

# Contract User Guide for FAC116

## FAC116: Lawns and Grounds Equipment, Parts and Services

UPDATED: July 26, 2023

<b>Contract #:</b>	FAC116
<b>MMARS MA #:</b>	FAC116*
<b>Initial Contract Term:</b>	May 1, 2021 – April 30, 2027
<b>Maximum End Date:</b>	April 30, 2027
<b>Current Contract Term:</b>	May 1, 2021 – April 30, 2027
<b>Contract Manager:</b>	Michael Barry, Phone: 617-720-3182, <a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products MBE/MWBE/WBE
<b>UNSPSC Codes:</b>	See <a href="#">Appendix A</a> for a list of UNSPSC Codes
<b>Updated:</b>	Vendor contract manager listing

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

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## Contract Summary

This is a Statewide Contract for Lawns and Grounds Equipment, Parts and Services. This contract is for equipment which is intended for the maintenance and care of lawns and grounds areas as well as the parts, repair, and leasing for this equipment. The vendors on this contract are manufacturers and local dealers who offer % discounts on equipment and published hourly service rates. **Buyers are always encouraged to negotiate additional discounts.**

Major differences between FAC116 and the predecessor contract FAC88 include:

- Lease is expanded to all categories instead of only for Category 5 (Golf Carts and Utility Vehicles).
- Tractors and loaders are combined into one category along with all their related equipment.
- Consolidated categories and reduced category count from 14 to 9.

## Contract Categories

This contract includes 9 categories of lawn and grounds equipment as listed below.

Category 1:	Agricultural Tractors, Loaders and Related Accessories
Category 2:	Lawnmowers and Related Accessories
Category 3:	Utility Vehicles, Golf Carts, Snowmobiles and Related Accessories
Category 4:	2 Cycle/4 Cycle Handheld Power Equipment
Category 5:	Snow Blowers and Related Accessories
Category 6:	Specialty Wheeled (and Towed) Power Equipment
Category 7:	Utility Trailers and Related Accessories
Category 8:	Commercial Grade Battery Electric Lawn Equipment
Category 9:	Equipment Leasing for Categories 1-8 ( <b>Please review additional leasing terms on Appendix B</b> )

## 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.

- Competitive Pricing
- Battery Powered Electric Lawn Equipment
- Prompt Pay Discount, Volume Discount and Dock Delivery Discounts available

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for FAC116 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for FAC116 and can be accessed directly by visiting [PO-21-1080-OSD03-SRC3-21990](https://www.mass.gov/doc/PO-21-1080-OSD03-SRC3-21990).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on [the Vendor Information](#) page.

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## 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 [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## 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.

## Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

## 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
- This contract includes leasing of equipment in Categories 1-8
- This is a fee for service contract

### Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.
- **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 reviewing the individual Vendor MBPOs in COMMBUYS. You may these links on the [vendor information](#) page.

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## 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 [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference FAC116 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

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. 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. Buyers must include "FAC116 RFQ" when entering information in the Description field.

For a description of how to complete this purchase 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 or one of the quick reference guides.

## Obtaining Quotes

Contract users should always reference FAC116 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 *Request Quotes From Vendors on Statewide Contracts* job aid.

- **For orders up to \$10,000:**

Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes. Although not required, OSD strongly encourages Eligible Entities to request pricing and service information from multiple vendors.

- **For orders over \$10,000:**

It is recommended that Eligible Entities solicit at least three (3) quotes from FAC116 vendors to determine which vendor can provide the best value for the services or commodities being purchased.

The solicitation and order are to be processed using COMMBUYS Conversion [MBPO PO-21-1080-OSD03-SRC3-21997](#).

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. For buyers utilizing category 9 for leasing/rental use **FAC116Lease\*** MA.

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## Environmentally Preferable Products (EPP)

Category 8 is for Commercial Grade Battery Electric Lawn Equipment. Vendors in this category offer a range of battery powered lawn equipment ranging from handheld equipment such as trimmers and blowers to larger equipment such as mowers and ride-on vehicles.

