

Contract User Guide for VEH111

VEH111: Heavy-Duty Vehicles, Road Maintenance and Construction Equipment

UPDATED: July 1, 2024

Contract #:	VEH111
MMARS MA #:	VEH111*
Initial Contract Term:	November 1, 2021 – October 31, 2025
Maximum End Date:	One, two-year extension to 2027 will be exercised
Current Contract Term:	November 1, 2021 – October 31, 2025
Contract Manager:	Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@mass.gov
This Contract Contains:	Environmentally Preferable Products, WBE
UNSPSC Codes:	25-10-00-00: Motor vehicles, 22-10-00-00: Heavy construction machinery and equipment, 25-18-00: Vehicle bodies and trailers
Notes:	This Contract is the replacement for VEH93 – Heavy-Duty Vehicles and portions of VEH98 – Purchase of Vehicles

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

Table of Contents:

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

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Supplier Diversity 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](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Category and OEM Summary](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 1 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract Summary

This is a Statewide Contract for Heavy-Duty Vehicles, Road Maintenance and Construction Equipment. All awarded Vendors are contracted for the sale of the base vehicle or piece of equipment and also must provide related parts and service. All Vendors must also facilitate a variety of application needs by working with upfitters on a subcontracting basis. While Contract Users are expected to have dialogue with upfitters as needed to facilitate specific needs, all conversations must involve the awarded Vendor, and all invoices and payments are to be processed through the awarded Vendor. Upfitters working as subcontractors may not bill or receive payment from Purchasing Entities directly.

Contract Categories

This contract includes seven categories of products as listed below.

Category 1: Trucks

- Cab and Chassis that can be upfit to provide a range of finished applications including Tow Trucks, Curbside Trash Trucks, Box Trucks, Truck Tractors, Dump Trucks, Service Trucks, Traffic Safety Trucks, Water Trucks, Rack Body Trucks, Flatbed Trucks, Debris Vacuum Trucks, Roll off/Hook lift Trucks, Sewer Trucks, and Ramp Trucks)

Category 2: Heavy Equipment

- Includes Articulated Trucks, Backhoes, Dozers, Wheel Loaders, Motor Graders, Telehandlers, Tracked Excavators, Wheeled Excavators, and Trenchers

Category 3: Paving/Road Equipment

- Includes Pavers, Rollers, and Screening/Processing Equipment

Category 4: Utilities Service Equipment

- Includes Auger Trucks, Bucket Trucks, Forestry Trucks, and Log Trucks

Category 5: Buses

- Includes School Buses and Transit Buses (includes coach vehicles)

Category 6: Snow Removal

- Includes Plow Trucks, Sand/Salt Trucks, Snow Melters, Tow Plow Trucks, and Deicers

Category 7: Trailers

- Includes Lowbed Trailers, Flatbed Trailers, and Gooseneck Trailers

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.

All Vendors offer Prompt Payment Discounts and competitive pricing that can be further negotiated.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VEH111 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 VEH111 and can be accessed directly by visiting [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-23649](#).

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 2 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- To solicit quotes from multiple vendors, access the Solicitation Enabled MBPO, [PO-22-1080-OSD03-SRC3-23651](#).

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. Upfitters work with awarded vendors through a subcontracting relationship to meet a variety of application and customization needs. Subcontractors (Upfitters) may not bill Purchasing Entities directly. Instead, they invoice the awarded vendor who, in turn, invoices the Purchasing Entity for the work to also include the base asset (i.e., vehicle or piece of equipment being upfit).

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.

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 the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. All assets purchased on this contract must conform to a price no greater than the vendor's committed percentage off list/catalog price reflected in the [Vendor Information](#) table. Similarly, all upfitting must conform to a price no greater than the cost-plus percentage reflected in the same table.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](#).

Updated: July 3, 2024

Template version: 7.0

Page 3 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- Rates for service must conform to a price no greater than the amount committed to by the vendor in the [Vendor Information](#) table. This is also true in cases where vendors offer Emergency Response service.

Product/Service Pricing and Finding Vendor Price Files

Product pricing and other reference material may be found by accessing the Vendor's MBPO, reflected in the [Vendor Information](#) table. **Due to product availability and supply-chain issues, prices may vary and all buyers should ask for quotes in writing (or email). A verbal quote is not a guarantee. Buyers are strongly urged to contact vendors by phone and email to get the quickest response on inventory and availability. Always ask how long a quote is good for and specific lead times on inventory.**

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.

