VEH102: Designated DOER Advanced Vehicle Technology Equipment, Supplies and Services

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
- Construction Requirements
- Pricing, Quotes and Purchase Options
- Instructions for MMARS Users
- Environmentally Preferable Products
- Contract Exclusions and Related Statewide Contracts
- Emergency Services
- Additional Information/FAQ’s
- Performance and Payment Time Frames Which Exceed Contract Duration
- Strategic Sourcing Team Members
- VENDOR LIST AND INFORMATION

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Contract User Guide for VEH102

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

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.

Eligible Entities that use this contract may purchase goods and or services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain, where practicable, a minimum of three (3) quotes from the pre-qualified vendor list in the appropriate category of the contract.

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 includes 3 categories of products/services as listed below.

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

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
- Billing Services
- Site Assessment
- Installation
- Servicing
- Other related goods or services

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

Idle Reduction Technologies includes 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:

- Solar Auxiliary Power Systems

**Category 3: After-Market Conversion Technologies – all vehicle categories**

After-market conversion systems modify vehicles and engines so that they can run on – or be supplemented by – fuels or technologies other than the ones for which they were originally designed. After-market conversion technologies apply to vehicles in-service already on the road or new vehicles by upfit at time of purchase thereby making these vehicles more efficient and extend their value by reducing their original fuel use, Green House Gas (GHG) emissions, and other pollutants.

Product offers 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. All products must be installed by the manufacturer, or by factory certified or factory authorized installers.

Vendors provide a list of products and services that end users may purchase as stand-alone items or that may be offered as part of a full service purchase option. Full service options include installation, labor and all ancillary costs. Warranty issues must be called out in ship through codes.

Products include, but are not limited to:

- Hybrid Electric Vehicle (HEV) Technologies
- Plug-in Hybrid Electric Vehicle (PHEV) Technologies
- Hydraulic Hybrid Vehicle (HHV) Technologies
- Alternative Fuel Retrofit Technologies such as those used to convert vehicles from petroleum fuel to Propane, Compressed Natural Gas (CNG), Electricity, or Hydrogen
- Options to attain HEV, PHEV, HHV, or Alternative Fuel Technologies as vehicle upfits/retrofits.

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.

**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

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value.

- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors’ business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.
- 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.

**Volume Discounts**

A discount is provided to buyer if a certain volume of product or service is purchased. To find the pricing structures for Categories 1 – 3, see the links to the MBPOs under [Find Bid/Contract Documents](#).

**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 VEH102 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPOs for VEH102, visit:
  - [Category 1](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1041-ENE01-ENE01-8945&releaseNbr=0&parentUrl=contract)
  - [Category 2](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1041-ENE01-ENE01-8956&releaseNbr=0&parentUrl=contract)
  - [Category 3](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-17-1041-ENE01-ENE01-8957&releaseNbr=0&parentUrl=contract)
• To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VEH102 to find related Master Blanket Purchase Order (MBPO’s) 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 Who Can Use Statewide Contracts webpage.

Construction Requirements
Purchasers must ensure that any services involving construction 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/guides-and-advisories-procurement-bulletins-and-forms. 
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 mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See Quotes Including Construction Services Requirements below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

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

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

Multiple Quotes Requirement:
This contract contains a qualified list of Vendors per category. Contract users must solicit multiple quotes from the vendors listed in the category of interest. Contract Users may select the Vendor that offers the “Best Value” for the proposed product and or project. MA municipalities purchasing from Category 1 and require construction to install an

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Electric Vehicle station, please note there have been changes to Chapter 30B Massachusetts Municipalities construction related Laws.

**Pricing Options**

The compensation structure for the VEH102 contract is according to individual projects as described and agreed to in the SoW and the accepted Contractor response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

**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. Negotiated project rates may be published by the Eligible Entities as part of the record in COMMBUYS.

**Hourly Rates:** 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 other 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

**Negotiations:** Hiring Entities are entitled and encouraged to negotiate down product/project rates, including ancillary services for work being conducted under this contract.
Payments: The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. 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, 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 category by reviewing the section of this user guide. Vendor prices for services are determined through requesting quotes via COMMBUYS and will vary by project.