To see specifications for this category, please see the "[Commercial Grade Battery Powered Landscape Equipment Specifications](#)" document located in COMMBUYS along with all other related contract documents:

### COVID-19:

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

## Contract Exclusions and Related Statewide Contracts

The scope of this contract is proposed for equipment which is intended for the maintenance and care of lawns and grounds areas. This contract is not intended for large construction equipment, which is defined as anything over 150HP. For related equipment, please see the following Statewide contracts or their subsequent replacement contracts:

1. Heavy Duty Construction Equipment – [VEH93](#)
2. Purchase of Vehicles (Cars, Trucks, some Loaders) – [VEH98](#)
3. Landscaping and Parks and Recreation Equipment – [FAC104](#)
4. Landscaping and Related Services – [FAC103](#)
5. Building and Facilities Maintenance Equipment – [FAC100](#) & [FAC101](#)
6. Equipment Rental – [FAC112](#)
  - a. Although (6 month or less) rentals are available on FAC116, eligible entities are instructed to exhaust rental options with FAC112 vendors before engaging with FAC116 vendors.

## 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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.



## Shipping/Delivery/Returns

All equipment pricing is to include F.O.B delivery to the requested ship to address. No request for extra delivery costs will be honored. All equipment shall be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing department. Liability for product delivery remains with the awarded bidder until properly delivered and signed for in accordance with the purchasing department and Commonwealth Terms & Conditions. The vendor MUST provide upon delivery basic training or demonstration of equipment being delivered.

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 vendor(s) must replace the product immediately at no additional expense to the facility.