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.*

When contacting a vendor on statewide contract, always reference VEH111 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

Contract Users have the option of making direct purchases from any awarded vendor, provided that the base asset is featured in the vendor's catalog on COMMBUYS. In the event the asset being sought is not featured in the vendor's catalog, or if the total purchase price including all added options, accessories, and upfitting exceeds a 25% variation from the catalog price, Contract Users must solicit at least three quotes from the vendors that are awarded the applicable category. In the event there are less than three vendors that are awarded the category in question, quotes must be solicited from as many vendors as are available. Always consider contacting the [Contract Manager](#) to get more information on asset availability and assistance with purchasing. All purchases of vehicles and equipment on this contract must incorporate the use of the most current VEH111 Quote Form version located within the [Master Contract Record](#).

In general, Contract Users should expect a range of 6-12 months lead time for the ordering and upfitting of all assets on this contract, excluding delays due to unforeseen OEM order constraints, shipping logistic issues, and upfit-related complications.

The Vendor shall manage the entire ordering process, confirm receipt of orders to Contract Users, and communicate the vehicle status in each stage of the order process to Contract Users on a regular and reliable basis. This includes but is not limited to the following:

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 4 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- Explicitly confirm acknowledgement to the Contract User of all Requests for Quotes within two business days;
- Provide requested quote, using the VEH111 Quote Form, within five business days of said request being submitted unless otherwise specified by the Contract User;
- Acknowledge receipt of all Purchase Orders within one business day;
- Place the asset order with the OEM or dealer within two business days of Contract User's final approval;
- Ensure the Commonwealth's OEM code (e.g., FIN, FAN) is properly designated in appropriate orders;
- Provide the OEM factory order number when received from the OEM or dealer, if applicable;
- Provide an original estimated delivery date within five business days after the OEM or dealer places the vehicle in its order bank;
- Schedule upfit and other services with subcontractors in advance so that all parts and equipment are available before the asset arrives for upfit;
- Report delays to the original estimated delivery date to the Contract User within two business days of receiving notice from the OEM, dealer, or subcontractor and never less than 45 days prior to the expected delivery date
- Identify assets acquired from Vendor's stock by the VIN; and
- Provide pre-notification of delivery to the Contract User at least five business days prior to delivery.

Contract Users should not accept vague or generic responses from Vendors and should follow up on any Purchase Order not acknowledged after 24 hours.

Contract Users are expected to have proper approval consistent with their respective entity's protocols before placing the final asset order with a Vendor.

Vendors that fail to order assets within 10 business days of receipt of a Contract User's final approval of asset specification will be subject to a penalty of five percent of the total purchase order. The penalty will be deducted from the purchase order price of each vehicle ordered.

Dealer Stock Purchases:

In the event an asset is available on the dealer's lot (i.e., it does not need to be factory-ordered from the OEM), the Contractor may sell said asset to the Contract User, provided it is the current model year at the time of purchase and is sold at a minimum of the percentage off of list/catalog price that the Contractor committed to as part of their Bid.

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

This COMMBUYS functionality provides a mechanism to easily obtain quotes by using Solicitation Enabled MBPO, [PO-22-1080-OSD03-SRC3-23651](#). 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 "VEH111 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.

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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](#).

Updated: July 3, 2024

Template version: 7.0

Page 5 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

This COMMBUYS functionality provides a mechanism to purchase base assets directly from an awarded vendor (without the need to solicit multiple quotes), provided that the base asset is featured in the vendor's catalog within their specific MBPO and that all added options, accessories, and upfitting does not exceed a 25% variation from the listed price. This functionality should also be used for the purchase of stand-alone parts and accessories (related to the base asset(s) the vendor has been awarded), as well as any service-related needs.

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 Make a Statewide Contract Purchase in COMMBUYS* job aid or one of the quick reference guides.

Obtaining Quotes

Contract users should always reference VEH111 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value criteria, including but not necessarily limited to:

- Compliance with specifications
- Fleet compatibility
- Operator ease of use transition
- Dealer location(s)
- Dealer hours of operation
- Delivery lead time
- Cost
- Repair compatibility
- Parts compatibility

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.

