



OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH98

## How to Use the VEH98: Purchase Vehicles – Passenger Cars, SUVs, Trucks, Vans, SSVs, PPVs and Others

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<b>Contract #:</b>	VEH98	<b>UPDATED 1/11/2018</b>
<b>MMARS Doc ID #:</b>	VEH98*	
<b>Initial Contract Term:</b>	December 1, 2017	
<b>Maximum End Date:</b>	Two (2) single year extension(s) to November 30, 2020	
<b>Current Contract Duration:</b>	December 1, 2017 – November 30, 2018	
<b>Contract Manager:</b>	Lisa Westgate (617) 720 – 3112, <a href="mailto:Lisa.Westgate@state.ma.us">Lisa.Westgate@state.ma.us</a>	
<b>This Contract Contains:</b>	SDP, EPP, PPD	
<b>UNSPSC Codes:</b>	25-10-00, 25-10-21, 25-19-00, 25-19-17	
<b>Notes:</b>	Click <b>here</b> to download the newest VEH98 Aggregate Price sheet Quarterly	
	*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).	

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## Contract Summary

This Statewide Contract, VEH98: Purchase of Vehicles provides a comprehensive range of Vehicles to meet the needs of Contract Users and includes various Sedans, SUVs, Trucks, Vans, SSVs (Special Services Vehicles) and PPVs (Police Pursuit Vehicles), as well as an “Other” category for more specialized vehicles with a minimum of three wheels. There are hundreds of base vehicles available for purchase, as well as the ability to purchase applicable aftermarket upfit needs for both new and used vehicles. VEH98 has a mini-bid feature so that the Contract User can purchase any specific vehicle through a qualified Dealer on contract, or quote a type (i.e. sedan, truck, etc....) across multiple manufacturers.

## Contract Categories

This contract includes seven (7) categories of vehicles as listed below.

Category 1:	Passenger Vehicles
Category 2:	Sport Utility Vehicles (SUVs)
Category 3:	Vans
Category 4:	Trucks
	4A: Light Duty Trucks
	4B: Medium and Heavy Duty Trucks
Category 5:	Special Service Vehicles (SSVs)
Category 6:	Police Pursuit Rated Vehicles (PPVs)
Category 7:	Other (vehicles with no less than 3-wheels)

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth’s buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- There are a variety of fuel efficient vehicles as well as Alternative Fuel Vehicles (AFVs) - CNG, Hybrid, Electric, Diesel, etc.
- This contract features eighteen (18) Dealerships that offer the following manufacturers: Autocar, Case, Chevrolet, Chrysler, Ford, Freightliner, General Motors, Hino, Honda, Hyundai, Liebherr, Nissan, smart, Sterling, Toyota, Volvo, Western Star.
- Many vehicles are assigned to multiple Dealers for Contract Users to select at their discretion.
- The Mini-Bid feature allows Contract Users to get their desired vehicle through a VEH98 qualified Dealer.
- Discounted Accessories and Upfit of Aftermarket Add-ons are available through the awarded Dealers.
- Executive Departments have mandatory special instructions for using this contract, which can be found below and in detail in Attachment A.
- VEH98 Mandatory Quotation Form ensures clarity and transparency for all estimates/quotes.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, Price Sheet, specifications, and other attachments, go to [COMMBUYS.com](http://COMMBUYS.com). Select the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for PO-18-1080-OSD01-OSD13-12246.

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(**Note:** Each vendor has their own MBPO that holds non-pricing vehicle, warranty, brochure docs. The main contract documents are **only** located within the Conversion Vendor)

- To find vendor-specific documents, including warranty information, vehicle brochures, pre-established vehicle package details – if applicable, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

If the awarded vendor is employing a subcontractor, the vendor is responsible for the subcontractor's work quality, products used, and ANY other concerns arising from the subcontractor. Subcontractors may be useful in helping vendors meet their supplier diversity goals.