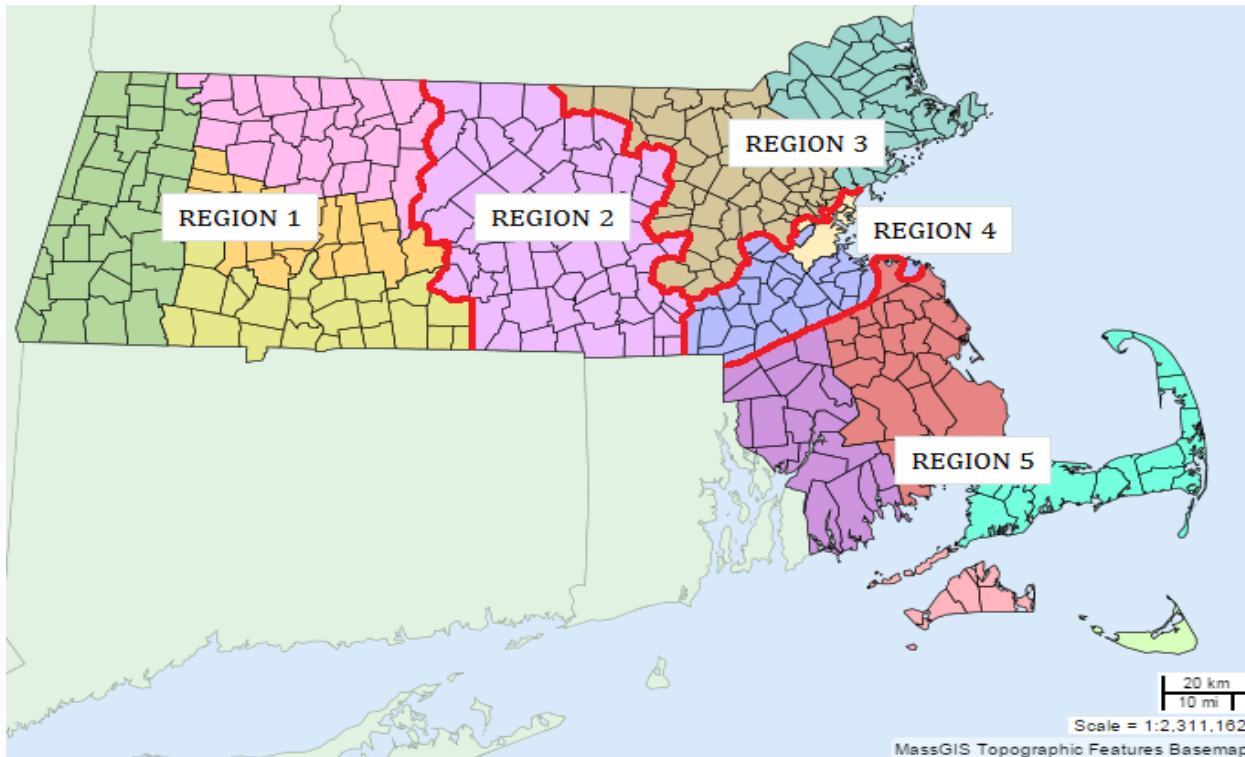
## Additional Information/FAQs

### Frequently Purchased Items on the Contract

Products frequently purchased through this contract includes tractors, skid steer loaders, lawnmowers, string trimmers, trailers, golf carts, utility vehicles and related equipment.

### Geographical Service Area

Most vendors on this contract service the entire Commonwealth, however, buyers should reference the [Vendor List and Information](#) and Region Map below to confirm.



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## Product Specifications, including Environmental Standards and Requirements

Category 8 is made up entirely of Commercial Grade Battery Powered Electric Lawn Equipment. To see specifications for this category, please see the "[Commercial Grade Battery Powered Landscape Equipment Specifications](#)" document located in COMMBUYS along with all other related contract documents.

## Warranties

All equipment sold under this contract must come with a minimum one-year warranty.

## 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 product or service cannot be found in the vendor's catalog, price sheet or PunchOut, 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. Vendors will need prior approval from OSD to do so.

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.

## 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 48 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.



OPERATIONAL SERVICES DIVISION

# Contract User Guide for FAC116

## Strategic Sourcing Team Members

- Brendan McCue (Inactive), Operational Services Division
- Julia Wolfe, Operation Services Division
- John Masters, Department of Conservation and Recreation

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OPERATIONAL SERVICES DIVISION

