

VEH103 Windshield and Glass Replacement for Vehicles Statewide Contract

Contract #: VEH103	Contract Duration: 07/01/2016 – 07/01/2019
MMARS #: VEH103*	Options to Renew: 3 renewals; 3 year term each
Contract Manager:	Lana Gunaratne; 617-720-3315 Lalana.m.gunaratne@state.ma.us
This contract contains: Environmentally Preferable Products (EPP) Programs; Supplier Diversity Program (SDP) Plan	
UNSPSC: 25-17-23	Last change date: 7/01/2016

Contract Summary

This contract provides windshield and glass services for vehicles; which include replacement and repairs, mobile services and glass disposal services. There are two contractors, JN Phillips Auto Glass and Safelite Auto Glass, on this contract. Both contactors use National Auto Glass Specifications (NAGS) List.

Benefits and Cost Savings

- Statewide mobile windshield, glass replacement and repair services
- Multiple locations through MA and New England

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, Judicial Branches, including all Departments & 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;



10. Other entities when designated in writing by the State Purchasing Agent

Pricing and Purchase Options

Purchases made through this contract will be direct, outright purchases. In addition to windshields, both contractors offer repair and replacement services for the following:

- Flat glass
- Tempered Glass
- Mirror Glass
- Back glass removal and reinstallation
- Glass repairs

PRODUCTS AND SERVICES	JN PHILLIPS AUTO GLASS	SAFELITE AUTO GLASS
Discount off of NAGS	54%	52%
Kit Cost	\$20	\$10
Labor Rate	\$0	\$50 per installation
1st Repair	\$60	\$49.95
2nd Repair	\$10	\$10
3rd Repair	\$10	\$10
Mobile Services Charge	\$0	\$0
Prompt Payment Discount	2% - 30 days	1% -30 days

This is not comprehensive price list, certain services and products may cost more. Each vendor Master Blanket Purchase Order (MBPO) in COMMBUYS has a comprehensive list of services and prices.

COMMBUYS Search

1. To find VEH103 on COMMBUYS go to www.commbuys.com:
2. Click on “Contract & Bid Search”
3. Select the “Contracts/Blankets” radio button
4. Enter VEH103 in the “Contract/Blanket” Description field
5. Click “Find It”
6. The results will display 2 MBPOs, one for each vendor. Select MBPO/vendor.
 - a. JN Phillips: Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000008036
 - b. Safelite: Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000008035

In each MBPO, notice the “Agency Attachments” towards the middle, there you will find this document, a complete price sheet and other document pertaining to this contract.

COMMBUYS Purchase Order Instructions

There are two methods to placing a purchase order for windshields:

1. Initiate a New Release Requisition for placing order for planned goods and services where the costs are known.



2. Initiate a RPA (Request for Payment Authorization) Release to when services are unplanned and prices/products are known.

Given the nature of the windshield replacement/repairs, RPA Release Requisitions will be more common. You can find job aids for both processes at on the OSD website [Job Aids for Buyers](#).

Supplementary contract specific instructions for COMMBUYS Purchase Orders:

1. **RPA Release:** Be descriptive of the circumstances in the “Description” field; UNSPSC code: Replacement 25-17-23 and Repair 31-20-16; attach any quotes, approval notes, forms and receipts from the transaction.
 2. **New Release Requisition:** Use Advanced Search, in the “Description” field type in VEH103. Select line item that best fits that needs of the products and/or services required. Driver should take the printed PO with them to service location. DO NOT select “email vendor” because it will not go to the location of service and may not be answered.
- **Vehicles Owned by Agency/Department/Eligible Entity:** Drivers must follow their department’s own procedures for providing purchase order numbers and billing addresses to the Contractor at the time of service. Departments will be billed directly by the vendor and are responsible for payments and any follow up needed to complete the transaction.
 - **Service Follow up:** Purchasers should immediately document any poor experiences and send an email to the vendor contact person listed below and the OSD Contract Manager.
 - **Comments and Complaints:** Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager identified below and copied to the OSD Contract Manager, Lana Gunaratne at Lalana.m.gunaratne@state.ma.us.

Vendor and Contact Information

JN Phillips Auto Glass

Sean Mullane
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SMullane@JNPhillips.com

Safelite Auto Glass

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Billerica, MA 01821
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Guy.Larose@safelite.com

Strategic Sourcing Services Team Members

Lalana Gunaratne	OSD
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