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

When contacting a vendor on statewide contract, always reference 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.

  This contract was awarded to 13 vendors and there are 13 active vendors in COMMBUYS. Each Service Category has been assigned a unique Master Blanket Purchase Order (MBPO) number as shown in the Find Bid/Contract Documents section of this Contract User Guide.

  Soliciting a minimum of three (3) quotes from the pre-qualified vendor list in the appropriate category of the contract is recommended.

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

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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:

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

Quotes Including Construction Services
Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than $10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from $10,000 - $50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

For more information on Chapter 30B matters please contact the Office of the Inspector General team at 617-722-8838 or 30BHotline@mass.gov.

Massachusetts Municipalities Construction Related Project Requirements
This is related to Category 1 only. Eligible Entities must solicit quotes from at least three (3) vendors when the purchase of an EV requires construction. The minimum requirement is that Eligible Entities contact the three vendors for quotes; you are not required to receive responses from all three contacted contractors. Please note specific requirements that apply, depending upon the scope of your bid, in the Quotes Including Construction Services section.

Prevailing Wage Requirements
The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

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 provides products and services to support the infrastructure for hybrid and electric vehicles, in addition to anti-idling technologies that assist in helping reduce vehicle emissions. Hybrid and plug-in electric vehicles can help increase energy security, improve fuel economy, lower fuel costs, and reduce emissions. See the US Department of Energy Alternative Fuels Data Center website for additional information on these benefits.

Contract Exclusions and Related Statewide Contracts
Related statewide contracts include:

- **VEH96** – Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants
- **VEH97** – Tires, Tubes and Services
- **VEH98** – Purchase of Light Duty Vehicles - Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs
- **VEH100** – 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 Contact Information for Statewide Contracts list for emergency services related to this contract.
**Additional Information/FAQs**

**MassIT Product and Services Requirements**
All network software and other related products and services are subject to the MassIT 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 Strategic Sourcing Lead to inquire whether the product may be purchased.

**Performance and Payment Time Frames Which Exceed Contract Duration**
All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend 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 MBPO for VEH102 in COMMBUYS. The Hiring Entity may require business references, as deemed appropriate.

**Strategic Sourcing Team Members**
- Ted Dobbin, Commonwealth of Massachusetts, Department of Energy Resources
- Stephen Russell, Commonwealth of Massachusetts, Department of Energy Resources
- Michelle Broussard, Commonwealth of Massachusetts, Department of Energy Resources

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• Sejal Shah, Commonwealth of Massachusetts, Department of Environmental Protection
• Alison Felix, Metropolitan Area Planning Council
• Megan Aki, Metropolitan Area Planning Council
• Scott Durkee, City of New Bedford
• Charles Tuttle, Commonwealth of Massachusetts, Department of Energy Resources*
• Jillian DiMedio, Commonwealth of Massachusetts, Department of Energy Resources*
• Lalana Gunaratne, Commonwealth of Massachusetts, Operational Services Division*
• Stephen A. White, Commonwealth of Massachusetts, Department of Energy Resources*

*inactive sourcing team member
# Contract User Guide for VEH102

## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Categories</th>
<th>PPD</th>
<th>MBE MWBE WBE Veteran</th>
</tr>
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<tbody>
<tr>
<td>ClipperCreek, Inc.</td>
<td>Category 1 MBPO</td>
<td>Will Barrett</td>
<td>530-887-1674, x303</td>
<td><a href="mailto:will@clippercreek.net">will@clippercreek.net</a></td>
<td>1</td>
<td>1%-10 days</td>
<td>N/A</td>
</tr>
<tr>
<td>eNow, Inc.</td>
<td>Category 2 MBPO</td>
<td>Ellen Flath</td>
<td>401-732-7080</td>
<td><a href="mailto:Ellen.Flath@enowenergy.com">Ellen.Flath@enowenergy.com</a></td>
<td>2</td>
<td>4%-10 days 3%-15 days 2%-20 days 1%-30 days</td>
<td>N/A</td>
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<tr>
<td>EVSE LLC, a Subsidiary of Control Module Inc.</td>
<td>Category 1 MBPO</td>
<td>Mark Ziroli</td>
<td>860-253-4205</td>
<td><a href="mailto:mzirolli@controlmod.com">mzirolli@controlmod.com</a></td>
<td>1</td>
<td>1%-10 days</td>
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<td>Graybar Electric Company Inc.</td>
<td>Category 1 MBPO</td>
<td>Michael Teahan</td>
<td>617-721-4041</td>
<td><a href="mailto:Michael.teahan@graybar.com">Michael.teahan@graybar.com</a></td>
<td>1</td>
<td>1%-10 days</td>
<td>N/A</td>
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<tr>
<td>Green Power Technology, LLC</td>
<td>Category 1 MBPO</td>
<td>Jerry Reich</td>
<td>937-546-6141</td>
<td><a href="mailto:jreich@gptechnology.com">jreich@gptechnology.com</a></td>
<td>1</td>
<td>3%-10 days 2%-15 days 2%-20 days 1%-30 days</td>
<td>N/A</td>
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<tr>
<td>LiquidSky Technologies</td>
<td>Category 1 MBPO</td>
<td>Frank Gangi</td>
<td>857-389-9893</td>
<td><a href="mailto:Frank@wattzilla.com">Frank@wattzilla.com</a></td>
<td>1</td>
<td>None</td>
<td>N/A</td>
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<tr>
<td>Magmotor Technologies, Inc.</td>
<td>Category 3 MBPO</td>
<td>Bill Tupper</td>
<td>508-459-5991</td>
<td><a href="mailto:Bill.tupper@magmotor.com">Bill.tupper@magmotor.com</a></td>
<td>3</td>
<td>2%-10 days</td>
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<tr>
<td>National Fleet Hybrids, Inc dba NATIONAL VAN BUILDERS INC</td>
<td>Category 3 MBPO</td>
<td>Glen Perlman</td>
<td>508-222-2272</td>
<td><a href="mailto:glen@nationalfleethybrids.com">glen@nationalfleethybrids.com</a></td>
<td>3</td>
<td>.50%-10 days .25%-15 days .10%-20 days .05%-30 days</td>
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</tr>
<tr>
<td>THERMOKING NORTHEAST LLC</td>
<td>Category 2 MBPO</td>
<td>Jonathan Bennett</td>
<td>617-594-4863</td>
<td><a href="mailto:Jonathan.bennett@nethermoking.com">Jonathan.bennett@nethermoking.com</a></td>
<td>3</td>
<td>None</td>
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<tr>
<td>Verdek</td>
<td>Category 1 MBPO and Category 3 MBPO</td>
<td>Amy Etra</td>
<td>203-421-6477</td>
<td><a href="mailto:admin@verdek.com">admin@verdek.com</a></td>
<td>1, 3</td>
<td>2%-10 days</td>
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<tr>
<td>Voltrek, LLC</td>
<td>Category 1 MBPO</td>
<td>Kathleen Connors</td>
<td>978-886-5166</td>
<td><a href="mailto:kathleen@voltrek.com">kathleen@voltrek.com</a></td>
<td>1</td>
<td>2%-10 days 1%-15 days</td>
<td>WBE</td>
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<tr>
<td>Westport Fuel Systems</td>
<td>Category 3 MBPO</td>
<td>Barry P. Carr</td>
<td>315-278-2016</td>
<td><a href="mailto:barry.carr@wfsinc.com">barry.carr@wfsinc.com</a></td>
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<td>None</td>
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<td>XL Hybrids</td>
<td>Category 1 MBPO</td>
<td>Edward Lovelace</td>
<td>617-718-0329, x101</td>
<td><a href="mailto:elovelace@xhybrids.com">elovelace@xhybrids.com</a></td>
<td>1</td>
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*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 Category-specific MBPOs.

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