Product Training and Demonstrations

The Vendor and/or its subcontractors must provide a comprehensive orientation training at delivery or at an alternate time agreed to by the Contract User using the exact asset that was purchased (i.e., Vendor may not use an alternative or "demos" to perform training). The training must consist of six hours of OEM technical training for technicians and four hours of training for operators. Technical training shall include, but not be limited to, key safety and maintenance points, as well as basic operation to assist in the diagnosis of problems. Operator training shall include, but not be limited to, basic familiarization with safety items, routine required checks and overview of all functions. Contract Users may waive training at their sole discretion.

All assets, aftermarket, or upfit add-on accessories must include official OEM or subcontractor operating manuals and instructions. OEM refers to both the asset and aftermarket, upfitted accessories manufacturers.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 6 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Environmentally Preferable Products (EPP)

This contract allows departments and political subdivisions to purchase alternative fuel assets, including battery electric and bio-fuel vehicles for inclusion in their fleets. In 2016 the Commonwealth issued the [Fuel Efficiency Standards for State Fleets](#), a policy that requires state agencies to purchase more fuel efficient vehicles and those using advanced technologies while also providing flexibility in meeting these requirements in recognition of diverse agency needs and changing technologies. It is recommended that MPG be taken into consideration when seeking vehicle replacement. Additionally, a review of possible tax incentives and/or Green Community initiatives should be considered in the decision making for a new vehicle

Contract Exclusions and Related Statewide Contracts

For vehicles, this contract is limited to the purchase of heavy-duty vehicles with a Gross Vehicle Weight of 26,001 lbs. and up (this includes transit and coach buses which exceed 26,000 lbs.). Light and medium-duty vehicles 26,000 lbs. and under can be found on [VEH110: Light and Medium-Duty Vehicles](#). For equipment, this contract only covers equipment used for road maintenance and construction. Equipment used for Lawns and Grounds can be found on [FAC116: Lawns and Grounds Equipment, Parts and Services](#).

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

Delivery Terms:

Delivery from the Vendor to the Contract User is FOB to any location in mainland Massachusetts. Delivery to the islands in the Commonwealth and to all other locations must be negotiated before placing the final order and the added cost must be documented in the VEH111 Quote Form.

The Vendor is responsible for the physical custody of a new vehicle from the time it is delivered by the OEM or dealer to the upfitter or delivery dealership until it is ultimately signed for by the Contract User.

The Vendor must provide pre-notification of delivery to the Contract User at least five business days prior to delivery.

The Vendor is responsible for the delivery and off-loading of assets and all shipping charges that may be incurred. Discrepancies between the purchase order, the quote, or any other documentation pertaining to the order must be remedied by the Vendor.

Assets that are not in new condition and free from defects upon receipt shall have the necessary corrective action taken to rectify the issue or be replaced promptly by the Vendor. Official delivery receipts or slips are required; handwritten delivery confirmations will not be accepted. All delivered assets shall include the following, unless otherwise waived by the Contract User:

- All aftermarket, upfit, add-on accessories identified in the purchase order, including additional sets of operating keys, as applicable

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](#).

Updated: July 3, 2024

Template version: 7.0

Page 7 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: [@Mass_OSD](#) | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- Valid Commonwealth inspection sticker
- Original vehicle registration form
- All sets of keys that come standard with the asset and equipment being purchased as well as any additional sets requested by the Contract User
- Commonwealth license plates (front and back) if asset is a licensed on-road vehicle
- Full tank of fuel
- OEM warranty information, including extended warranty options if acquired by the Contract User
- Subcontractor/Upfitter warranty information
- Owner’s Manual(s) for asset - one in printed or “hard copy” format and additional electronic versions as requested by the Contract User at no additional charge. It is preferred that electronic versions are in a physical format such as a USB drive or disk rather than web based.
- Where applicable, Owner’s Manual(s) for all add-on accessories and upfit equipment - one in printed or “hard copy” format and additional electronic versions as requested by the Contract User at no additional charge. It is preferred that electronic versions are in a physical format such as a USB drive or disk rather than web based.
- Full maintenance and repair manuals for unit and all attachments and accessories in printed or electronic format such as a USB drive. Information to include, specifications, diagnosis/troubleshooting, wiring air plumbing and hydraulic diagrams.