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Regions	Prompt Payment Discount	SDO Certification Type	SDP Commitment Percentage
**[Conversion Vendor] [Master MBPO] (All contract documents)	<a href="#">PO-21-1080-OSD03-SRC3-21990</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
***Solicitation Enabled	<a href="#">PO-21-1080-OSD03-SRC3-21997</a>	Michael Barry	617-720-3182	<a href="mailto:michael.barry3@mass.gov">michael.barry3@mass.gov</a>	N/A	N/A	N/A	N/A	N/A
Able Tool and Equipment	<a href="#">PO-21-1080-OSD03-SRC3-21845</a>	Derek Bauer	860-289-2020	<a href="mailto:derek@abletool.net">derek@abletool.net</a>	1,4,6,7,8,9	1&2	10 days - 1% 15 days - 1% 20 days - 1% 30 days - 1%		1%
Aebi New England, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21850</a>	Doug Beach	603-835-2600	<a href="mailto:doug.beach@aebi-ne.com">doug.beach@aebi-ne.com</a>	2	All			9.67%
Ahearn Equipment Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21860</a>	Josh Ahearn	508-885-7085	<a href="mailto:JTAhearn@ahearnequipment.com">JTAhearn@ahearnequipment.com</a>	1,2,3	All	10 days - 1%	WBE	5%
ARIENS COMPANY	<a href="#">PO-21-1080-OSD03-SRC3-21908</a>	Tyler Walimaa	920-756-4665	<a href="mailto:twalimaa@ariensco.com">twalimaa@ariensco.com</a>	2,3,5,8	All	10 days - 2%		1%
Bacher Corporation	<a href="#">PO-21-1080-OSD03-SRC3-21857</a>	Jean DeSousa	860-627-5924	<a href="mailto:bacherofficemgr@sbcglobal.net">bacherofficemgr@sbcglobal.net</a>	1,2,3,4,5,6,8	All	10 days - 1%		1%
Clark Equipment Company dba Bobcat Company	<a href="#">PO-21-1080-OSD03-SRC3-21840</a>	Barry Hanson	701-241-8793	<a href="mailto:barry.hanson@doosan.com">barry.hanson@doosan.com</a>	1,2,3,6	All	10 days - 2%		1%
Bobcat of Connecticut, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21832</a>	Matt Stack	413.221.1200	<a href="mailto:matts@bobcatct.com">matts@bobcatct.com</a>	1,2,3,4,6,7,8,9	All	10 days - 2%		10%
The Boston Lawnmower Company, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21833</a>	David Kennedy	508-898-3500 ext. 218	<a href="mailto:dkennedy@bostonlawnmower.com">dkennedy@bostonlawnmower.com</a>	2,3,4,5,6 & 8	All	10 days - 1% 15 days - .5% 20 days - .25%		1%
C & J Equipment, Inc	<a href="#">PO-21-1080-OSD03-SRC3-21856</a>	Charles Hannoosh	978-658-2022	<a href="mailto:channoosh@cjequip.com">channoosh@cjequip.com</a>	1,2,3,4,5,6,7,8	All	10 days - 2% 20 days - 1%		1%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Regions	Prompt Payment Discount	SDO Certification Type	SDP Commitment Percentage
C.N. Wood Enviro, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21849</a>	Tom Fiore	781-935-1919	<a href="mailto:tfiore@cn-wood.com">tfiore@cn-wood.com</a>	1,2,5,6	All	10 days - 1% 15 days - .75% 20 days - .5% 30 days - .25%		1%
Cason's Equipment	<a href="#">PO-21-1080-OSD03-SRC3-21872</a>	Laura Cason	978/459-6852	<a href="mailto:lcason@casonsequipment.com">lcason@casonsequipment.com</a>	1,2,3,4,5,6,8	All	10 days - 2% 15 days - 1% 20 days - .5%		1.5%
Chadwick-BaRoss, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21830</a>	Sabrina Hagler	800-804-0775	<a href="mailto:hagler@chadwick-baross.com">hagler@chadwick-baross.com</a>	1,5	All	10 days - 3% 15 days - 2% 20 days - 1%		2%
Country Club Enterprises, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21864</a>	Tea Hamzic	719-440-8912	<a href="mailto:thamzic@cceggolfcars.com">thamzic@cceggolfcars.com</a>	3	All	10 days - 1% 15 days - .5%		1%
Deere & Company	<a href="#">PO-21-1080-OSD03-SRC3-21871</a>	Stacy Engelmoehr	919-749-0927	<a href="mailto:EngelmoehrStacyA@JohnDeere.com">EngelmoehrStacyA@JohnDeere.com</a>	1,2,3,6	All			50%
Equipment East, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21839</a>	Giovanni Albanese	978-454-3320	<a href="mailto:giovanni@equipmenteast.com">giovanni@equipmenteast.com</a>	1,3,4,6,7,8,9	All	10 days - 1% 15 days - .75% 20 days - .5%		1%
Finch Services Inc	<a href="#">PO-21-1080-OSD03-SRC3-21909</a>	Ren Wilkes	603-554-0890	<a href="mailto:rwilkes@finchinc.com">rwilkes@finchinc.com</a>	1,2,3,5,6,7,9	All	10 days - .25% 15 days - .25% 20 days - .25% 30 days - .25%		0.70%
