



OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH102

## VEH102: Advanced Vehicle Technology Equipment, Supplies and Services

UPDATED: April 17, 2024

<b>Contract #:</b>	VEH102
<b>MMARS MA #:</b>	VEH102*
<b>Initial Contract Term:</b>	October 17, 2016 - October 16, 2019
<b>Maximum End Date:</b>	No remaining extensions
<b>Current Contract Term:</b>	October 17, 2023 - October 16, 2025
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program, Supplier Diversity Office (SDO), Prompt Payment Discount (PPD) Programs
<b>UNSPSC Codes:</b>	25-17-00 - Transportation components and systems 25-17-50 - Electric vehicle charging systems 25-19-00 - Transportation services equipment

\*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 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.

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.

## Contract Categories

This contract currently includes two categories of products/service as listed below. Detailed list of product sub-categories located in [Appendix A](#).

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

## 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. Some of the benefits and cost savings include:

### Benefits:

- 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 buyer needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume.
- Many SDP Plans include subcontractors qualified to support a buyer for services under this contract.
- Vendors have clients who are small and large and have a local and national presence.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors’ performance on specific projects.

### Cost Savings:

#### Prompt Pay Discounts

A discount may be 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.

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## Volume Discounts

A discount is provided to the buyer if a certain volume of product or service is purchased in most cases. To find the pricing structures and related discounts for each vendor, access their price file within their specific MBPOs under [Vendor List and Information](#).

## 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](http://COMMBUYS.com) and search for VEH102 to find related 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;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

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

## Construction Requirements

Purchasers must ensure that any services (labor) involving construction labor are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific , M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Assistant Attorney General, Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

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

This contract is to be used for construction, reconstruction, alteration, installation, demolition, maintenance, or repair services and, if needed, associated materials. **It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M.** Services provided under this contract (i.e., construction labor) are limited to \$50,000 or less per engagement.

Construction projects exceeding these limits are not permitted under this contract. Additionally, MGL c. 7C, ss. 44-57, Design Services for Public Building Projects, is outside the scope of this statewide contract.

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In instances where Statewide Contract VE102 is used for services in excess of \$25,000, MGL c. 149, s. 29, payment bonds are required from the selected Contractor. It is the responsibility of the eligible entity to enforce this requirement when soliciting quotes.

*OSD does not provide guidance on Construction Law.* Questions around Construction Law must be directed to the Eligible Entity’s legal counsel.

**When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:**

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.

**When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:**

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.

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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. 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.
- If you need an electrician to work with your agency or municipality, please refer to the list of TRD01 Electrician Vendors located in the [Conversion Vendor](#) file. These electricians are experienced with charging station installation and equipment.

### Obtaining Quotes:

Vendors are awarded by category on this contract. If this is a new project, not involving existing equipment, or existing licensing, contract users must solicit multiple quotes from the vendors listed in the category of interest. OSD always suggests obtaining multiple quotes to guarantee a best value procurement.

### Pricing Options

**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.
- 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 another 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

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

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

This is a solution-based contract; thus, 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. The Hiring Entity may require business references, as deemed appropriate.

Vendor price files for products are listed in COMMBUYS under "Attachments". Please see the MBPO for the specific vendor by reviewing the Vendor List and Information section of this user guide.

### 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 VEH102 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 "VEH102 RFQ" when entering information in the Description field.

Soliciting multiple quotes from the pre-qualified vendor list in the appropriate Category of the contract is required whenever more than one vendor is active on this contract for a given Category. See the Vendor List and Information section below to confirm which Category each vendor has been awarded.

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 VEH102 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:

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- The *COMMBUYS Purchase Orders* section and choose *Request Quotes from Vendors on Statewide Contracts* job aid.

### Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services (labor), depending upon the scope of your bid:

**Services provided under this contract (i.e., construction labor) are limited to \$50,000 or less per engagement.**

**Labor vs. Parts, Materials & Supplies** - When conducting the quoting process for a charging station project, the materials/supply costs do not count against your \$50,000 construction labor threshold limit; only the construction labor costs are counted against the threshold. Again, parts and materials may exceed \$50,000.

When compiling your VEH102 quotes, please note “construction” labor is considered anything breaking ground, building around, or constructing a facility to house or cover your equipment. If an electrical line already exists, then electrical services DO NOT weigh against your \$50,000 construction labor threshold.

