

Term Contract No. 020B

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	020B	Tractors, Lawn and Garden
Effective Dates	April 1, 2007 through March 31, 2010	
Bid Number	601750	
Administrator	Grant Braley	
Phone	(919) 807-4550	
Fax	(919) 807-4510	
E-Mail	grant.braley@doa.nc.gov	
Last Updated	October 7, 2009	

1. General Information

This contract is structured differently from previous contracts. In order to offer using agencies a broader choice of these items and to ensure adequate geographical coverage for service, this contract is a multiple vendor contract. Before ordering item(s), using agency should access their needs, budgetary requirements, and location of authorized dealers then make a prudent purchasing decision.

Ordering agencies should contact the vendor prior to placing their orders to verify at a minimum: specifications, available options and implements, delivery, and prices.

NOTES:

- a. Contractors are required upon request of any user, to provide the user with descriptive literature, MSRP for options and implements, a listing of authorized dealers complete with phone numbers and fax numbers. This information is to be provided within 3 business days of the request and at no charge to the end user.
- b. Users should read the entire contract prior to ordering the tractor.
- c. Vendor complaints-end users should try and resolve conflicts/complaints directly with the contractor. If resolution is not possible, end user should complete the Complaint to Vendor form located at the following link: [Vendor Complaint Form](#).
- d. Price changes and model changes must be approved by Purchase and Contract.
- e. Users should frequently check the E-procurement catalog for updates.

2. Scope of Contract

The scope of this contract is limited to Lawn and Garden Tractors, implements, accessories, options, and repair parts. Riding Lawn Mowers (Term Contract 515A) and Agricultural Tractors (Term Contract 020A) are specifically excluded from this contract. Please read the entire contract along with the Standard Specifications as noted herein.

3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

4. Abnormal Quantities

Any agency requirement that exceeds \$25,000.00 must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the three following methods:

- a. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
- b. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
- c. A separate Invitation for Bids may be issued for the requirement

5. Minimum Orders

This contract will be for a minimum order of 1 unit for any single order.

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6. Placement of Orders and Contractor Information

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s). Ordering agencies are to indicate nearest authorized dealer. Orders for parts are to be purchased from the nearest authorized dealer. Ordering agencies should verify that the contractor has received their purchase order.

Vendor & Federal ID #	Place orders with-delivery schedule	Discounts from MSRP for Implements and Options at time of ordering tractor
Mid Carolina Turf & Outdoor Equipment 2721 Tramway Rd. Sanford, NC 27332 Brand: Husquvarna	Chris Wilder Phone: (919) 708-5440 Cell: (919) 842-2840 Fax: (919) 708-5442 midcarolinaturf@windstream.net 10 day delivery	Implements-3.5% Parts-3.5%
Quality Mower & Saw Equipment (W) 106 Stallings Rd. Durham, NC 27703 Brand: Husquvarna	Hal Pate Toll Free: (800) 422-0419 Phone: (919) 596-9468 Fax: (919) 596-1671 durhampolaris@mindspring.com 10 day delivery	Implements-10% Parts-10%
John Deere Company 2000 John Deere Run Cary, NC 27513 Brand: John Deere	Becky Shadmani Toll Free: (800) 358-5010 Ext. 2055 Phone: (919) 804-2055 Fax: (309) 749-2313 shadmanirebeccad@johndeere.com 30 day delivery	Implements-20% Parts-0%

a. Order Placement Via E-Procurement (Catalog Items)

- i. Click on the following link: [E-Procurement Users](#)
- ii. When placing an order in the e-procurement system, go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, 020B.
- iii. Make sure the keywords space is blank and the contract ID is typed in the contract ID section. Click search.
- iv. To narrow the search to a particular manufacturer select the manufacturer from the drop down.
- v. When the item to be ordered has been located complete the requisition and issue the purchase order.
- vi. Please note that all purchase orders will go directly the manufacturer and not the local dealers. The manufacturers have arranged to forward the purchase orders to the local dealer.
- vii. To make sure that your purchase order reaches the correct dealer please put comments in the purchase order for the manufacturer giving the preferred dealer.

