

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

CONTRACT RELEASE: T-763(5)

DATE: AUGUST 20, 2024

PRODUCT/SERVICE: TRUCK, LIGHT DUTY, COMPONENTS AND OPTIONS (INCLUDING SNOWPLOWS, SANDERS, LIFTGATES, TOPPERS, HITCHES, RACKS, BINS, TOOLBOXES, ETC.)

CONTRACT PERIOD: FEB 1, 2023, THROUGH JANUARY 31, 2025

EXTENSION OPTIONS: UP TO 27 MONTHS

ACQUISITION MANAGEMENT SPECIALIST/BUYER: MATT FIGGINS

PHONE: 651.201.2444 **E-MAIL:** Matthew.Figgins@state.mn.us **WEB SITE:** <https://mn.gov/admin/osp/>

NOTIFICATION OF MULTIPLE AWARDS

THIS RELEASE CONTAINS MULTIPLE AWARDS FOR SIMILAR OR LIKE ITEMS. STATE AGENCIES AND CPV MEMBERS SHOULD REVIEW AND COMPARE ALL MULTIPLE AWARD CONTRACTORS IN ORDER TO ENSURE THE BEST VALUE FOR THEIR POTENTIAL PURCHASE. FACTORS SUCH AS, BUT NOT LIMITED TO, COST, EQUIPMENT WARRANTY TERMS, VENDOR LOCATION, DELIVERY LEAD TIMES, AVAILABLE SUBSTITUTES, SELECTED OPTIONS AND CURRENT FLEET AND EQUIPMENT OR PARTS INVENTORY LEVELS ALL MAY CONTRIBUTE TO THE TOTAL COST/VALUE OF AN INDIVIDUAL PURCHASE. MULTIPLE VENDORS MAY BE ABLE TO SATISFY THE REQUIREMENTS OF THE PURCHASER AND THEREFORE IT IS IMPORTANT FOR THE PURCHASER TO REVIEW ALL CONTRACTS AND CONTRACT PRICES BEFORE EXECUTING AN ORDER.

<u>CONTRACTOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
ABM EQUIPMENT LLC 333 2 nd Street NE Hopkins, MN 55343	216654 CONTACT: Rick Heimark EMAIL: Rickh@abmequip.com	NET 30 PHONE: 952.938.5451 FAX: 952.938.0159	150-180 DAYS ARO
VENDOR NO.: 0001087143 Sample Quote Sample Invoice			

ASPEN EQUIPMENT, LLC 9150 Pillsbury Ave. S. Bloomington, MN 55420	230110 CONTACT: Mitch Buzzo EMAIL: Mitchell.Buzzo@mgxequipment.com	NET 30 PHONE: 952.656.7133 CELL: 612.719.9765	7-90 DAYS ARO
VENDOR NO.: 0001142284 Sample Quote Sample Invoice			

<u>CONTRACTOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
BERT'S TRUCK EQUIPMENT, INC. 3804 Hwy 75 N PO Box 336 Moorhead, MN 56561-0336	216661 CONTACT: Jim McLaughlin EMAIL: jimmc@bertsonline.com	NET 30 PHONE: 218.233.8681 FAX: 218.233.9548	15-180 Days ARO

VENDOR NO.: 0000221519
[Sample Quote and Invoice](#)

CRYSTEEL TRUCK EQUIPMENT 1130 73 rd Ave. NE Fridley, MN 55432	216663 CONTACT: Josh Taylor jtaylor@crysteeltruck.com Bob Chicos – Outside Sales bchicos@crysteeltruck.com	NET 30 PHONE: 763.235.5478 FAX: 763.571.5091 PHONE: 507.726.6041	1-45 DAYS ARO
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VENDOR NO.: 0000210054
[Sample Quote](#)
[Sample Invoice](#)

