

VEH93: Heavy Duty Vehicles

UPDATED: November 24, 2020

Contract #:	VEH93
MMARS MA #:	VEH93*
Initial Contract Term:	March 18, 2013 to March 17, 2015
Maximum End Date:	November 30, 2021
Current Contract Term:	December 1, 2020 to November 30, 2021
Contract Manager:	David Sargeant, 617-720-3118, david.sargeant@mass.gov
This Contract Contains:	MBE
UNSPSC Codes:	22-10-15-01 (Front end loaders), 25-10-16-01 (Dump Trucks), 25-18-16-05 (Dump truck body), 25-10-00-00 (Motor 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](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [VENDOR LIST AND INFORMATION](#)

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

Updated: November 24, 2020

Page 1 of 9

Contract User Guide for VEH93

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

Contract Summary

This is a Statewide Contract for the purchase of Heavy Duty Vehicles. This contract also provides for the sale and limited service of heavy-duty vehicles. Currently the contract contains five vendors offering five different manufacturers dump trucks: Freightliner, International, Kenworth, Mack and Peterbilt and five vendors offering five different manufacturers of front end wheel loaders: Caterpillar, JCB, John Deere, Komatsu and Volvo.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Fixed pricing for Freightliner, International, Kenworth, Mack and Peterbilt dump trucks (as specified)
- Fixed pricing for Caterpillar, JCB, John Deere, Komatsu and Volvo wheel loaders (as specified)
- Fixed hourly rate for repair services
- Fixed discount for parts
- Vendors who offer roadside/emergency repair services.
- Vendors who offer repair services during snow emergencies.

Prompt Pay Discount List (PPD)

Please find all vendors Prompt Pay Discount for Statewide Contract VEH93 and time frame listed in: [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 and search for VEH93 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH93 [PO-20-1080-OSD03-SRC3-18456](#).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VEH93 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 VEH93 and can be accessed directly by visiting [PO-20-1080-OSD03-SRC3-18456](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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

Updated: November 24, 2020

Page 2 of 9



Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

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

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

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.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases.

Pricing Options

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

Product pricing may be found by the [Vendor List and Information](#) page, where links to all the vendors MBPO's should be provided.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@mass.gov.

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

Updated: November 24, 2020

Page 3 of 9



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

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

How to place an order

1. For purchase of Fixed Price vehicles awarded to a particular vendor, the ordering process is as follows:
 - Initiate a new requisition
 - Search for an item (VEH93) in the description
 - Select the vendor you will be placing an order with
 - Select the appropriate catalog line
 - For zero line items enter the total price
 - Attach any related documentations
 - Submit for approval
2. For purchase of an alternate vehicle option, the ordering process is as follows:
 - Start with a New Requisition - on the General Tab, fill in all required information and make sure to put a check mark in the Solicitation Enabled box. Then select requisition type "Release".
 - Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. VEH93 in the Description Field
 - Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on Enter Info under the Catalog Price/ Unit Cost and enter in the estimated cost. This can be hidden from the bid before sending it to the vendors.
 - Click on the "Vendor" Tab, then click the "Distributors" Tab, then select all the vendors who offer dump trucks or front end loaders depending on which type of vehicle you are looking for (you must solicit quotes from all applicable vendors).
 - Attach your RFQ and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
 - The Reminders tab is for internal reminders visible to those with Basic Purchaser access to COMMBUYS.
 - Review the Summary Tab, and then Submit for Approval.
 - Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.

TIP – Contact Vendors if there are no solicitations responses and include the Contract Manager

Obtaining Quotes

Contract users have two options when purchasing off VEH93: Purchase truck or loaders as specified at the pre-negotiated price or if the truck/loader as specified does not meet your needs, establish revised specifications, establish best value criteria, issue a request for quote to the applicable vendors on VEH93 and make contract awards based on criteria.

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

Updated: November 24, 2020

Page 4 of 9



While a contract user may choose to make an award based solely on cost, we recommend a best value approach. Using a best value approach, contract users would develop additional criteria, in addition to cost on which to base their award.

Samples of Best Value Criteria:

Compliance with Specifications
Repairs/Parts Compatibility
Fleet Compatibility
Operator Ease of Use
Dealer Location
Dealer Hours of Operations
Delivery Lead Time
Cost

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

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

Review quotes based on award criteria and make award. Contract User should notify winning vendor (s). Contract User should provide bid tabulation sheets if requested from the losing vendors.