Examples of construction would be digging a hole or trench for equipment footings or line; breaking through a wall to install. That would count toward construction labor thresholds but not installing the electrical line or connection to existing conduit/electrical. OSD recommends breaking your quotes down into, 1) Actual construction labor hours; 2) Non-construction labor hours; and 3) Materials and supplies. That way you know what meets the \$50,000 threshold cap and what does not count toward that total.

### Construction Project Labor Greater than \$50,000

If soliciting quotes for a construction project involving labor costs that will be greater than \$50,000 in construction related labor, Eligible Entity must go out to Public Bid. Tradesperson contracts cannot be used for labor costs exceeding \$50,000.

Please see [Construction Requirements](#) section of this document for additional guidance. *OSD does not provide guidance on this.* Questions around the Construction Law must be directed to the Eligible Entities legal counsel, AG and/or IG.

## Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). To get the proper rates for your region/job, you must request a determination. 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.

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A “state-assisted contract” is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair, or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General’s Office at 617-963-2371 or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

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The Office of the Attorney General's Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit [www.mass.gov/prevailing-wage-enforcement](http://www.mass.gov/prevailing-wage-enforcement) for more information.

## Weekly Payroll

**Eligible Entities must obtain a copy of the Contractors weekly payroll records to ensure that Prevailing Wage was paid.** The weekly payroll record must be reviewed prior to paying any invoice that includes Prevailing Wage. Chapter 149, § 27B requires the following information be contained on certified payroll records: For each employee, the name, address, occupational classification, hours worked, and wages paid. For each apprentice, in addition to the aforementioned information, a photocopy of the apprentice's ID card.

## 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)

This contract is for acquisition of advanced vehicle and alternative transportation equipment, hardware, software, and services including, but not limited to:

- EV charging station equipment, hardware, software, and ancillary services
- Idle reduction equipment for – heavy equipment, and heavy, medium, and light duty vehicles, including solar auxiliary power systems

After-market conversion technologies for all vehicle classes. These systems modify vehicles and engines so they run on – or may be supplemented by – fuels or technologies other than the ones for which they were originally designed. Product offered in this category 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.

## Contract Exclusions and Related Statewide Contracts

Related statewide contracts include:

- [VEH110](#) – Purchase of Light and Medium-Duty Vehicles
- [VEH111](#) – Heavy-Duty Vehicles, Road Maintenance and Construction Equipment
- [VEH117](#) – Fuel Card & Fuel Management Services

To see all of the Contract User Guides for Vehicles, Transportation and Road Maintenance, visit <https://www.mass.gov/service-details/vehicles-transportation-and-road-maintenance>.

## 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.

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## Additional Information/FAQs

### Quick Tips & FAQs to Inform your Charging Station Planning and Decision-Making

Electric vehicle charging can seem complicated at first glance, here are some commonly used terms associated with the charging station industry:

**AC – Alternating Current:** This type of charging is useful for charging electric vehicles at different speeds through an alternating current. Electric vehicle charging always comes out as AC. With an AC charger, the power is converted to DC by the vehicle itself. This type of charging is economical but takes longer.

**CCS – Combined Charging System:** Offers both AC and DC charging on the same port and provides power of up to 350kW. This is the industry-standard method for public charging stations and also home charging set-ups. It may also be called a “combo plug”.

**CPO – Charging Point Manager:** This refers to a type of software responsible for smart charging, i.e., allocating power to different electric vehicles to make sure that each one charges as quickly as possible. It relies on customizable algorithms to work efficiently.

**DC – Direct Current:** DC is one of the two types of ‘fuel’ that can be used to power electric vehicles. Unlike AC charging, converted into DC power by the car, DC charging can convert the AC power into DC right in the plug itself. DC chargers are larger, more expensive, but faster. It will be more common at public charging stations, such as at a rest stop charge point.

**EV – Electric Vehicle:** EVs are equipped with a battery-powered motor instead of a traditional internal combustion engine. Contrary to PHEVs and HEVs, EVs do not have a gasoline tank and output zero tailpipe emissions. They are associated with a lower carbon footprint than traditional vehicle types.

**EVSE – Electric Vehicle Supply Equipment:** EVSE refers to equipment that exists to supply electrical energy for charging electric vehicles. It can be residential (i.e.: at-home charger) or commercial (i.e.: chargers at malls, workplaces, rest stops, etc.).

**HEV – Hybrid Electric Vehicle:** HEVs use both electric batteries and gasoline. More often than not, the electric motor assists the internal combustion engine (ICE), during acceleration, for instance. Note that HEVs cannot be plugged into regular EV charging stations. Batteries replenish themselves via the energy generated by the combustion engine or via regenerative braking.