Upfit is typically subcontracted, see applicable upfit lists by vendor within the most current Price List – found on the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for PO-18-1080-OSD01-OSD13-12246

## Pricing, Quote and Purchase Options

### Purchase Options

- Purchases made through this contract will be direct, outright purchases. External financing may be obtained in accordance with applicable law. Executive Branch Agencies leasing vehicles through the Office of Vehicle Management (OVM) are repaying OVM for making direct, outright purchases on their behalf.



## Price Structure

Through the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for PO-18-1080-OSD01-OSD13-12246 there is an excel document, “[VEH98 Base Vehicle Price Sheet MY 2018 Updated unprotected 010118.xlsx](#)”. The document has six (6) tabs:

- **“All Vehicles”**: This tab shows all vehicles that have been priced by the vendors. Columns included are:
  - **Vehicle Number** – the number to reference when quoting and negotiating with the vendors
  - **Vendor Name** – identifies which vendor has priced this specific vehicle
  - **Vendor #** – used as a data source for the xls
  - **Category** – which of the seven (7) categories the vehicle aligns
  - **Subcategory (i.e. vehicle class)** – narrows down the type of vehicle within each category, such as Compact, Small, Mid-Size and Full-Size (variations of which are found in categories 1-6)
  - **Manufacturer (OEM)/Make** – which Original Equipment Manufacturer produces the specific vehicle
  - **Model Year** – model year of the vehicle, as defined by the OEM (does not always indicate year vehicle was manufactured)
  - **Model** – common model name of the vehicle
  - **Trim Level** – the trim level of the specific vehicle
  - **Drive Train** – drive train option for the specific vehicle
  - **# of Pass** – maximum # of passengers the vehicle can accommodate, including the driver
  - **Truck Box Length/Van Roof Height** – if applicable, the box length and/or roof height will be listed
  - **Towing Capacity** – towing capacity, as assigned by the OEM
  - **Engine** – engine details, as assigned by the OEM
  - **Cylinder** – # of cylinders in the engine
  - **Body Code** – assigned by the OEM to represent that specific vehicle; buyers should utilize google to ensure they are purchasing the expected body code
  - **Equip/Pkg Code** – a number, or numbers, that represent standard or included equipment and/or packages provided with the specific vehicle by the vendor (number is assigned by the OEM); buyers should utilize google to ensure they are purchasing the expected equipment and/or package
  - **Wheel base** – the distance between the center of the rear wheel to the center of the front wheel
  - **Fuel Tank Size** – how many gallons the fuel tank will hold
  - **GVW** – Gross Vehicle Weight
  - **Combined MPG** – where applicable, this number represents the combined city and highway miles per gallon achieved by the vehicle, based on EPA-mandated testing; allows buyers the opportunity to assign MPG requirements when researching vehicles
  - **Primary Fuel** – which fuel type is the primary fuel source, typically shown in conjunction with the secondary fuel source, as listed in the chart below
  - **Secondary Fuel** – which fuel type is the secondary fuel source, typically shown in conjunction with the primary fuel source, as listed in the chart below

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ENGINE TYPE	PRIMARY	SECONDARY
Gasoline/Unleaded	Unleaded	Unleaded
FlexFuel/E85	E85	Unleaded
Battery Electric (BEV)	Electric	Electric
CNG (dedicated)	CNG	CNG
CNG (bi-fueled/dual fueled)	CNG	Unleaded
Hybrid (HEV)	Unleaded	Electric
Hybrid (PHEV) - plug in	Electric	Unleaded
Diesel	Diesel	Biodiesel

- **MSRP** – Manufacturer’s Suggested Retail Price, including any destination charges that may apply
- **Bid Price** – the VEH98 price of the specific BASE vehicle (not including any additional options, accessories or upfitting, which may be purchased in conjunction with the vehicle)
- **Accessory % Discount** – average percentage off of the OEM options and/or accessories specific to this vehicle
- **Vehicle Acquisition Number (for state entities only)** – this is a vehicle naming convention used by OVM
- **“Accessories”**: This tab attempts to list all of the options and/or accessories (packaged and ad hoc) that are available for each vehicle. Columns included are:
  - **Vendor** – which vendor is offering the specific accessory
  - **Vehicle Number** – cross-reference to the vehicle being purchased
  - **Vehicle Make & Model** – the make and model on which the accessory listed is offered
  - **Product Code** – when completing the quote forms, the product code should be used to represent the accessory
  - **OEM Option, Accessory or Package Description** – description of the accessory being offered
  - **Price – if no price request a quote** – Pricing allows an easy outright purchase/quote; an overview with or without price allows the end user to see the breadth of all accessories offered for the make/model.