The asset must arrive at the final delivery destination in new condition, without defects, and be ready for immediate use in accordance with the OEM or Vendor’s pre-delivery service. The table below outlines the maximum number of miles and operating hours that are permissible and dollar amounts (USD) to be deducted from the agreed upon Purchase Price for mileage/operating hours up until that point:

Category #	Category Description	Amount Deducted from Invoice	Maximum
1	Trucks	- \$2.50 per mile above 1,750 miles - \$100 per hour above 60	- 3,000 miles - 100 operating hours
2	Heavy Equipment	- \$100 per hour above 30	- 60 operating hours
3	Paving/Road Equipment	- \$100 per hour above 30	- 60 operating hours
4	Utilities Service Equipment	- \$2.50 per mile above 1,750 miles - \$100 per hour above 60	- 3,000 miles - 100 operating hours

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 8 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

5	Buses	- \$2.50 per mile above 1,750 miles - \$100 per hour above 60	- 3,000 miles - 100 operating hours
6	Snow Removal	- \$2.50 per mile above 1,750 miles - \$100 per hour above 60	- 3,000 miles - 100 operating hours
7	Trailers	N/A	N/A

The chassis window sticker or line sheet, if factory ordered, must contain the details of the factory options.

No Vendor identification (stickers/decals/dealer branding) may be on the delivered vehicle.

All fluids, including the chassis crankcase, differential, and transmission shall be filled to the OEM’s recommended capacity.

Each unit shall be accompanied by a Pre-delivery Inspection document (PDI) that is filled out properly, completely, and legibly by the specific staff member that performed the inspection. This document must be re-checked and signed off on by the Vendor’s Contract Manager or other member of management. The PDI, if needed or otherwise requested by the Contract User, shall have a document provided for each unit and each accessory purchased (e.g., the cab and chassis, the plow, the sander, etc.). The Vendor is responsible for producing this document unless otherwise specified by the Contract User.

Prior to delivery, the Contract User shall be given an opportunity to inspect each unit with all accessories, attachments, and equipment if requested. This should take place at an agreed upon point by the Vendor and Contract User, but generally after paint has been applied but prior to final assembly. It shall be the responsibility of the Vendor to notify the Contract User, who shall be given a reasonable amount of notice to perform this inspection prior to delivery.

Authorized representatives of the Contract User will inspect the asset for work quality, appearance, and proper functioning of equipment before acceptance. Contractor shall secure a signed receipt from the authorized representative of the Contract User certifying delivery of the asset.

The Vendor will have five business days to correct any deficiencies unless an extension is provided in writing by the Contract User. The Contract User may withhold payment if deficiencies are not corrected within the agreed time frame.

The asset must be re-inspected prior to acceptance. The Contract User may choose to reject the asset if it fails the second inspection. The Vendor is responsible for picking up and returning a rejected asset for repair and other corrective action.

In the event deficiencies are found after delivery and a properly signed receipt is not available, the Vendor will be responsible for correcting deficiencies as stated above. Invoices shall not be produced and become payable until the Contract User accepts the asset.

Deliveries for Executive Branch Agencies will be accepted Monday through Friday, excluding Commonwealth and local Holidays, between the hours of 8:30 a.m. and 3:30 p.m. unless prior arrangements have been made with the Contract User.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 9 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Under no circumstances shall the number of delivered assets exceed the total units shown on the purchase order. Additional units will be rejected and returned immediately at the Vendor's cost.

Late or Missed Delivery:

The Vendor is responsible for notifying the Contract Users of any delays in delivery. The Vendor must understand and accommodate the fact that Contract Users' ability to pay for the asset may be impacted in cases where the delivery dates have changed drastically from the estimated original date. If the OEM or dealer shipment or any part of the aftermarket or upfit is delayed, the Vendor is required to notify the Contract User in writing within two business days of receiving notice from the OEM, dealer, or subcontractor. This notification must include the reasons for the delay and the new expected delivery date to the Contract User.

If the asset becomes unavailable or cannot be supplied for any reason, an asset of equal value and functionality must be supplied. If a substitute is not available or acceptable, then either a similar asset from the next model year will be supplied at the same price, or the Contract User may cancel the order altogether.

Vendors are responsible for delays and damages resulting from their subcontractors.

If an asset is delayed or defaulted, providing such delay or default is the Vendor's fault and proper communications regarding the delay or default are insufficient, the Contract User shall have the option to assess against the Vendor damages as follows, after the 45-day grace period:

1. Five dollars per day per asset up to 25 percent of the total purchase order; and
2. Other losses, detriments, and inconveniences resulting from the delay.

If enacted, the compensation amount shall be deducted for each asset delivered in the purchase order unless otherwise agreed to.