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b. Steps to place your order via E-Procurement for Implements and Parts:

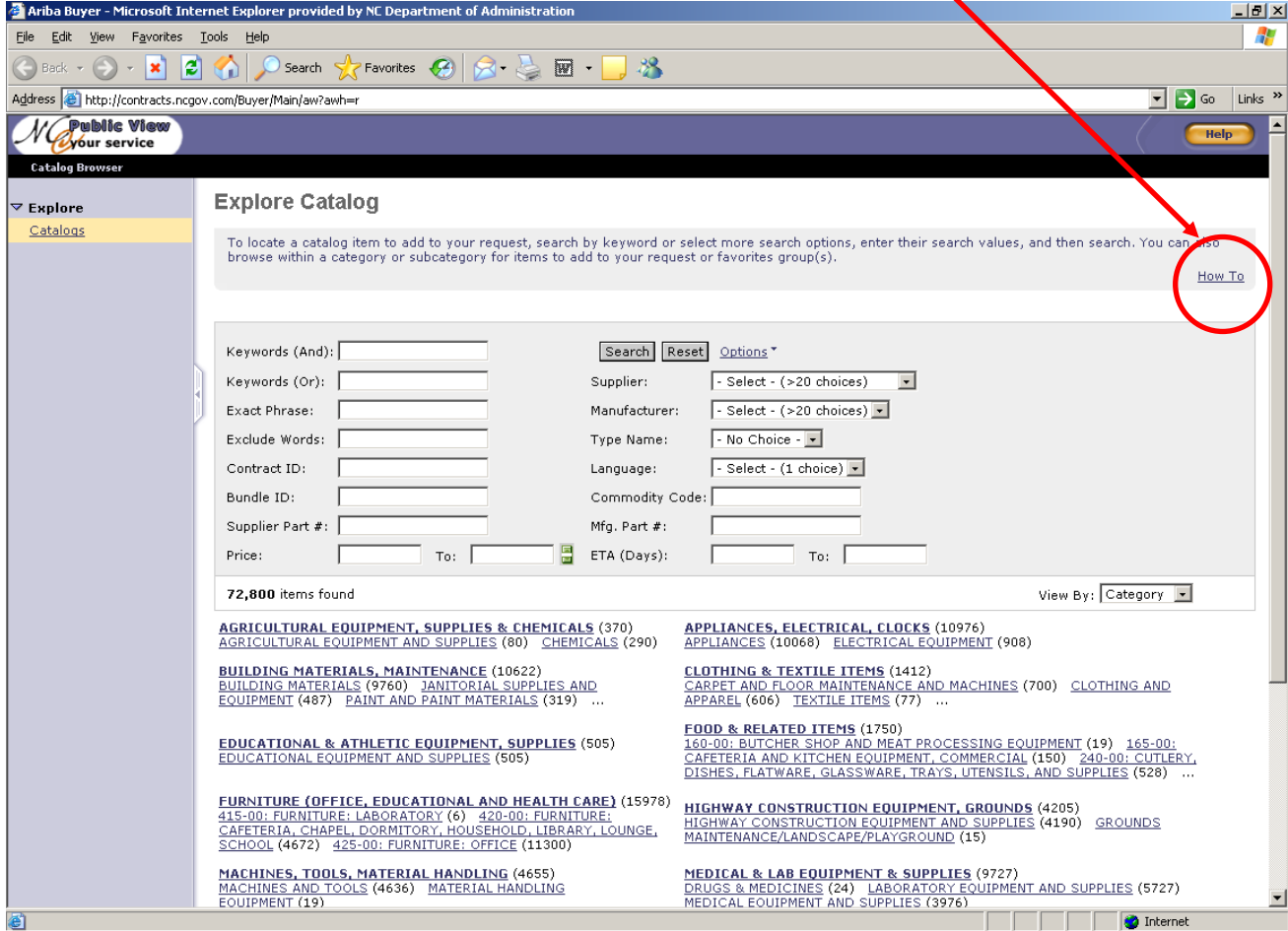
- i. Contact the vendor representative to obtain updated NC pricing. Prices are to be MSRP less a set discount as stated in the contract
- ii. Provide vendor with your eRequisition number
- iii. Vendor will email you an official configuration quote, referencing your eRequisition number, with NC pricing
- iv. Save the official configuration quote on your computer
- v. Return to your eRequisition in E-Procurement
- vi. Click on “Add Items”
- vii. Click on the tab marked “Create Non-Catalog Item”
- viii. In the field titled “Full Description”, type in “Lawn & Garden Tractor order per Term Contract 020B; Vendor Quote # <enter vendor quote #>” plus additional descriptive text
- ix. In the field titled “Commodity Code”, click on the +, select “020-33”
- x. In the field titled “Supplier”, click on the +, select ‘the Contract you are ordering from’
- xi. In the field titled “Supplier Part #:” you can type in the Supplier Part Number.
- xii. In the field titled “Quantity”, type in the appropriate quantity of your order
- xiii. In the field titled “Unit of Measure”, leave the default EACH
- xiv. In the field titled “Price”, type in the total price as provided by vendor’s official configuration quote with NC pricing
- xv. Complete all other appropriate information on this page and click “OK”
- xvi. On the View Line Items page click “Edit” to access the Edit Line Item page
- xvii. On the drop down box next to “Contract?” select “Statewide”
- xviii. When you select "Statewide", the "Contract ID" Field appears
- xix. From the drop down box select the Term Contract ID Number 020B
- xx. Complete the Shipping and Accounting information.
- xxi. Click “OK”; repeat the “Edit” steps for all State Contract line items; when completed click “OK”
- xxii. When completed click Summary.
- xxiii. On the Check-Out Page, in the “Comments – Entire eRequisition” comments box, type in the following “See attached official configuration quote #xxxxx”
- xxiv. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK
- xxv. Make sure the attachment name appears below the comments box
- xxvi. Click checkbox –“include comment and/or attachments on purchase order”
- xxvii. Continue your order placement process and submit your eRequisition

c. Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

i. Click on the following link: [E-Procurement Public View](#)

ii. For online assistance regarding item searching; click on the “How to” underlined link located near the upper-right hand corner.



7. Delivery

The contractor(s) will complete delivery as stated in the pricing section of this contract. Items are to be delivered FOB destination user’s site, ready for use with one copy of operator’s manual included at no additional charge.

8. Transportation Charges

All goods shall be delivered FOB DESTINATION when the “order value” is 1 unit or more.

If the contractor makes partial shipments of an order equal to or more than this “order value” to one destination, all shipments of the order shall be sent FOB DESTINATION with NO additional transportation charges added.

All shipments should be inspected for damage immediately upon receipt.

9. Item Pricing Information

Item	Vendor	Description	Price
1	Mid Carolina Turf & Outdoor Equipment	LTH1538 Husquvarna Tractor	\$1,350.95
2	Quality Mower & Saw Equipment, Inc.	YTH2046K Husquvarna Tractor	\$1,659.95
3	John Deere Company	John Deere X700 Tractor	\$7,599.00

10. Price Lists and Catalogs

Contractors are required, upon request of any user, to provide the user with, MSRP for options and implements, descriptive literature and a listing of authorized dealers complete with toll free phone and FAX numbers. This information is to be provided to the ordering agency within 5 business days of the request. Such information shall be provided at no charge to the user.

Please contact vendors for current listing of authorized dealers.

11. Warranty

The minimum warranty is one year, some models offer longer warranties.

UNDER THIS CONTRACT THE SUPPLIER WARRANTS THE EQUIPMENT TO BE OF GOOD MATERIAL AND WORKMANSHIP AND AGREES TO PROMPTLY REPLACE ANY PART OR PARTS WHICH BY REASON OF DEFECTIVE MATERIAL OR WORKMANSHIP SHALL FAIL UNDER NORMAL USE, FREE OF NEGLIGENCE OR ACCIDENT, FOR A MINIMUM PERIOD OF 12 MONTHS FROM DATE PUT IN OPERATION. SUCH REPLACEMENT SHALL BE FREE OF ANY CHARGE TO THE USER. USER IS RESPONSIBLE FOR DELIVERY AND PICK-UP OF UNIT TO AND FROM FACTORY-AUTHORIZED DEALER OR FACTORY-AUTHORIZED SERVICE FACILITY FOR REPAIR OR ROUTINE SERVICING. CONTRACTOR IS RESPONSIBLE FOR SUBSEQUENT DELIVERY AND PICK-UP IF ADDITIONAL REPAIR TO RECTIFY SAME PROBLEM IS NECESSARY (THAT IS, IF FIRST REPAIR DID NOT RECTIFY THE PROBLEM).

12. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract. See notes under the General Information section of this contract.

13. Standard Specifications for this contract can be located at: <http://www.pandc.nc.gov/SPECS/s3750-3.pdf>

14. Contract Addenda

Addendum	Description	Effective Date
1	Contract Administrator Change	May 25, 2007
2	Change in contact person for John Deere	May 15, 2007
3	Item Pricing Information Added	September 11, 2007
4	E-Procurement Catalog Links Updated	February 20, 2008
5	John Deere Company Fax Number Updated	March 24, 2008
6	Updated Links	May 27, 2008
7	Federal Identification Numbers Removed	July 7, 2008
8	John Deere's Contact Information Updated	September 9, 2009
9	Mid Carolina Turf's Contact Information Updated	October 8, 2009