Five Star Golf Cars & Utility Vehicles, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21838</a>	Tim Russell	603-557-3463	<a href="mailto:tim@fivestargolfcars.com">tim@fivestargolfcars.com</a>	3	All			1%
Frank LaBelle's Sales & Service	<a href="#">PO-21-1080-OSD03-SRC3-21831</a>	Curtis LaBelle	413-625-2101	<a href="mailto:curt@franklabelles.com">curt@franklabelles.com</a>	1,2,4,5,6,8	1			1%
Husqvarna Professional Products, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21851</a>	Frank Mitchell	571-328-0013	<a href="mailto:frank.mitchell@husqvarnagro.com">frank.mitchell@husqvarnagro.com</a>	2,4,5,6,8	All			1%
IBC Offshore, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21862</a>	Amy Lincoln	781.294.8132	<a href="mailto:INTERCEPTBOATS@AOL.COM">INTERCEPTBOATS@AOL.COM</a>	3,7	All	10 days - 2% 15 days - 1%	WBE	1%
James R. Rosencrantz & Sons, Inc	<a href="#">PO-21-1080-OSD03-SRC3-21847</a>	Randy Hansen	603-772-4414 x127	<a href="mailto:randy@nhtractor.com">randy@nhtractor.com</a>	1,2,3,4,5,6,7,8,9	2-4	10 days - 2%		0.5%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Regions	Prompt Payment Discount	SDO Certification Type	SDP Commitment Percentage
Klem Tractor Inc	<a href="#">PO-21-1080-OSD03-SRC3-21836</a>	Jessica Bettencourt	508-885-2708	<a href="mailto:jessicab@klemsonline.com">jessicab@klemsonline.com</a>	4,5	1&2	10 days - 2% 15 days - 1.5% 20 days - 1.25% 30 days - .25%		2%
KPM Exceptional LLC	<a href="#">PO-21-1080-OSD03-SRC3-21866</a>	David Dollard	973 584 5400 x 121	<a href="mailto:David@kpmmedi.com">David@kpmmedi.com</a>	2,6	All	10 days - 1%		5%
Maestranzi Bros.	<a href="#">PO-21-1080-OSD03-SRC3-21846</a>	Paul Allan	978-922-3509	<a href="mailto:PAUL@MAESTRANZI.COM">PAUL@MAESTRANZI.COM</a>	1,2,3,4,5,6,8	All	10 days - .25% 15 days - .25%		0.25%
Mayer Power Products Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21869</a>	Michael Duchemin	978-423-7346	<a href="mailto:michaeld@mayer-tree.com">michaeld@mayer-tree.com</a>	4,8	3	10 days - 1% 15 days - 1% 20 days - .5%		10%
SUMMA HUMMA ENTERPRISES, LLC dba MB Tractor and Equipment	<a href="#">PO-21-1080-OSD03-SRC3-21834</a>	Zachary Langlois	603-630-0800	<a href="mailto:zacharyl@mbtractor.com">zacharyl@mbtractor.com</a>	1,2,3,4,5,6,7,8,9	All	10 days - .5%		2%
Morgan Power Equipment Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21858</a>	Chris Murphy	781-293-9361	<a href="mailto:chris@morganpower.com">chris@morganpower.com</a>	1,2,4,5,6	All	30 days - .001%		1%
Morigde Manufacturing, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21841</a>	Brent Dobson	620-345-8621	<a href="mailto:bdobson@grasshoppermower.com">bdobson@grasshoppermower.com</a>	2	All	10 days - 2% 15 days - 1.5% 20 days - 1%		8%
Morrison's Power Equipment Inc	<a href="#">PO-21-1080-OSD03-SRC3-21842</a>	Cody Morrison	508-747-9747	<a href="mailto:cody@morrisonpower.com">cody@morrisonpower.com</a>	1,2,3,4,5,6,7,8	4&5	10 days - 1%		1%
MTD Products Company	<a href="#">PO-21-1080-OSD03-SRC3-21910</a>	Jon Warner	630-277-7927	<a href="mailto:jwarner@mtdproducts.com">jwarner@mtdproducts.com</a>	2,3,4,5,6	All	10 days - 1% 15 days - 1%		5%
MTE, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21865</a>	Patti Nicosia	716-830-6362	<a href="mailto:pnicosia@mte.us.com">pnicosia@mte.us.com</a>	1,2,3,4,5,6,8,9	All	10 days - 3% 15 days - 2% 20 days - 1%		1%
NEW ENGLAND GOLF CARS, INC.	<a href="#">PO-21-1080-OSD03-SRC3-21868</a>	Scott Cookson	508-336-4285	<a href="mailto:NEGC40@aol.com">NEGC40@aol.com</a>	3,9	All	10 days - 1% 15 days - 1%		1%
NORFOLK POWER EQUIPMENT	<a href="#">PO-21-1080-OSD03-SRC3-21855</a>	Bob Fregeau	508-384-0011	<a href="mailto:bobf@norfolkpower.com">bobf@norfolkpower.com</a>	1,2,3,4,5,6,7,8,9	All	10 days - .25%	WBE	1%
Regal Turf Innovations, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21854</a>	Kathy Saleeba	774-847-4012	<a href="mailto:dennis@regalturfinnovations.com">dennis@regalturfinnovations.com</a>	2,8	All	10 days - 2% 15 days - 1.5%		10%