Additional Information/FAQs

Trade-ins

Contract Users may offer used assets as trade-ins to the extent permitted by the Contract User's surplus property regulations. Prior approval of a trade-in is required by the Office of Surplus Property for Executive Branch agencies. Trade-in amounts will be negotiated using published auction fair market values of the asset, adjusted for condition and usage. All trade-ins are sold on an "as-is" basis with no guarantee as to condition. The price of the new asset being purchased shall not change from what was reflected in the VEH111 Quote Form in the event the Contract User decides not to pursue the trade-in option.

Geographical Service Area

All awarded Vendors on this Contract must provide statewide coverage.

Warranties

Vendors must include information regarding all OEM warranties, any additional costs, discounts, or benefits associated with any warranties prior to purchase by the Contract User. Vendors shall submit the manufacturer's standard warranty

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 10 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

information upon delivery to the Contract User and shall include warranties from upfitters for any installed equipment. Standard warranties, include, but are not limited to:

- Basic Warranty
- Powertrain Warranty
- Corrosion Warranty
- Roadside Assistance
- Extended Life Warranty
- Extended Warranties

Vendors shall provide a minimum one-year warranty on all parts and labor for any service necessary to restore the base asset or any component of upfit and/or aftermarket work. All costs shall be borne by the Vendor in this case.

Vendors may offer extended warranties; however, only those that are offered through the OEM and that are fully transferrable may be purchased on this contract. Third party warranties are not permitted.

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 may be negotiated if a certain volume of product or service is purchased.

If the Needed Product Can Not be Found

If a product 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 product meets the scope of the product category, the Vendor may be able to add it to their product offerings with prior approval from the Contract Manager.

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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 11 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Contract User Guide for VEH111

Strategic Sourcing Team Members

- Chris Bouchard, Town of South Hadley & Mass Highway Association President
- Sam Chan, Operational Services Division (Inactive)
- Bill Coughlin, City of Boston
- Jack Dejnak, Department of Conservation and Recreation
- Chelsea Kehne, Department of Energy Resources
- Chuck Labbee, Massachusetts Department of Transportation
- Swen Larson, Department of Fire Services
- Nikki Santana, Operational Services Division
- David Sargeant, Operational Services Division (Inactive)
- Kelly Thompson Clark, Operational Services Division

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 12 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Contract User Guide for VEH111

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Prompt Payment Discounts	SDO Certification Type	SDP Commitment Percentage	Minimum % off List Price for Base Assets	Maximum % above Cost for Upfitting
**Master Contract Record	PO-22-1080-OSD03-SRC3-23649	Kelly Thompson Clark	617-720-3184	kelly.thompsonclark@mass.gov	N/A	N/A	N/A	N/A	N/A	N/A
***Solicitation Enabled MBPO	PO-22-1080-OSD03-SRC3-23651	Kelly Thompson Clark	617-720-3184	kelly.thompsonclark@mass.gov	N/A	N/A	N/A	N/A	N/A	N/A
Ahearn Equipment, Inc.	PO-21-1080-OSD03-SRC02-23719	Joshua Ahearn	508-885-7085	JTAhearn@Ahearnequipment.com	2 and 3	1% - 10 Days	WBE	5%	Sany = 15% Kubota = 12%	20%
Allegiance Trucks Foxboro	PO-21-1080-OSD03-SRC02-23806	Marty Castrechini	508-668-3112 x357	mcastrechini@allegiance-trucks.com	1, 4, and 6	1% - 30 Days	N/A	1%	International = 34% Ford = 12% Dennis-Eagle = 25%	6%
Anderson Motors, Inc.	PO-21-1080-OSD03-SRC02-23802	Jim Anderson	401-434-5900	jim@andersonmotors.com	1 and 5	2% - 10 Days 1.5% - 15 Days 1% - 20 Days 0.5% - 30 Days	N/A	1%	Volvo and Bluebird = 2% Autocar = 1%	40%
Ballard Mack Sales & Service, Inc.	PO-21-1080-OSD03-SRC02-23946	Brian Buckley	508-493-6371	bbuckley@ballardtrucks.com	1, 4, and 6	0.5% - 10 Days	N/A	1%	20%	5%
Barry Equipment	PO-21-1080-OSD03-SRC02-23716	Jake Dubreuil	508-847-3509	jakedubreuil@barryequipment.com	2	1% - 10 Days 0.75% - 15 Days 0.5% - 20 Days 0.25% - 30 Days	N/A	35%	22%	6%
Bobcat of Connecticut, Inc.	PO-21-1080-OSD03-SRC02-23945	Matt Stack	413-221-1200	MattS@bobcatct.com	7	2% - 10 Days	N/A	5%	10%	25%
Dario Diesel Service Inc	PO-21-1080-OSD03-SRC02-23715	Aldo Zegarelli	508-753-8177 x406	azegarelli@dariodiesel.com	1 and 6	0.75% - 10 Days 0.5% - 15 Days 0.25% - 20 Days	N/A	1%	17%	5%
Equipment East, LLC	PO-21-1080-OSD03-SRC02-23804	Giovanni Albanese	978-454-3320	municipal@equipment-east.com	1, 2, 3, and 7	1% - 10 Days 0.75% - 15 Days 0.5% - 20 Days	N/A	1%	Gradall = 2% Doosan, LiuGong, Wacker Neuson, Keestrack, Felling,	15%