BEAR ISLE, LLC dba EMERGENCY AUTOMOTIVE TECHNOLOGIES INC. 2755 Geneva Ave. North Oakdale, MN 55128	250941 CONTACT: Mitch Paquin EMAIL: MitchP@eatimn.com	1% in 10, Net 30	2-12 WEEKS PHONE: 651.765.2657
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VENDOR NO.: 0001175330
[Sample Quote](#)
[Sample Invoice](#)
[EATI Price Files\(Excel/PDF\)](#)

NORTH CENTRAL BUS & EQUIPMENT 25112 22nd Ave St. Cloud MN, 56301	216657 CONTACT: Scott Perreault EMAIL: ScottP@northcentralinc.com	Net 30 PHONE: 320.251.7252	8-40 WEEKS ARO
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VENDOR NO.: 0000234132
[Sample Quote](#)
[Sample Invoice](#)

STONEBROOKE EQUIPMENT, INC. dba SUREFITTERS 15100 Business Parkway Rosemount, MN 55068	216662 CONTACT: Loren Holman EMAIL: loren.holman@surefitters.com	NET 30 PHONE: 952.224.4440 FAX: 952.224.4444	2-40 DAYS ARO
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VENDOR NO.: 0000213532
[Sample Quote](#)
[Sample Invoice](#)

IRON VALLEY EQUIPMENT **CONTRACT NOT YET EXECUTED**

<u>CONTRACTOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
NESCO, INC. DBA TRUCK UTILITIES CONTRACT NOT YET EXECUTED			

TWIN STAR EQUIPMENT 1950 202 ND ST E Clearwater, MN 55320	216656 CONTACT: Adam Jarvinen EMAIL: AJarvinen@twinstartruck.com	NET 30 PHONE: 320.558.2800	1-40 WEEKS ARO
VENDOR NO.: 0001017896 Sample Quote Sample Invoice			

UNITED TRUCK BODY CO. 5219 Miller Trunk Highway Duluth, MN 55311	216664 CONTACT: Heidi Herstad EMAIL: heidi@unitedtruckbody.com	NET 30 PHONE: 218.729.6000 FAX: 218.729.6001	5-120 DAYS ARO
VENDOR NO.: 0000204972 Sample Quote Sample Invoice			

Kranz Body		CONTRACT NOT YET EXECUTED	

CONTRACT USERS. This Contract is available to the following entities as indicated by the checked boxes below

- State agencies
- Cooperative Purchasing Venture (CPV) members

STATE AGENCY CONTRACT USE. This Contract must be used by State agencies unless a specific exception is granted in writing by the AMS listed above.

STATE AGENCY ORDERING INSTRUCTIONS. Orders are to be placed directly with the Contractor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

CONTRACT FEEDBACK. If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

HOW TO USE THIS MASTER CONTRACT

Step 1: Request a Quote

Request a quote from one of the Contractors listed on this Contract Release. **Note that you should not request a quote from a Contractor whose contract is not fully executed or on a contract that is expired.**

At a minimum the quote must include:

1. Contractor's name.
2. Name of Contractor's representative providing the quote.
3. Date of quote.
4. State Contract Release T-763(5) and Contract number.
5. Detailed description of the Contract product(s) or item(s) being provided. Individual price, quantity and the agreed upon ARO.
6. Detailed description of the products that will be order and the title of the person accepted the order. Price per product ordered and state the agreed upon ARO per order.
7. Total price for all products/items quoted.
8. Expiration date of quote.
9. Delivery charges must clearly state the delivery charge per loaded mile and the delivery starting point. **A flat, fixed price for shipping will not be accepted and the State reserves the right to reject the offer if a price per loaded mile is not included on the Price Schedule.** If delivery is included in product cost, Responder may enter "no charge" or "0.00."

Mileage distance will be the distance from the delivery starting point to the Customer's delivery point only. Mileage distances will be determined from <https://www.google.com/maps> or <https://www.mapquest.com>. The ordering agency may use the Contractor delivery, may pick up the equipment, or may contract for delivery with anyone it chooses. The delivery charge may be a factor in the award.

Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.