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Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Regions	Prompt Payment Discount	SDO Certification Type	SDP Commitment Percentage
Richey & Clapper, Inc	<a href="#">PO-21-1080-OSD03-SRC3-21911</a>	Michael Devine	978-443-1333	<a href="mailto:Mike.Devine@richeyandclapper.com">Mike.Devine@richeyandclapper.com</a>	1,2,4,5,6,7,8	All	10 days - .5%		1%
Southworth Milton, Inc	<a href="#">PO-21-1080-OSD03-SRC3-21870</a>	Ryan Boudreau	774-737-3275	<a href="mailto:ryan_boudreau@miltoncat.com">ryan_boudreau@miltoncat.com</a>	1	All	10 days - 1%		1%
Stewart's Power Equipment, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21867</a>	Kaitlyn Joyce	781-767-3544	<a href="mailto:KAIT@STEWARTSPOWER.COM">KAIT@STEWARTSPOWER.COM</a>	1,2,3,4,5,6,7,8	2-5	10 days - 2% 15 days - 1% 20 days - 1% 30 days - 1%		1%
The Toro Company	<a href="#">PO-21-1080-OSD03-SRC3-21853</a>	Jon Stodola	612-597-3224	<a href="mailto:jon.stodola@toro.com">jon.stodola@toro.com</a>	1,2,3,5,6,7,8,9	All	10 days - .5%		1%
Toni's State Line Power Products, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21852</a>	Toni Fiore	508-883-7670	<a href="mailto:Toni831@icloud.com">Toni831@icloud.com</a>	1,2,4,5,6,8	2	30 days - 1%		1%
Tri County Contractors Supply, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21863</a>	Robert H. Clark, Jr.	413-575-7936	<a href="mailto:rclarkjr@tricitycontractors.com">rclarkjr@tricitycontractors.com</a>	1,2,3,4,5,6,7,8,9	All	10 days - 2% 15 days - 1% 20 days - .5%		1.04%
Turf Products	<a href="#">PO-21-1080-OSD03-SRC3-21859</a>	Chris Francis Scott Lagana	800-243-4355 800-243-4355	<a href="mailto:cfrancis@turfproductscorp.com">cfrancis@turfproductscorp.com</a> <a href="mailto:slagana@turfproductscorp.com">slagana@turfproductscorp.com</a>	1,2,3,5,6,7,8,9	All	10 days - .5%		3%
Ultra Automotive Inc dba Orlando's Garage	<a href="#">PO-21-1080-OSD03-SRC3-21843</a>	Daniel Gardner	617-899-0044	<a href="mailto:orlandosgarage@comcast.net">orlandosgarage@comcast.net</a>	1,2,3,4,5,6,8	All	10 days - 3% 15 days - 2% 20 days - 1%		5%
United Ag & Turf NE, LLC	<a href="#">PO-21-1080-OSD03-SRC3-21848</a>	Josh Clark	518-365-3174	<a href="mailto:josh.clark@uatne.com">josh.clark@uatne.com</a>	1,2,3,4,5,6,7,8,9	All	10 days - 1%		1%
United Construction & Forestry (formerly Schmidt Equipment)	<a href="#">PO-22-1080-OSD03-SRC3-23686</a>	Daniel Carson	508-987-8786	<a href="mailto:sales@ucfne.com">sales@ucfne.com</a>	1,6,7	All	10 days - 1%		1%
Venture Products, Inc.	<a href="#">PO-21-1080-OSD03-SRC3-21837</a>	Ryan Miller	330-642-7130	<a href="mailto:contracts@ventrac.com">contracts@ventrac.com</a>	1,2,5	All	10 days - 1%		2%