Product Trials, Pilots, and Demonstrations

New Vehicle Training

New vehicle and equipment training shall be provided with all purchases. The date, time and location will be determined by the purchasing entity.

Instructions for MMARS Users

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

Contract Exclusions and Related Statewide Contracts

This contract does not include the purchase of specialized equipment such as a Ice Resurfacing Equipment. Reference [FAC88 Lawns & Grounds Equipment, Parts and Services](#); and [VEH98 Purchase of Vehicles](#) for other vehicles not offered on this contract. **This contract does not allow for the purchase of used vehicles.**

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery>Returns

Vehicle Delivery

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

Updated: November 24, 2020

Page 5 of 9



F.O.B. Delivery charges will not be accepted for new vehicles. The unit is to be delivered in first class operating condition with acceptance subject to purchaser's inspection and approval.

Additional Information/FAQs

Certified Original Equipment Manufacturer (OEM) Dealer Location

The Statewide Contract Vendors must have a minimum of one certified OEM dealership in Massachusetts. The Commonwealth reserves the right to inspect the Bidder's service facility before making an award.

Repair and Maintenance Services

Vendors must have a full service repair facility with at least two bay areas.

Vendors must have their maintenance/repair facilities in compliance with the latest applicable Federal/State and local requirements, licensed to operate and perform maintenance and repair services and possess all tools, equipment and personnel necessary to satisfactorily provide all maintenance and repair services.

Maintenance and repair services provided shall be guaranteed against faulty material and workmanship in accordance with the manufacturer's standard warranty and are not to be contrary to any OEM specifications and/or recommendations for part replacement and repairs. Any faulty part must be replaced by the vendor at no additional cost. At the time of ordering, the vendor will provide warranty for the services to be performed. Upon completion of the ordered services, the vendor shall provide proper documentation specifying warranty of the services performed and any warranty forms.

Unless specified otherwise, the ordering agency will inspect, on-site all services performed before it picks up the serviced vehicle.

Upon completion of the ordered service work, the vendor will make arrangements for an on-site inspection of the vehicle being repaired by the ordering agency. If the ordering agency is not satisfied with the repair work, the vendor will proceed for any corrective services. All corrective services will be performed at no cost to the agency. The ordering agency will return the vehicle to the vendor for further corrective services if the ordered services are not properly performed.

Only after diagnostic services are performed, written quotation is submitted to the ordering agency and a written authorization is secured from the ordering agency shall the vendor begin the service work. Any repair services and/or parts that the vendor deems necessary, beyond the original repair request, must first be approved in writing by the ordering agency.

Vendors shall be responsible for compliance with all Federal, State and local standards and regulations. No additional charges will be accepted for the proper disposal of any used parts or fluids, such as motor oil or antifreeze.

Vendors will not charge for any diagnostic services, unless the ordering agency chooses not to have the vehicle repaired at the vendors' facility where the diagnostic services were performed.

Trade in Policy

The Commonwealth reserves the right to offer used vehicles as a discount trade for the purpose of decreasing costs in accordance with values in effect at the time of trade-in to the extent allowed by the surplus property regulations. Trade-ins are to be negotiated. All trade-in vehicles will be on an "as-is" basis and there will be no guarantee as to its condition or

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

Updated: November 24, 2020

Page 6 of 9



should any be inferred. For Executive Branch agencies, prior approval of a trade-in will be required by the Office of Surplus Property.

After-market equipment/components

For alternative or additional after-market equipment/components which total more than \$5,000.00, contract users must seek quotes from the awarded vendors who offer the type of vehicle you are looking for (dump truck or loader).

This contract allows for the purchase of after-market equipment/components for existing heavy duty vehicles. This contract also allows repair and service of existing heavy duty vehicles. If the total cost of the after-market purchase of equipment/components or the total cost of servicing an existing vehicle exceeds \$5,000.00, inclusive of parts and labor, contract users must solicit multiple quotes from awarded vendors. Awarded vendors are responsible for the proper installation, service and or repair of existing vehicles. Awarded vendors are responsible for faulty or improper retrofit/upfits of existing vehicles.