**Do not hesitate to call and seek the vendor’s assistance with completing the form.**
- **“Transfers”**: Transfers of equipment from an old unit to a new purchase is covered under VEH98. The list attempts to take most transfers into consideration.  
If an item is missing – seek assistance from vendors and seek substantiating quotes (if possible/applicable).  
*Searching for options should be supported by Excel’s “FIND” function - CTL+F – (enter in “Find what:” field) single words to narrow the search (i.e. radio, light, siren, etc.)*
- **“Upfit OEM and non-OEM”**: This is VERY high-level; at the time of quoting, particular attention should be given to ALL details (parts/labor) to ensure a clean and proper comparison. *Searching for options should be supported by Excel’s “FIND” function - CTL+F – (enter in “Find what:” field) single words to narrow the search (i.e. hydraulic, liftgate, Motorola, Whelan, etc.)*

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- **“Upfit subcontractors”:** This tab highlights the relationships between vendors and their subcontracts that will be performing the actual upfit. For non-New purchases that require additional upfit, quoting should be processed through the vendors, as the PO will continue to be to the vendor who will subcontract to an upfitter.
- **“Misc Upfit”:** Lists additional items that may be acquired under VEH98. This is not an exhaustive list.
- **Quote:** This contract contains specific pricing, but recommends multiple quotes from the list of vendors. **When comparing quotes, confirm ALL charges are transparent from all vendors.**
- **IF EVERY LINE ITEM DOESN'T MATCH FROM ONE VENDOR TO THE NEXT – ASK WHY!**

### Obtaining Quotes

End users will create quote requests and forward to vendors for completion and return. Creation of quotes should be based on vehicle requirements. End users should review the Base Vehicle Price Sheet, sorting and/or filtering the list to narrow down applicable choices based on requirements, and complete either the Short or Long VEH98 Quote form (based on the # of accessories, transfers that will be purchased).

Completing the form(s):

Enter your Agency/Entity contact information.

If requesting multiple vendor quotes leave the vendor information blank – they will complete prior to sending back.

Vehicle information – enter as much as possible, HOWEVER, leave room to spec needs for vendors to assist with completing, OR, if seeking comparisons across manufacturers enter enough to allow vendor to quote regardless of manufacturer (i.e. Pickup truck, towing capacity of no less than X, seats X # of people, etc), enter Accessories topics instead of codes (i.e. vinyl floor covering, auxiliary heater package, power running board, etc.) allow the vendor to enter the code based on the manufacturer or particular vehicle.

Contract users should always reference VEH98 and the VEH98 Quote form when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value, price and delivery date.

When using the quote form(s):

- 1) Ensure all line items from vendor match – confirm there are no additional charges.
- 2) If delivery time is a major driver in vendor selection, ensure confirmation of the delivery date.
- 3) If you have questions about information within the quote – ask the vendor.
  - a. Communicate any change(s) to the other vendors who will be quoting.
  - b. Always confirm comparison is against EXACTLY what one vendor is quoting against the EXACT same final vehicle.
- 4) Quotes will result in five (5) line items that total the purchase:

Contract Base Vehicle Price:	\$0.00
OEM Options/Accessories (per vehicle):	\$0.00
Vendor Accessories/Upfit (per vehicle):	\$0.00
Transferred Equipment (per vehicle):	\$0.00
Trade in value:	\$0.00

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Enter these line items in:

- COMMBUYS for a Purchase Order or an RPA release; this can assist to ensure final, all-inclusive pricing as well as documenting the ordering date and anticipated delivery dates.

**(NOTE: enter the vehicle ID for each entry)**

- MMARS; where applicable, enter each quoted price under each line item (separation of Light/Medium Duty and Heavy Duty) – comparable lines – see below.

