwealth’s Terms and Conditions

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Updated: 09/28/2017

Page 3 of 11
and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

**Construction Requirements**

N/A

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

**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**

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price.

**Product/Service Pricing and Finding Vendor Price Files**

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO’s should be provided.

**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@state.ma.us.

When contacting a vendor on statewide contract, always reference VEH93 to receive contract pricing.

**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.

**How To Purchase From The Contract**

- **Select items from a PunchOut catalog and purchase through COMMBUYS**
  N/A
- **Directly purchase fixed price items through COMMBUYS**
  This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.
For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:
- The [COMMBUYS Requisitions](#) section, and choose the [How to Create a Release Requisition and Purchase Order (Contract Purchase)](#) job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**
  N/A

- **Directly purchase a non-fixed price item ($0 line item) through COMMBUYS**
  N/A

- **Document items in COMMBUYS that have already been purchased**
  This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. **NOTE:** MMARS and COMMBUYS do not interface – payment request and invoice should be reported in both MMARS and COMMBUYS separately.
  For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:
  - The [COMMBUYS Requisitions](#) section, and choose the [How to Create an RPA Release Requisition](#) job aid.

**How to place an order**

1. For purchase of Fixed Price vehicles awarded to a particular vendor, the ordering process is as follows:
   - Initiate a new requisition
   - Search for an item (VEH93) in the description
   - Select the vendor you will be placing an order with
   - Select the appropriate catalog line
   - For zero line items enter the total price
   - Attach any related documentations
   - Submit for approval

2. For purchase of an alternate vehicle option, the ordering process is as follows:
   - 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”.
   - 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. VEH93 in the Description Field
   - 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.
Click on the “Vendor” Tab, then click the “Distributors” Tab, then select all the vendors (you must solicit quotes from all current vendors).

Attach your RFQ and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.

The Reminders tab is for internal reminders visible to those with Basic Purchaser access to COMMBUYS.

Review the Summary Tab, and then Submit for Approval.

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.

TIP – Contact Vendors if there are no solicitations responses.

**Obtaining Quotes**

Contract users should always reference VEH93 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the Job Aids for Buyers webpage, and select:

- The COMMBUYS Purchase Orders section, and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

**Quotes Including Construction Services**

N/A

**Estimates**

N/A

**Product Trials, Pilots, and Demonstrations**

N/A

**Prevailing Wage Requirements**

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.

**Additional Services**

N/A
Instructions for MMARS Users
MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)
N/A

Contract Exclusions and Related Statewide Contracts
This contract does not include the purchase of specialized equipment such as a Zamboni, Elgin street sweeper, or fire engines.

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.

Shipping/Delivery/Returns
N/A

Additional Information/FAQs
Frequently Purchased Items on the Contract
N/A

Geographical Service Area
N/A, Map of Counties https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Product Specifications, including Environmental Standards and Requirements
N/A

Warranties
N/A

Other Discounts
- 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 Vehicle or service cannot be found in the vendor’s catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the Vehicle or service meets the scope of the product category, the vendor may be able to add it to their product offerings.

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.