The contracts under this release contain FIXED and PERCENTAGE DISCOUNT OFF OF LIST pricing. **Detailed Pricing information is available on the MnDOT Contract Specifications Index web page www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html.**

The following information explains the methods for calculating and/or confirming the contract prices.

- For FIXED pricing, the pricing offered must match or be lower than that detailed on this release on the MnDOT web page.
- For PERCENTAGE DISCOUNT OFF OF LIST pricing, calculate the contract price by following these steps:
 - 1) Locate the appropriate price list using this release and the MnDOT web page.
 - 2) Calculate the Contract Price by applying the Percentage Discount Off of the Appropriate Price List to the appropriate Price List.
 - 3) Confirm the price offered is equal to, or lower than, the price calculated in step 2.

Only accept Contractor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the Contractor to show itemized State contract pricing).

Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.

Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

Step 3: Establish a Purchase Order.

Once the ordering plan has been approved, a purchase order (PO) may be issue before any products is shipped by the Contractor.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

Step 4: Paying the final Invoice

Before issuing payment on an invoice, the Ordering Entity must inspect the contract products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contractors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contractor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

The Contract(s) pricing structure is a PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the processes provided in Step 2 above.

Note that the delivery method (Drop Ship or Inside Delivery) must be stated on the invoice.

END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS

SPECIAL TERMS AND CONDITIONS

SCOPE. The purpose of the Contract is to provide a source for Components & Options for Light Duty Vehicles (including snowplows, sanders, liftgates, toppers, hitches, racks, bins, toolboxes, etc.)

PRICES. Prices are firm through the initial period of the contract. After that period, prices may increase once a year. Price increases are not effective until they are approved by the AMS. **NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a Vendor Performance Report if there is a discrepancy between the price on the invoice and the Contract price.

SALES TAX. Prices offered do not include State Sales Tax. The Contractor will confirm tax payment with the purchaser at the time an order is placed.

SHIPPING REQUIREMENTS. All deliveries are to be FOB Destination. The Contractor has stated the delivery charge per loaded mile and the delivery starting point. Mileage distance will be the distance from the delivery starting point to the purchaser's delivery point only. Mileage distances will be determined from maps.yahoo.com. The ordering agency may use the Contractor delivery, may pick up the equipment, or may contract for delivery with anyone it chooses.

DELIVERY REQUIREMENTS. The Contractor must notify the receiving agency at least 72 hours before delivery to allow for inspection and compliance. No delivery can be made on State holidays, Saturday, or Sunday or after 4:00 p.m. on weekdays without prior approval by the agency to which the equipment is being delivered. The Contractor must confirm delivery locations and requirements with the purchaser.

BILLING REQUIREMENTS. The Contractor must submit separate detailed invoices (one original and two copies) for each purchase order to the "bill-to" address as shown on the purchase order.

If requested, the Contractor must submit one copy of the original purchase order issued from the State agency or CPV member and one copy of the final invoice for each transaction against the Contract to the AMS. The invoice must be itemized per the detail in the Manufacturer's Vendor Price Schedule that is submitted with the RFP. The State intends that the final invoice is generated only after the equipment has been delivered, inspected, approved and accepted.

EQUIPMENT TRAINING. The cost of the equipment includes training to the purchaser that includes, but is not limited to, equipment operating instructions, mounting, removal, operation, and safety instructions. The Contractor should provide the training before the purchase of equipment will be considered complete. No additional training fees may be charged to the purchaser.

EQUIPMENT LITERATURE. Upon request by a State agency or CPV member, the Contractor shall provide literature at no cost for the equipment offered in its response.

REVISIONS

6/28/2024 – Assignment Agreement executed for Emergency Automotive Technologies Inc. New contract# 250941 replaced contract# 216659

5/2/2024 – Contract 216654 extended to January 31, 2025

4/24/2024 – Contract(s) 216657, 216662, 230110, 216661, 216663, 216659, 216656, 216664 extended to January 31, 2025

SWIFT Line:

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>UNSPSC</u>
01	Accessories	25174800

Detailed Pricing information is available on the MnDOT web page
<http://www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html>