### Additional Services

Additional services are found on the “Misc Upfit” Tab.

### Instructions for MMARS Users

Commodity Line	Commodity	CL Description	Unit	Unit Price	Service Contract Amount
1	251000000000	Light / Medium Duty Base Vehicle		\$0.00	\$0.00
2	251000000000	Heavy Duty Base Vehicle		\$0.00	\$0.00
3	251900000000	Light / Medium Duty Accessories		\$0.00	\$0.00
4	251021000000	Heavy Duty Accessories		\$0.00	\$0.00
5	251917000000	Light Duty Upfit		\$0.00	\$0.00
6	251748000000	Heavy Duty Upfit		\$0.00	\$0.00
7	251700000000	Equipment Transfer		\$0.00	\$0.00
8	251000000000	Trade-In		\$0.00	\$0.00

### Purchasing Through COMMBUYS

If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

### How to Purchase From VEH98 in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate the conversion vendor MBPO (PO-18-1080-OSD01-OSD13-12246), open/download the most current Quote form and Base Vehicle List. Submit the quote form to applicable vendor(s) to complete and return. When possible process the PO via COMMBUYS.

### COMMBUYS Requisition: Direct Release/Line Item MBPO (fixed pricing)

This contract allows buyers to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order. For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, open the *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

This process should be followed when minimal upfit or accessories are necessary and a quote can be created using all vendor submitted pricing. VEH98 always recommends getting multiple bids.

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### COMMBUYS Requisition: RPA Release

This contract uses a Request for Payment Authorization (RPA) Release. An RPA Release is used to document a contract purchase in COMMBUYS that already has taken place or to request funds for a product or service that has already been provided. For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, open the COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Capturing each line item's dollar purchase along with the Base Vehicle ID is an important and required part of the process.

### Purchase Order: Standard Release/Solicitation Enabled

This contract allows the buyer to solicit quotes from vendors who have MBPOs, or contracts in COMMBUYS. After creating the Requisition, the document can be converted to a Bid, and after approval, sent to selected vendors. This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, open the *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

## Environmentally Preferable Products (EPP)

*It is recommended that MPG be taken into consideration when seeking vehicle replacement. Additionally, a review of possible tax incentives and/or Green Community initiatives should be considered.*

### Warranty

See vendor's individual MBPOs for warranty information.

### If the Needed Product Can Not be Found

Contact the vendor(s) by manufacture and cc [Lisa.Westgate@state.ma.us](mailto:Lisa.Westgate@state.ma.us) for future consideration.

## Strategic Sourcing Team Members

- Lisa Westgate – Operational Services Division
- Alex Giannantonio – Office of Vehicle Management
- Karen Rasnick – Office of Vehicle Management
- Chris Bouchard – Town of Becket

Seeking additional team members – please contact [Lisa.Westgate@state.ma.us](mailto:Lisa.Westgate@state.ma.us)