**PHEV – Plug-in Hybrid Electric Vehicle:** PHEVs rely on both electric batteries as well as gasoline to power an ICE. These vehicles run on electrical power until the battery is depleted and automatically switch to the ICE. Charging hybrids can also be plugged in to charge their engine.

**ZEV – Zero-Emission Vehicle:** Zero exhaust emissions and 98% cleaner than the average new model year vehicles; includes EVs and hydrogen fuel vehicles.

**There are three EV charging levels. There are differences between each charging level. However, as a general rule, the higher the level, the higher the power output from the charger and the faster it can charge.**

**Level 1 Charger:** Utilizes the slowest EV charger available, which provides about 3.11 miles of range per hour of charging; up to 24 hours to fully charge a battery (may be longer depending on an empty battery).

**Level 2 Charger:** Much faster than Level 1 and can come with added functionality such as RFID cards, load balancing and networking. Approximately 20 to 30 miles of range per hour of charging; overnight typically produces a full battery charge.

**Level 3 Charger:** Also called DC fast charging and significantly faster than Level 2. Up to 20 miles of range per minute; full battery charges in under an hour.

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## TOP 10 THINGS TO THINK ABOUT AS YOU PLAN YOUR CHARGING STATION PROJECT

- 1) Involve facilities, DPW and agency/municipality management when discussing your charging needs and allowances.
- 2) Are you working with a local utility?
- 3) Funding & finance – What is your current budget for charging stations?
  - a. How much is available for you to spend in the first year?
  - b. Funding approval for future fiscal years?
  - c. What warranties come with your system? What's covered under 1,3, 4 and 5-year plans?
  - d. Payment systems or agreements with station vendors?
  - e. Are you using any [grants or incentive programs](#)? How do the grants & incentives work?
    - i. Reimbursed after you've completed project? Incentives paying for entire project or only a portion?
- 4) How many EVs does your community or agency have on record? Fleet size and types of vehicles?
  - a. What routes do your vehicles take on a daily basis?
  - b. Where do vehicles stop frequently?
  - c. Will the public have access?
- 5) Do you have short & long term plans? Future vehicle replacements or additions?
- 6) Plot the electricity use and time requirements for each EV in your fleet.
  - a. Calculate: Average miles driven per vehicle, per day.
  - b. Average length of time to recharge vehicle using level 1, level 2, and level 3 stations.
  - c. When will vehicles be charged (business hours or overnight)? Knowing this helps gauge usage and availability.
- 7) Agency or municipality site locations? Do you foresee office relocations in next 3-5 years?
  - a. Opportunities for infrastructure sharing within your buildings or with smaller abutting communities?
  - b. Avoid hazards: extreme climate exposure; pooled/irrigated water streams; pedestrian traffic; areas where cars could collide with stations.
  - c. Always consider: accessibility; signage; and vandalism strategies.
- 8) Are there public stations that can be used to fulfill agency needs?
- 9) What level charging can your infrastructure handle vs. what you *think* you want?
- 10) Does your agency require more than one charging station?
  - a. Dual port stations can charge two vehicles at a time for just a little more money than a single port.
  - b. Multiple stations in close proximity (within 100 feet)? Different for ADA compliant sites.

## GET READY TO PLUG IN & GET CHARGED UP!



## Executive Office of Technology Services and Security (EOTSS) Product and Services Requirements

All network software and other related products and services are subject to EOTSS' 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).

### If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's price sheet, 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.

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

If you need an electrician to work with your agency or municipality, please refer to the list of TRD01 Electrician Vendors located in the [Conversion Vendor](#) file. These electricians are experienced with charging station installation and equipment.

### 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 12 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.

### Memorandum of Understanding/Statement of Work

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 Contract Record MBPO](#) for VE102 in COMMBUYS.



OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH102

## Strategic Sourcing Team Members

- Ted Dobbin, Department of Energy Resources
- Stephen Russell, 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\*
- Charles Tuttle, Department of Energy Resources\*
- Jillian DiMedio, Department of Energy Resources\*
- Lalana Gunaratne, Operational Services Division\*
- Stephen A. White, Department of Energy Resources\*
- Chelsea Kehne, Department of Energy Resources
- Catie Snyder, Department of Energy Resources
- Eric Friedman, Department of Energy Resources
- David Sargeant, Operational Services Division\*
- Sorraia Tavares, Operational Services Division
- Kelly Thompson Clark, Operational Services Division
- Nikki Santana, Operational Services Division

*\*Inactive sourcing team member*

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OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH102

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order (MBPO)	Contact Person	Phone #	Email	Categories	PPD	SDP Commitment Percentage
Conversion Vendor (Used for soliciting multiple quotes)	<a href="#">PO-20-1080-OSD03-SRC3-17999</a>	Kelly Thompson Clark	617-720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	All	N/A	N/A
Master Contract Record (MCR)	<a href="#">PO-20-1080-OSD03-SRC3-17994</a>	Kelly Thompson Clark	617-720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	All	N/A	N/A
Freewire Technologies, Inc.	<a href="#">PO-20-1080-OSD03-SRC3-18218</a>	Muhammad Daoudi	823-403-7352	<a href="mailto:mdaoudi@freewiretech.com">mdaoudi@freewiretech.com</a>	1	1%- 15 days 0.5%- 30 days	10%
Graybar Electric Company Inc.	<a href="#">PO-20-1080-OSD03-SRC3-17980</a>	Michael Teahan	617-721-4041	<a href="mailto:Michael.teahan@graybar.com">Michael.teahan@graybar.com</a>	1	1%- 10 days	1%
Guardian Energy Management Solutions	<a href="#">PO-20-1080-OSD03-SRC3-18211</a>	Brittany Roy	774-462-8631	<a href="mailto:broy@guardian-energy.com">broy@guardian-energy.com</a>	1	2%- 30 days	5%
OpConnect, Inc	<a href="#">PO-20-1080-OSD03-SRC3-18214</a>	Amy Hillman		<a href="mailto:ahillman@opconnect.com">ahillman@opconnect.com</a>	1	2%- 10 days	20%
Rexel USA, Inc.	<a href="#">PO-20-1080-OSD03-SRC3-18222</a>	Lindsay Thompson	401-339-8400	<a href="mailto:Lindsay.Josephs@RexelEnergy.com">Lindsay.Josephs@RexelEnergy.com</a>	1	0.5%- 10 days	10%
Stealth Power	<a href="#">PO-20-1080-OSD03-SRC3-18213</a>	Devin Scott	512-845-4196	<a href="mailto:dscott@stealth-power.net">dscott@stealth-power.net</a>	2	2%- 10 days 1.5%- 15 days 1%- 20 days 0.5%- 30 days	10%
Verdek	<a href="#">PO-20-1080-OSD03-SRC3-17987</a>	Margaret Paccione	203-421-6477	<a href="mailto:admin@verdek.com">admin@verdek.com</a>	1	2%- 10 days 1.5%- 15 days 1%- 20 days 0.5%- 30 days	10%
Voltrek, LLC	<a href="#">PO-20-1080-OSD03-SRC3-17935</a>	Kathleen Connors	978-378-0910	<a href="mailto:kathleen@voltrek.com">kathleen@voltrek.com</a>	1	2%- 10 days 1%- 15 days	2%

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

\*\*The category MBPOs are the central repository for all common contract files. Price files may be found in the individual vendor's MBPO. Aggregate price files for each Category can also be located in the [Solicitation Enabled MBPO](#) for easier comparison.

NOTE: If you need an electrician to work with your agency or municipality, please refer to the list of TRD01 Electrician Vendors located in the [Conversion Vendor](#) file. These electricians are experienced with charging station installation and equipment.

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# Contract User Guide for VEH102

## Appendix A:

### Detailed Contract Categories

**Category 1: Electric Vehicle Supply Equipment (EVSE), Hardware, Software, and Ancillary Services**

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 and Reporting Services
- Billing Services
- Site Assessment
- Installation and/or Commissioning
- Servicing and maintenance during and/or after warranty
- EVSE paired with clean energy generation and/or storage
- EVSE Vehicle to X software and services
- EVSE demand management software and services
- EVSE fleet charging management software and services
- Portable EV Charger with or without solar
- Portable Fast EV Charger with or without solar

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

Idle Reduction Technologies include 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:

- Battery/Auxiliary Power Units or Generator Set (APU/GSs)
- Cab or Bunk Heaters
- Air Heaters
- Waste Heat Recovery Systems

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.

If you need an electrician to work with your agency or municipality, please refer to the list of TRD01 Electrician Vendors located in the [Conversion Vendor](#) file. These electricians are experienced with charging station installation and equipment.

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