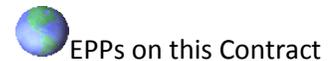


## How to Use the Light, Medium, and Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants Statewide Contract



<b>Contract #:</b> VEH96	<b>Contract Duration:</b> 07/01/15 – 06/30/18
<b>MMARS #:</b> VEH96	<b>Options to Renew:</b> Two (2) two-year options
<b>Contract Manager:</b> Lisa Westgate - <a href="mailto:Lisa.Westgate@state.ma.us">Lisa.Westgate@state.ma.us</a> , 617-720-3112	
<b>This contract contains:</b> Environmentally Preferable Products (EPP)	
<b>UNSPSC:</b> 25-17-00	
<b>Last change date:</b>	<b>09/14/2016</b>

### Contract Summary

This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, re-refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze and windshield washer solvent.

Products offered on this contract are required to meet all automotive and equipment manufacturers warranty standards and industry certifications. All equipment purchases have an established discount list. You can find this information listed on the Commonwealth's procurement web site COMMBUYS ([www.COMMBUYS.com](http://www.COMMBUYS.com)) under each Vendor's Master Blanket Purchase Order.

Category 1 – OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts is open for Rolling Enrollment, please recommend vendors to bid at Open Market Bid BD-17-1080-OSD03-SRC02-0000009242.

Category 2 – non-OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts



Category 3 – Refined Motor oil & Lubricants

## Who Can Use This Contract

**Applicable Procurement Law: M.G. L. 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.

### Benefits and Cost Savings

- Significant discounts off various Light, Medium and Heavy Duty parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants.
- Vast network of vendors with millions of parts in stock
- Same day delivery
- No delivery charges

### How to Use This Contract

It is recommended that the Eligible Entity seek more than one quote as a good business practice in obtaining best value. Once you receive a quote please review it in its entirety for correct billing, shipping and pricing information.

Eligible Entities should place order via COMMBUYS. There are PunchOut Catalog(s) as well as static catalogs. Additionally, this contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.



## Pricing and Purchase Options

All purchases are outright purchases with a pricing structure that provides an established Discount Percentage. Dennison Lubricants is set up in COMMBUYS within the MBPO pricing model. After you have identified this statewide contract will meet your needs, you need to ensure that the contractor confirms that your order is being placed under VEH96 to receive the correct prices and terms. This is important even with repeat orders. Plus, all orders should be identified with the contract number VEH96.

## Delivery

Delivery charges are not authorized. Same day delivery is available for parts, at no additional cost and Contractors have agreed to make a good faith effort to accomplish this. The Contractors are required to deliver goods within one business day after receipt of an order, or at a mutually agreed upon time. All parts which are not in good condition upon delivery shall be promptly replaced by the Contract. All motor oil prices must be F.O.B. destination and must be delivered to the customer within two (2) business days after receipt of an order, unless otherwise agreed upon by both parties.

## How to Place an Order in COMMBUYS

There are currently (4) OEM vendors are set up as a zero line item catalogs under their individual MBPOs in COMMBUYS. We will be opening up the bidding process for Category 1 – OEM on or around September 1st annually. The intention is to seek regional coverage for OEM vendors for various manufacturers.

There are currently (9) Non-OEM vendors (5) of which are in various stages of completing PunchOuts or as zero line item catalogs under their individual MBPOs in COMMBUYS.

There is currently (1) Motor Oil vendor, Dennison Lubricants who has a detailed priced line item catalog. We will be opening up the bidding process for Category 3 – Motor Oil on or around September 1st.

There are 18 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order.

## Static Catalog

Locate which region you are located in below, confirm the product you are seeking and the contractors supporting your region.

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

- Initiate a new requisition



- Search for an item on the **items tab** of the requisition; use VEH96 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote
- Submit for approval
- Once approved, select the radio button next to “Send Email and Notify Vendor” and click “Save and Continue”

For more information, see the [How to Create a Release Requisition and Purchase Order Contract Purchase](#) job aid.

## Punchout Catalog

Locate which region you are located in below, confirm the product you are seeking and the contractors supporting your region.

The ordering process is as follows:

- Select the Shopping Cart icon on the upper right hand side of the Header Bar.
- Select Vendor, Department, Location, Ship-to, and Bill-to addresses, then click **Punchout**.
- Select items from Vendor’s punchout website, and add to cart.
- Complete the checkout process. You will be returned to COMMBUYS and prompted that the webpage you are viewing is trying to close the tab. Click Yes.
- Complete the requisition and purchase order process as you would for a static purchase order.

For more information, see the [How to Use a Punchout](#) job aid.

## RPA Release

REMINDER: *RPA Release should be utilized when process impracticality and/or emergency situations prevent the standard COMMBUYS purchase order processes from being followed to process paper invoices.*

Locate which region you are located in below, confirm the product you are seeking and the contractors supporting your region.

Once a quote is obtained and the products are ordered process is as follows:

- Initiate a new requisition, making sure to select **RPA Release** for Requisition Type.



- Search for an item on the **items tab** of the requisition; use VEH96 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
  - Note: Make sure you reference the correct MBPO. Vendors with punchout catalogs have separate MBPOs for RPA Release.
- Select the appropriate catalog line.
- Enter the total price.
- Attach the vendor invoice. *Enter only one invoice per release requisition.*
- Submit for approval.
- When sent to PO, the requisition will become a **Completely Received Purchase Order**.