Taxes

State agencies and political subdivisions are specifically exempt from state sales tax and exempt from Federal Excise Taxes. The prices quoted shall be exclusive of said taxes. The Operational Services Division will supply the tax exemption certificate when requested.

Warranties

New Vehicle Warranty

Vendors shall provide the manufacturer's standard warranty information on the required contract documents.

Extended Warranty

Contract users may purchase extended warranties with awarded vendors at negotiated pricing.

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 Vendor.

If the Needed Product Can Not be Found

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

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing 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: November 24, 2020

Page 7 of 9



Contract User Guide for VEH93

Vendor List and Information*

Vendor	Type of Vehicle	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDO Certified
Master Contract Record**	N/A	PO-20-1080-OSD03-SRC3-18456	David Sargeant	(617) 720-2118	david.sargeant@mass.gov	N/A	N/A
Used to Solicit Multiple Quotes***	N/A	PO-16-1080-OSD03-SRC02-00000006186	David Sargeant	(617) 720-2118	david.sargeant@mass.gov	N/A	N/A
Alta Enterprises, LLC dba NITCO, LLC	Front End Loaders	PO-20-1080-OSD03-SRC3-18246	Mark Silva	(978) 658-5900	mark.silva@northlandicb.com	PPD: 1.0%-10 days	
Ballard Mack Sales and Service, Inc.	Dump Trucks	PO-14-1080-OSD01-OSD10-00000000002	Brian Buckley	(508) 559-0771	bbuckley@ballardtrucks.com	PPD: .25%-10 days	
CN Wood Co. Inc.	Front End Loaders	PO-14-1080-1080C-1080L-00000000162	Tom Fiore	(781) 935-1919	tfiore@cn-wood.com	PPD: 1.0%-10days, .75%-15days, .50%-20days, .25%-30day	
Kenworth of SE New England, Inc.	Dump Trucks	PO-20-1080-OSD03-SRC3-18209	Bryan Gayman	(781) 341-7743	bgayman@kenworthne.com	PPD: .25%-10 days	
Minuteman Trucks Inc. dba Allegiance Trucks	Dump Trucks	PO-14-1080-1080C-1080L-00000000169	Marty Castrechini	(508) 668-3112	MCastrechini@minutemantrucks.com	PPD: 1.5%-10 days, 1.0%-15 days, .5%-20 days	MBE
The Peterbilt of New England LLC	Dump Trucks	PO-16-1080-OSD03-SRC02-00000007793	Matt Preston	(508) 316-2799	mpreston@thepetestore.com	PPD: .25%-10 days, 0.1875%-15 days, 0.125%-20 days, 0.0625%-30 days	
Southworth Milton CAT dba Milton CAT	Front End Loaders	PO-14-1080-1080C-1080L-00000000181	Tom Benedetti Jr.	(774) 258-1636	Tom_benedetti@miltoncat.com	PPD: 1.0%-30 days	
Schmidt Equipment Inc.	Front End Loaders	PO-14-1080-1080C-1080L-00000000177	Dennis Neslusan	(508) 987-8786	Equipment@SchmidtEquipment.com	PPD: 1.0%-15 days	

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

Updated: November 24, 2020

Page 8 of 9



OPERATIONAL SERVICES DIVISION

Vendor	Type of Vehicle	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDO Certified
Tri State Truck	Dump Trucks	PO-14-1080-1080C-1080L-00000000188	Chris Marsh	(508) 753-1200 Ext. 251	cmarsh@tristatetruckcenter.com	PPD: .25% - 10 days, 0.1% - 15 days, 0.1% - 20 days, 0.1% - 30 days	
Woodco Machinery Inc.	Front End Loaders	PO-17-1080-OSD03-SRC02-9520	Jessica Bennett	(781) 935-3377 Ext. 5512	jbennett@woodcomachinery.com	PPD: 1.0%-10 days, 0.75%-15 days, 0.5%-20 days, 0.25%-30 days	

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

** [PO-20-1080-OSD03-SRC3-18456](#) is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

*** [PO-16-1080-OSD03-SRC02-00000006186](#) is the MBPO used when soliciting multiple quotes

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

Updated: November 24, 2020

Page 9 of 9