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 13 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Prompt Payment Discounts	SDO Certification Type	SDP Commitment Percentage	Minimum % off List Price for Base Assets	Maximum % above Cost for Upfitting
									Yanmar, and Multihog = 7%	
Marcotte Ford Sales, Inc.	PO-21-1080-OSD03-SRC02-23714	Colby Hendeson	413-420-2608	chenderson@marcottford.com	1	0.25% - 10 Days	N/A	1%	5%	25%
Monroe Tractor & Impl Co Inc	PO-21-1080-OSD03-SRC02-23805	Daniel Duhn	781-913-5204	dduhn@monroetractor.com	2, 3, and 7	2% - 10 Days	WBE	1%	CASE = 20% Towmaster Trailer = 10%	10%
Milton Cat	PO-21-1080-OSD03-SRC02-23720	Ryan Boudreau	774-737-3275	ryan_boudreau@miltoncat.com	2 and 3	1% - 10 Days	N/A	2%	25%	20%
The Peterbilt Store - New England LLC	PO-21-1080-OSD03-SRC02-23717	Matt Preston	508-316-2799	MPRESTON@THEPETESTORE.COM	1, 4, and 6	0.25% - 15 Days	N/A	1%	7%	0%
Tri State Truck Center LLC	PO-21-1080-OSD03-SRC02-23718	Chris Marsh	508-753-1200 x:2251	cmarsh@advantagetruckne.com	1, 4, and 6	0.01% - 30 Days	N/A	1%	15%	5%
United Construction & Forestry, LLC	PO-21-1080-OSD03-SRC02-23807	Scott Rooney	608-489-8547	scott.rooenyucfne.com	2 and 3	1% - 10 Days	N/A	1%	John Deere = 26% Wirtgen Group = 17%	25%

*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 the MBPO to be used for requesting quotes from multiple vendors.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 14 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Appendix A: Category and OEM Summary

Vendor Name	Cat 1: Trucks	Cat 2: Heavy Equipment	Cat 3: Paving/Road Equipment	Cat 4: Utility Service Equipment	Cat 5: Buses	Cat 6: Snow Removal	Cat 7: Trailers	Authorized OEM(s)
Ahearn Equipment, Inc.		X	X					Category 2: Kubota and Sany; Category 3: Sany
Allegiance Trucks Foxboro	X			X		X		Category 1: Dennis-Eagle, Ford, and International; Categories 4 and 6: Ford and International
Anderson Motors, Inc.	X				X			Category 1: Autocar and Volvo; Category 5: Bluebird
Ballard Mack Sales & Service, Inc.	X			X		X		Mack and Volvo
Barry Equipment		X						Doosan
Bobcat of Connecticut, Inc.							X	Towmaster
Dario Diesel Service Inc	X					X		Volvo
Equipment East, LLC	X	X	X				X	Category 1: Gradall; Category 2: Doosan, LiuGong, Multihog, Wacker Neuson, and Yanmar; Category 3: Keestrack; Category 7: Felling
Marcotte Ford Sales, Inc.	X							Ford
Monroe Tractor & Impl Co Inc		X	X				X	Categories 2 and 3: CASE; Category 7: Towmaster
Milton Cat		X	X					CAT
The Peterbilt Store - New England LLC	X			X		X		Peterbilt
Tri State Truck Center LLC	X			X		X		Freightliner and Western Star
United Construction & Forestry, LLC		X	X					Category 2: John Deere; Category 3: Wirtgen Group
Totals	8	5	4	4	1	5	3	

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 15 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: July 3, 2024

Template version: 7.0

Page 16 of 16

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527