For more information, see the [How to Create an RPA Release Requisition](#) job aid.



## Where to Obtain Important Information in COMMBUYS / Awarded Vendor, Region, and Product Offerings

				Regions				
CATEGORY 1 - OEM	COMMBUYS MBPO	MMARs VC#	1	2	3	4	5	
Imperial Parts Ford GM Dodge	PO-15-1080-OSD01-OSD10-00000004514	VC0000476224	X	X	X	X	X	
Jack Madden Ford	PO-15-1080-OSD01-OSD10-00000004517	VC6000157907			X	X		
Marcotte Ford Sales, Inc.	PO-15-1080-OSD01-OSD10-00000004506	VC6000160295	X	X	X	X		
Tri State Truck Center, Inc.	PO-15-1080-OSD01-OSD10-00000004509	VC6000169996	X	X	X	X	X	
Daniel J. Quirk, Inc.	PO-17-1080-OSD03-SRC02-00000008530	VC6000163242			X	X	X	
<b>CATEGORY 2 - Non-OEM</b>								
CATEGORY 2 - Non-OEM	COMMBUYS MBPO	MMARs VC#	1	2	3	4	5	
D.O.T. Fleetparts	PO-15-1080-OSD01-OSD10-00000004505	VC0000612827	X	X	X	X	X	
Genuine Parts Company	PO-16-1080-OSD01-OSD10-00000006107	VC6000255567	X	X	X	X	X	
Jack Young Co.	PO-15-1080-OSD01-OSD10-00000004508	VC0000736520		X	X	X	X	
Lappen Auto Supply Co., Inc	PO-15-1080-OSD01-OSD10-00000004511	VC6000167193	X	X	X	X	X	
Norwood Motor Parts dba Allied Auto Parts	PO-15-1080-OSD01-OSD10-00000004515	VC6000157949				X	X	
Palmer Spring Co.	PO-15-1080-OSD01-OSD10-00000004507	VC0000788760					X	
Auto Plus/Uni-Select USA	PO-16-1080-OSD01-OSD10-00000006285	VC0000437569	X	X	X	X	X	
West Springfield Auto Parts, Inc.	PO-15-1080-OSD01-OSD10-00000004510	VC6000158080	X	X	X	X	X	
<b>CATEGORY 3 - Motor Oil &amp; Lubricants</b>								
CATEGORY 3 - Motor Oil & Lubricants	COMMBUYS MBPO	MMARs VC#	1	2	3	4	5	
Dennison Lubricants	PO-15-1080-OSD01-OSD10-00000004512	VC6000173163	X	X	X	X	X	



## Regions

City - Region		City - Region		City - Region		City - Region	
Abington	5	Blackstone	3	Cheshire	1	East Falmouth	5
Acton	3	Blanford	1	Chester	1	East Freetown	5
Acushnet	5	Bolton	3	Chesterfield	1	East Longmeadow	1
Adams	1	Bondsville	1	Chicopee	2	East Lynn	4
Agawam	2	Boston	4	Chicopee Falls	2	East Orleans	5
Alford	1	Bourne	5	Chilmark	5	East Otis	1
Amesbury	4	Boxborough	3	Clarksburg	1	East Pepperell	3
Amherst	2	Boxford	4	Clinton	3	East Princeton	3
Andover	4	Boylston	3	Cohasset	5	East Sandwich	5
Arlington	4	Braintree	4	Colrain	1	East Taunton	5
Ashburnham	3	Brewster	5	Concord	4	East Templeton	2
Ashby	3	Bridgewater	5	Conway	1	Eastham	5
Ashfield	1	Brighton	4	Cotuit	5	Easthampton	2
Ashland	3	Brimfield	2	Cummington	1	Easton	5
Ashley Falls	2	Brockton	5	Dalton	1	Edgartown	5
Assonet	5	Brookfield	3	Danvers	4	Egremont	1
Athol	2	Brookline	4	Dartmouth	5	Erving	2
Attleboro	5	Buckland	1	Dedham	4	Essex	4
Auburn	3	Burlington	4	Deerfield	2	Everett	4
Avon	5	Buzzards Bay	5	Dennis	5	Fairhaven	5
Ayer	3	Cambridge	4	Dennisport	5	Fall River	5
Baldwinville	3	Canton	4	Dighton	5	Falmouth	5
Barnstable	5	Carlisle	4	Douglas	3	Feeding Hills	1
Barre	2	Carver	5	Dover	4	Fiskdale	3
Becket	1	Centerville	5	Dracut	4	Fitchburg	3
Bedford	4	Charlemont	1	Dudley	3	Florence	1
Belchertown	2	Charlestown	4	Dunstable	3	Florida	1
Bellingham	3	Charlton	3	Duxbury	5	Foxborough	5
Belmont	4	Charlton City	3	East Arlington	4	Framingham	3
Berkley	5	Chartley	5	East Boston	4	Franklin	3



City - Region		City - Region		City - Region		City - Region	
Berlin	3	Chatham	5	East Bridgewater	5	Freetown	5
Bernardston	2	Chelmsford	4	East Brookfield	3	Gardner	3
Beverly	4	Chelsea	4	East Dennis	5	Gay Head	5
Billerica	4	Cherry Valley	3	East Douglas	3	Georgetown	4