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

\*\*The Master Contract Record MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

\*\*\* The Solicitation Enabled MBPO is used to solicit quotes from vendors in COMMBUYS.

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# Contract User Guide for FAC116

## Appendix A: UNSPSC Codes

21100000	Agricultural and forestry and landscape machinery and equipment
22101529	Skid steer loaders
25101904	Golf carts
25102100	Truck tractors
25181700	Product and material trailers
27112014	Lawnmowers
30120000	Roads and landscape

## Appendix B: Category Descriptions

### **CATEGORY 1, AGRICULTURAL TRACTORS, LOADERS AND RELATED ACCESSORIES**

This category includes Tractors (Sub-Compact, Compact, Utility, Specialty) and Loaders (Skid Steer, Tracked, Backhoe, Crawler, Front End, Wheeled) which are intended for use in an agricultural or lawn and groundskeeping setting. This category is not intended for heavy duty construction equipment, which is defined as anything over 150HP. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 2, LAWNMOWERS AND RELATED ACCESSORIES**

This category includes commercial grade lawn mowers such as Stand-on, Ride-on and Walk-Behind. This category also includes the parts and service of this equipment, as well as accessories.

### **CATEGORY 3, UTILITY VEHICLES, GOLF CARTS, SNOWMOBILES AND RELATED ACCESSORIES**

This category includes Utility Vehicles (UTV), Golf Carts, Snowmobiles, All-Terrain Vehicles (ATV), Sprayers, Groomers, Sweepers and other related equipment. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 4, 2 CYCLE & 4 CYCLE HANDHELD POWER EQUIPMENT AND RELATED ACCESSORIES**

This category includes 2 Cycle and 4 Cycle power equipment such as Augers, Blowers/Vacuums, Brush Cutters, Chainsaws, Trimmers Pole Saw/Pruners and other related equipment. This category also includes the parts and service of this equipment as well as accessories.

(Continued)

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### **CATEGORY 5, SNOWBLOWERS AND RELATED ACCESSORIES**

This category includes snowblowers and other related equipment. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 6, SPECIALTY WHEELED (AND TOWED) POWER EQUIPMENT AND RELATED ACCESSORIES**

This category includes specialty power equipment which is typically on wheels or wheeled and other related equipment (not trailers). Examples of this type of equipment are: Chippers, Shredders, Stump Grinders, Sod Cutters, Aerators, Brush cutters and Rototillers. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 7, UTILITY TRAILERS AND RELATED ACCESSORIES**

This category includes Utility Trailers such as Dump Trailers, Equipment Trailers, Landscape Trailers, Powersport Trailers, Side Extension Trailers, Tilting Trailers, Tandem/Double Tandem Trailers and other related equipment. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 8, COMMERCIAL GRADE BATTERY ELECTRIC LAWN EQUIPMENT AND RELATED ACCESSORIES**

This category includes Commercial Grade Battery Electric lawn equipment such as Lawnmowers, Blowers, Trimmers, Chainsaws and other related equipment. This category also includes the parts and service of this equipment as well as accessories.

### **CATEGORY 9, EQUIPMENT LEASING FOR CATEGORIES 1-8**

This category is for the leasing of equipment available in Categories 1-8. Leases in this category are defined as Operating Leases where the ownership of the equipment is retained before and after the lease term by the lessor. Lease agreements are made between the Eligible Entity and the Contractor/Vendor.

Eligible entities cannot directly enter into lease agreements with third party banks or financial institutions. The Contractor/Vendor may subcontract lease and/or rental services with a bank or financial lender, however all such work will be covered under the specifications of this contract, and the prime contractor/vendor will be responsible for all work and invoicing conducted under the scope of this contract.

No credit applications: Contractors/Vendors are not permitted to impose creditworthiness criteria of any kind upon instrumentalities of the Commonwealth as a condition of issuing a term lease or rental.

Only termed leases of equipment are allowed under this contract. No outright purchase of term lease equipment is permitted at end of the lease. It is presumed that all term leases negotiated under this RFR are temporary, and that all term leased equipment will be returned to the contractor/vendor at the end of the

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lease. Early buy-out or purchase options during the period of the term lease are not permitted as part of any term lease.

The complete RFR language for leasing terms and conditions can be found at this [link](#).

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