**Memorandum of Understanding/Statement of Work**

In addition, make sure to include language instructing buyers to make clear that all associated documents reference the statewide contract by its number]
## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>COMMBUYS Catalog Punch Out Available</th>
<th>MMARS Vendor Code and Vendor Line</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Categories</th>
<th>Counties</th>
<th>Discounts (PPD, Dock Delivery, Other)</th>
<th>MBE MWBE WBE Veteran</th>
<th>Minimum Order</th>
<th>List any other important items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballard Mack Sales and Service, Inc.</td>
<td>PO-14-1080-OSD01-OSD10-0000000002</td>
<td>N/A</td>
<td>VC0000658 105,6</td>
<td>Brian Buckley</td>
<td>(508) 559-0771</td>
<td><a href="mailto:bbuckley@ballardtrucks.com">bbuckley@ballardtrucks.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: .25%-10 days</td>
<td>yes</td>
<td></td>
<td></td>
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<tr>
<td>Minuteman Trucks Inc.</td>
<td>PO-14-1080-1080C-1080L-00000000169</td>
<td>N/A</td>
<td>VC6000176 107, 2</td>
<td>Marty Castrichini</td>
<td>(508) 668-3112x357</td>
<td><a href="mailto:mcastricini@minutemantrucks.com">mcastricini@minutemantrucks.com</a></td>
<td>N/A</td>
<td>N/A</td>
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<td></td>
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<tr>
<td>The Peterbilt of New England LLC</td>
<td>PO-16-1080-OSD03-SRC02-00000007793</td>
<td>N/A</td>
<td>VC0000834 600, 13</td>
<td>Jeff Arscott</td>
<td>(443) 677-0920</td>
<td><a href="mailto:cmars@trstatetruckcenter.com">cmars@trstatetruckcenter.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: .25%-10 days</td>
<td>yes</td>
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<tr>
<td>Monroe Tractor of NE</td>
<td>PO-18-1080-SRC02-11666</td>
<td>N/A</td>
<td>VC0000912 815, 14</td>
<td>Cyndi Mills</td>
<td>508-845-4343</td>
<td><a href="mailto:cmills@monroetractor.com">cmills@monroetractor.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: 1%-15 days</td>
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<td>CN Wood Co. Inc.</td>
<td>PO-14-1080-1080C-1080L-00000000162</td>
<td>N/A</td>
<td>VC6000160 109, 9</td>
<td>Tom Fiore</td>
<td>(781) 935-1919</td>
<td><a href="mailto:tfiore@cnwood.com">tfiore@cnwood.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: 1.0%-10 days, .75%-15 days, .50%-20 days, .25%-30 days</td>
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<tr>
<td>Southworth Milton CAT dba Milton CAT</td>
<td>PO-14-1080-1080C-1080L-00000000181</td>
<td>N/A</td>
<td>VC6000062 191, 7</td>
<td>Tom Benedetti Jr.</td>
<td>(800) 423-2858</td>
<td><a href="mailto:tom_benedetti@miltoncat.com">tom_benedetti@miltoncat.com</a></td>
<td>N/A</td>
<td>N/A</td>
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<td></td>
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<tr>
<td>Schmidt Equipment Inc.</td>
<td>PO-14-1080-1080C-1080L-00000000177</td>
<td>N/A</td>
<td>VC6000158 797, 10</td>
<td>Don Masley</td>
<td>(800) 922-8295</td>
<td>masley@schmidt_equipment</td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: 1%-10 days</td>
<td></td>
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<th>MBE MWBE WBE Veteran</th>
<th>Minimum Order</th>
<th>List any other important items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri State Truck</td>
<td>PO-14-1080-1080C-1080L-00000000188</td>
<td>N/A</td>
<td>VC6000169 996, 5</td>
<td>Chris Marsh</td>
<td>(508)753-1200 Ext. 251</td>
<td><a href="mailto:cmarsh@tristatruckcenter.com">cmarsh@tristatruckcenter.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: .25% - 10 days</td>
<td>Yes</td>
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<tr>
<td>Woodco Machinery Inc.</td>
<td>PO-17-1080-OSD03-SRC02-9520</td>
<td>N/A</td>
<td>VC6000185 460, 11</td>
<td>Bill Foote</td>
<td>(781)935-3377</td>
<td><a href="mailto:wfoote@woodcomachinery.com">wfoote@woodcomachinery.com</a></td>
<td>N/A</td>
<td>N/A</td>
<td>PPD: 1.0% 10 days, .75% 15 days, .50% 20 days, .25% 30 days</td>
<td>yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note that COMMBUYS is the official system of record for vendor contact information.

**PO-16-1080-OSD03-SRC02-00000006186** is the central repository for all common contract files. [Price files may be found in the individual vendor’s MBPO.]
Appendix A: