CONTRACT USER GUIDE



How to Use the Lawns & Grounds, Equipment, Parts and Services Statewide Contract

Contract #: FAC71 Contract Duration: 09/01/2012 to 11/30/14

MMARS #: FAC71* Options to renew: No options available

Contract Manager: Betty Fernandez - 617-720-3133 Betty.Fernandez@state.ma.us

This contract contains Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Contractors and Environmentally Preferable Products (EPP) Equipment

Last change date: 9/4/14

Contract Summary

This contract covers a large variety of Lawns and Grounds Equipment, Parts and Services which are available from a broad selection of authorized dealers representing various manufacturers. There are eleven (11) categories available:

Cat #	Category Name		
1	Tractor up to 50HP-100HP		
2	Tractor Accessories		
3	Lawnmowers		
4	Lawnmower Accessories		
5	Utility vehicles, Golf Carts and Related Accessories		
6	2 Cycle/4 Cycle Power Equipment		
7	Snow Blowers and Related Accessories		
8	Replacement Small Engines		
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment		
10	Skid steer loaders and accessories		
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).		

The Equipment included in this contract has been identified in eleven (11) categories and includes but is not limited to in general terms, utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edgers, leaf blowers and similar equipment, replacement engines, shredder/chippers, roto-tillers and repair parts and services.

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Benefits and Cost Savings

- The statewide contract covers a broad array of equipment, parts & services available through various authorized dealers of listed manufacturers.
- Competitive Pricing The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume and or dock delivery discounts. Please reference the vendor list below for those contractors that offer prompt pay discount and for volume and dock delivery discount please reference "Contractors Award Information 2012-2014" located under each vendor's PO information as an attachment.
- Selection of EPP Equipment The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits. Contractors that offer EPP equipment are identified in the vendor list with the EPP \$\infty\$ symbol.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

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

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: All contract pricing and/or discounts listed MUST remain firm through 11/30/14 for all listed contractors. Contractors' awarded pricing is for specific equipment based on the standard equipment model; pricing may vary if a user department is requesting equipment that is not standard equipment identified in the contractor's award.

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Quotes: Departments may solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Returned Goods Policy - Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility.

Additional Information

All equipment provided under the statewide contract will be new and unused. Factory seconds or remanufactured equipment will not be accepted unless specifically identified by the user department. All products provided by the awarded contractor must meet all federal, state and local standards for quality and safety requirements.

<u>Products Standards</u>: Products provided by contractors MUST be commercial grade and meet all Federal, State and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and will be returned to the contractor at no charge to the Commonwealth.

All applicable products provided by contractors under the terms of the contract MUST bear Material Safety and Data Sheet (MSDS) and label as required by law.

<u>Delivery:</u> All equipment pricing includes FOB delivery to ordering facility. Delivery MUST be made as agreed upon by the ordering department. No request for extra delivery costs will be honored. All equipment must be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing department. Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the purchasing department and the Commonwealth Terms & Conditions.

<u>Fuel surcharge provisions</u>: Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

<u>Operating manuals:</u> Operating manuals MUST be provided by the contractor for all equipment purchased under this contract.

<u>Loaner Equipment:</u> If the time for warranty or service repairs exceeds the specified time, the contractors shall provide equivalent loaner equipment upon request by the customer. Loaner equipment shall be provided at no cost, including shipment to the customer's location and return of loaner equipment to the contractor.

Ordering: No order is valid until the contractor receives a Department authorized

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Purchase Order Number.

<u>Warranty</u>- Warrantees are based on commercial use minimum of one (1) year commercial use warranty

<u>Trade-Ins</u> - Trade-ins are authorized under this contract provided that the entities involved have adhered to their state surplus property guidelines for turn-in or disposal of the equipment. Entities must refer to their state surplus agencies for further guidance on the proper procedures for their guidelines.

Contractors that have agreed to accept trade-ins must negotiate in good faith with the eligible entity trade in value at the time of trade in. Contractors MUST accept Lawns and Grounds Equipment, etc. trade-ins that are an **equal** of the product being purchased **ONLY**.

Adding/Removing Products.

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract.

<u>Recalls</u> - In the event of a manufacturer's recall, contractors will be responsible for contacting those user departments that are affected by the recall and the contractor will be responsible for providing and replacing any defective parts of the manufacturer at no additional cost to the Commonwealth.

<u>Cancellations</u> - User department(s) and/or contractor(s) must provide, at a minimum, at least 48 hours cancellation notice of any equipment being purchased under the awarded contract.

Full Performance Specifications and Requirements

The "Performance and Specification Requirements" provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Please reference this document to ensure compliance when obtaining equipment, parts or services from contractors. These specifications are located under the "Attachment" tab of COMMBUYS (www.commbuys.com).

Contract Counties

Contractors have designated the counties in which they will provide service under the statewide contract. Please refer to the Vendor list below for service areas. The list of counties is available under the "Attachment" tab of COMMBUYS (www.commbuys.com).

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Vendor List and Contract information

The available contractors are listed below. Please refer to each vendor's COMMBUYS PO for "Contractors Award Information 2012-2014" pricing attachment.

Supplier involvement in any of the following programs will have the appropriate icon appear beneath the column heading. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

Contractor	Comments	<u>SBPP</u>	<u>SDO</u>	<u>SDP</u>	EPP	<u>PPD</u>
146 SUPPLY CENTER INC	Service Area: All Counties			, life	3	H
Contact: Tom Benedetti, Jr.						
Phone: 508-865-3800 or 508 865 6500	Awarded Categories: 1					
Email: JD146MA@AOL.COM	thru 11					
tomb@146supply.com	Equipment/parts/services					
Website: www.146supplycenter.com						
Prompt Pay Discount: 1%-10 days						
Ahearn Equipment Inc.	Service Area: All Counties	SB	mar.	rHite	(a)	N
Contact: Donna Ahearn						
Phone: 508-885-7085x101	Awarded Categories-1 thru					
Email: dahearn@ahearnequipment.com	11					
or <u>statebid@ahearnequipment.com</u>	Equipment/parts/services					
Website: www.ahearnequipment.com						
Prompt Pay Discount: 1%-10 days, 15 days						
Bacher Corporation	Service Area: Berkshire,			pHilip	(P)	H
Contact: James Viggiano, President	Essex, Franklin, Hampden,					
Phone: 860-627-5924	Hampshire, Middlesex					
Email: bacher3945@sbcglobal.net	Counties					
Website: <u>www.bachercorporation.com</u>	Awarded categories: 1					
Prompt Pay Discount: 1%-10 days	thru 11					
	Equipment/parts/services					
Bacon's Equipment	Service Areas: Berkshire,			pHilip		N
Contact: Paul or Shirley Bacon	Franklin, Hampton,					
Phone: 413-268-3620	Hampshire Counties					
Email: sbacon8665@aol.com	Awarded Categories:					
Prompt Pay Discount: 1/2%-10 days	1,2,3,5,6					
	Equipment/parts/services					
Bobcat of Boston, Inc.	Service Area: All counties			rilly		N
Contact: Steve Arsenault, CFO	Awarded categories:					
Phone: 978-664-3727	1,2,5,6,10,11					
Email: <u>steve@bobcatboston.com</u>	Equipment/parts/services					
Website: <u>www.bobcatboston.com</u>						
Prompt Pay Discount: 2%-10 days						

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Contractor	Comments	SBPP	SDO	<u>SDP</u>	EPP	PPD
C & J Equipment, Inc	Service Area: All counties	SB		plifiq		H
Contact: Charles Hannoosh	Awarded categories: 1					
Phone: 978-658-2022	thru 11					
Email: channoosh@cjequip.com	Equipment/parts/services					
Website: www.cjequip.com						
Prompt Pay Discount: 2%-10 days, 1%-20						
days						
Cason's Equipment	Service Area: Essex,	SB		pHiliq	(4)	H
Contact: Thomas Cason,	Middlesex, Suffolk,					
Phone: 978-459-6852	Worcester Counties					
Email: lcason@casonsequipment.com	Awarded Categories: 1					
Website: www.CasonsEquipment.com	thru 9					
Prompt Pay Discount: 2%-10 days, 1%-15	Equipment/parts/services					
days, .5%-20 days						
CN Wood Company	Service Area: All Counties			PHE		H
Contact: Tom Fiore						
Phone: 781-935-1919	Awarded Categories:					
Email: TFiore@cn-wood.com	1,2,4,7					
Website: www.cn-wood.com	Equipment/parts/services					
Prompt Pay Discount: 1.5%-10 days, 1%-15						
days, .75%-20 days, .50%-30 days						
CNH America, LLC	Service Area: All Counties			pHEq	(4)	H
Contact: Amy Swett	Awarded Categories:					
Phone: 717-355-1686 or 717 355 4724	1,2,3,4,5,10					
Email: amy.swett@newholland.com	Equipment/parts/services					
Website: www.cnh.com						
Prompt Pay Discount: 1/2%-10 days						
Coastal Equipment Rentals, Inc	Service Area: Barnstable,	SB		pHilip	(4)	H
Contact: Michael Kelleher, Sales Manager	Dukes, Nantucket,					
Phone: 508-737-8512	Plymouth Counties					
Email: sales@coastalequip.com						
Website: http://www.coastalequip.com	Awarded Categories:					
Prompt Pay Discount: 4%-10 days, 3%-15	1,3,4,5,6,7,9,11					
days, 2%-20 days, 1%-30 days	Equipment/parts/services					
Country Club Enterprises, LLC	Service Area: All Counties			HE		H
Contact: Kathy Wilkinson, Territory	Awarded Category: 5					
Manager	Equipment/parts/services					
Phone: 781-572-1968						
Email: kwilkinson@ccegolfcars.com						
Website: www.ccegolfcars.com						
Prompt Pay Discount: 1%-10 days, 1/2%-15						
days						

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Contact: Amy Lincoln Phone: 781-294-8132 Plymouth, Suffolk, Worcester Counties Website: www.ibcoffshoreus.com Prompt Pay Discount: 2%-10 days, 1%-15 days John Deere Company Contact: Beckl Shadmani Phone: 800-358-5010 option 2 Email: gnsbids@johndeere.com Website: www.deere.com/en_US/govsales/index John Deere Construction Retail Sales, Div. of JDSS Contact: Debra Loding Phone: 309 765 0295 Email: LodingDebra@JohnDeere.com KPM Exceptional LLC Contact: David Dollard Phone: 973-584-5400x121 Email: david@kpmedi.com Prompt Pay Discount: 1%-10 days, 1/2% 30 days Moffett Turf Equipment Inc. Contact: Benjamin Mancuso, Vice President Chone: S85-334-0100x128 Email: bmancuso@moffetturf.com Website: www.neffetturf.com Website: www.	Contractor	Comments			<u>SDP</u>	EPP	PPD
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Email: ibcoffshore@verizon.net Worcester Counties Awarded Category: 11 Equipment/parts/services Equipment Service Area: All Counties Awarded Category: 11 Equipment/parts/services Equipment Service Area: All Counties Awarded Category: 10 Equipment/parts/services Equipment Service Area: All Counties Awarded Categories: 3,4,9 Equipment Service Area: All Counties Awarded Categories: 3,4,9 Equipment Service Area: All Counties Awarded Categories: 3,4,9 Equipment Service Area: All Counties Awarded Categories: 1,2,3,5,6,9 Email: Leahyequipment@charter.net Service Area: All Counties Awarded Categories: 1,2,3,5,6,9 Email: Leahyequipment Service Area: All Counties Awarded Categories: 1 Thru 7,9,10 Equipment/parts/services Equipment/parts/	1	•					
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Contractor	Comments	SBPP	SDO	SDP	EPP	PPD
Prompt Pay Discount: .001%-10 days		<u> </u>		<u></u>		
New England Golf Cars	Service Areas: Barnstable,	SB		elife.		M
Contact: Scott Cookson	Duke, Essex, Hampton,					
Phone: 508-336-4285	Plymouth, Suffolk,					
Email: negc40@aol.com	Worcester Counties					
Website: www.newenglandgolfcars.com	Awarded Category: 5					
Prompt Pay Discount: 1%-10,15,20,30 days	Equipment/parts/services					
Norfolk Power Equipment	Service Area: All Counties			pHili	(F)	H
Contact: Carolyn Coulter	Awarded Categories: 1					
Phone: 508-384-0011x22	thru 11					
Email: carolync@norfolkpower.com	Equipment/parts/services					
Website: www.norfolkpower.com						
Prompt Pay Discount: .25%-10 days						
Padula Bros., Inc.	Service Area: Barnstable,			pHfq		N
Contact: Brian Stevens	Duke, Essex, Franklin,					
Phone: 978-537-3356	Middlesex, Nantucket					
Email: <u>bryanm@padbros.com</u>	Counties					
Website: www.padulabrothers.com	Awarded Categories:					
Prompt Pay Discount: 2%-10 days, 1%-15	1,2,3,4,5,7					
days	Equipment/parts/services					
Richey & Clapper, Inc	Service Area: All Counties	(\$8)		rilly	(\$6 P)	M
Contact: Rebecca Devine	Awarded Categories:					
Phone: 978-443-1333	3,4,6,7,8,9,10,11					
Email:	Equipment/parts/services					
Rebecca.devine@richeyandclapper.com						
Website: www.richeyandclapper.com						
Prompt Pay Discount: .5%-10 days, .25% -						
15 days						
Shelter Tree, Inc.	Service Area: All Counties			Hilly		H
Contact: Shelter Inc., George Mellick						
Phone: 508-699-6550x6	Awarded Category: 9					
Email: gmellick@sheltertree.com	Equipment/parts/services					
Prompt Pay Discount: 2%-10 days						
Southworth Milton, Inc	Service Area: All Counties			eHI.		N
Contact: Dennis Head, Government Sales	Awarded Categories:					
Phone: 508-981 4653	1,2,10,11					
Email: dennis head@miltoncat.com	Equipment/parts/services					
Website: www.miltoncat.com						
Prompt Pay Discount: : 2%-10 days, 1%-						
15,20,30 days						
Stewart's Power Equipment, Inc.	Service Area: Essex,	SB		$\mu HH_{\rm q}$		H
Contact: Kaitlyn Joyce	Middlesex, Norfolk,					
Phone: 781-767-3544	Plymouth, Suffolk					
Email: kait@stewartspower.com	Counties					

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Contractor	Comments	SBPP	<u>SDO</u>	SDP	EPP	PPD
Website: www.stewartspower.com	Awarded Categories: 3,6,7					
Prompt Pay Discount: .5%-10 days	Equipment/parts/services					
Tri County Contractors Supply, Inc.	Service Area: All Counties	SB		eHE,	(P)	N
Contact: Robert Clark, Jr						
Phone: 413-733-5189 ext. 4	Awarded Categories: 1					
Email: rclarkjr@tricountycontractors.com	thru 7,9,10,11					
Prompt Pay Discount: 2%-10 days, 1%-15	Equipment/parts/services					
days						
Turf Products Corporation	Service Area: All Counties			HIL	(P)	H
Contact: John Ferry	Awarded Categories:					
Phone: 800-243-4355	2,3,4,5,7,9					
Email: jferry@turfproductscorp.com	Equipment/parts/services					
Prompt Pay Discount: .5%-10 days						

Strategic Sourcing Services Team Members

Dave O'Neill Dept. of Conservation & Recreation

Donald Staffiere Dept. of Correction

John Billera Bureau of State Office Buildings
Joseph Suppa Dept. of Conservation & Recreation

Ken Urato Dept. of Transportation Roy Collins Dept. of Transportation

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS

There are 31 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order.

Each vendor has any or all of the following eleven (11) catalog lines available depending on the vendors awarded category:

Cat #	Category Name		
1	Tractor up to 50HP-100HP		
2	Tractor Accessories		
3	Lawnmowers		
4	Lawnmower Accessories		
5	Utility vehicles, Golf Carts and Related Accessories		
6	2 Cycle/4 Cycle Power Equipment		
7	Snow Blowers and Related Accessories		
8	Replacement Small Engines		
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment		
10	Skid steer loaders and accessories		

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Cat #	Category Name
11	Utility trailers and related accessories (Must include trailer light package, which
	consists of license brackets and lights for public roads).

How to place an order

Departments are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Once a quote is obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC71) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote
- Submit for approval

Where to find complete FAC71 contract information on COMMBUYS

If full statewide contracts details are required please refer to FAC71 files listed under the Conversion Vendor C121960-vCurrent link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Click of PO number below for vendors COMMBUYS detail award information.

Vendor's PO Number	Vendor
PO-14-1080-OSD01-OSD10-00000000434	146 SUPPLY CENTER INC
PO-14-1080-OSD01-OSD10-00000000436	Ahearn Equipment Inc.
PO-14-1080-OSD01-OSD10-00000000438	Bacher Corporation
PO-14-1080-OSD01-OSD10-00000000439	Bobcat of Boston, Inc.
PO-14-1080-OSD01-OSD10-00000000440	C & J Equipment Inc
PO-14-1080-OSD01-OSD10-00000000442	Cason's Equipment
PO-14-1080-OSD01-OSD10-00000000443	CNH Industrial America, LLC
PO-14-1080-OSD01-OSD10-00000000444	Coastal Equipment Rentals, Inc
PO-14-1080-OSD01-OSD10-00000000449	Country Club Enterprises, LLC

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PO-14-1080-OSD01-OSD10-00000000450	IBC Offshore, Inc.
PO-14-1080-OSD01-OSD10-00000000451	Deere & Company
PO-14-1080-OSD01-OSD10-00000000455	BACON'S EQUIPMENT
PO-14-1080-OSD01-OSD10-00000000459	C.N. Wood Co., Inc.
PO-14-1080-OSD01-OSD10-00000000462	John Deere Construction Retail Sales
PO-14-1080-OSD01-OSD10-00000000465	KPM Exceptional LLC
PO-14-1080-OSD01-OSD10-00000000466	KREW
PO-14-1080-OSD01-OSD10-00000000468	Leahy Equipment, Inc.
PO-14-1080-OSD01-OSD10-00000000469	MTE, Inc.
PO-14-1080-OSD01-OSD10-00000000471	Morgan Power Equipment Inc.
PO-14-1080-OSD01-OSD10-00000000473	NEW ENGLAND GOLF CARS, INC.
PO-14-1080-OSD01-OSD10-00000000479	NORFOLK POWER EQUIPMENT
PO-14-1080-OSD01-OSD10-00000000506	Padula Bros., Inc.
PO-14-1080-OSD01-OSD10-00000000511	Richey & Clapper, Inc
PO-14-1080-OSD01-OSD10-00000000514	Shelter Tree, Inc.
PO-14-1080-OSD01-OSD10-00000000517	Southworth Milton, Inc
PO-14-1080-OSD01-OSD10-00000000520	Stewart's Power Equipment, Inc.
PO-14-1080-OSD01-OSD10-00000000524	Tri County Contractors Supply, Inc.
PO-14-1080-OSD01-OSD10-00000000528	Turf Products Corporation

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