OPERATIONAL SERVICES DIVISION

Vendor Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Line	MMARS Vendor Code	Contact Person	Phone #	Email	Manufacturer(s)	Regions	Discounts	SDO
<a href="#">Master Contract Record</a>	<a href="#">PO-18-1080-OSD01-OSD13-12246</a>	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
BALISE FORD	<a href="#">PO-17-1080-OSD03-SRC02-9507</a>	13	VC0000497276	Dana Rodman	508-328-2549	<a href="mailto:fordbids@aol.com">fordbids@aol.com</a>	Ford	Statewide		
Boston Freightliner Inc	<a href="#">PO-18-1080-OSD03-SRC01-12394</a>	15	VC6000183791	Michael Lojacono	617.389.0707	<a href="mailto:mlojacono@bostonftl.com">mlojacono@bostonftl.com</a>	Freightliner, Liebherr	Statewide		
central chrysler jeep dodge of raynham	<a href="#">PO-16-1080-OSD01-OSD10-0000006263</a>	5	VC6000168940	Deborah Emery	508-823-0101 x4222	<a href="mailto:Demery@central.us">Demery@central.us</a>	Fiat Chrysler Automobiles (FCA)	Statewide		
Colonial Ford Inc. dba Colonial Municipal Group	<a href="#">PO-16-1080-OSD01-OSD10-0000006260</a>	7	VC7000073972	Clay Chase	774-283-6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	Ford	Statewide		
Colonial Imports South Inc dba Colonial Municipal Group	<a href="#">PO-16-1080-OSD01-OSD10-0000006265</a>	9	VC0000806146	Clay Chase	<a href="tel:774-283-6400">774-283-6400</a>	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	Honda	Statewide		
Colonial Nissan of Medford Inc dba Colonial Municipal Group	<a href="#">PO-16-1080-OSD01-OSD10-0000006264</a>	10	VC0000807091	Clay Chase	<a href="tel:774-283-6400">774-283-6400</a>	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	Nissan	Statewide		
Colonial South Automotive, Inc dba Colonial Municipal Group	<a href="#">PO-16-1080-OSD01-OSD10-0000006262</a>	8	VC0000755470	Clay Chase	<a href="tel:774-283-6400">774-283-6400</a>	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	Fiat Chrysler Automobiles (FCA)	Statewide		
Dario Diesel Service, Inc.	<a href="#">PO-18-1080-OSD03-SRC01-12395</a>	17	VC6000159181	Aldo Zegarelli	508-753-8177	<a href="mailto:azegarelli@Dariodiesel.com">azegarelli@Dariodiesel.com</a>	Volvo, Hino	Statewide		
Flagship Motorcars smart center of Lynnfield	<a href="#">PO-18-1080-OSD03-SRC01-12390</a>	18	VC0000943888	Daniel Fava	781-596-9700x4511	<a href="mailto:Dfava@herbchambers.com">Dfava@herbchambers.com</a>	smart	Statewide		
Gordon Chevrolet, Inc. dba Colonial Municipal Group	<a href="#">PO-16-1080-OSD01-OSD10-0000006261</a>	6	VC6000178069	Clay Chase	774-283-6400	<a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a>	General Motors	Statewide		
Harr Imports, Inc.	<a href="#">PO-17-1080-OSD03-SRC02-9066</a>	12	VC6000167222	David Eycleshymer	508-573-2626	<a href="mailto:ijwelch@mhq.com">ijwelch@mhq.com</a>	Toyota	Statewide		
Liberty Chevrolet, Inc.	<a href="#">PO-16-1080-OSD01-OSD10-0000006267</a>	1	VC6000174135	Fred Wheeler	978-559-9345	<a href="mailto:fwheeler1@verizon.net">fwheeler1@verizon.net</a>	General Motors	Statewide		
Manchester Sports Center Inc.	<a href="#">PO-16-1080-OSD01-OSD10-0000006268</a>	4	VC6000202069	Craig J. Peters	860-645-3100	<a href="mailto:craig.peters@manchesterhonda.com">craig.peters@manchesterhonda.com</a>	Honda	Statewide		
MHQ	<a href="#">PO-16-1080-OSD01-</a>	11	VC6000158713	David	508-573-	<a href="mailto:ijwelch@mhq.com">ijwelch@mhq.com</a>	Ford	Statewide		

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Vendor	Master Blanket Purchase Order #	MMARS Vendor Line	MMARS Vendor Code	Contact Person	Phone #	Email	Manufacturer(s)	Regions	Discounts	SDO
	<a href="#">OSD10-00000006852</a>			Eycleshymer	2626					
Milford Nissan	<a href="#">PO-16-1080-OSD01-OSD10-00000006266</a>	3	VC0000805649	Guy Bedau	774-462-3035	<a href="mailto:gbedau@milfordnissan.com">gbedau@milfordnissan.com</a>	Nissan	Statewide		
Mirak Chevrolet Hyundai Inc	<a href="#">PO-16-1080-OSD01-OSD10-00000006259</a>	2	VC6000155233	Jeff Calder	781-641-6855	<a href="mailto:icalder@mirak.mot-osnap.com">icalder@mirak.mot-osnap.com</a>	Chevrolet, Hyundai	Statewide		
Monroe Tractor of New England	<a href="#">PO-18-1080-OSD03-SRC01-12393</a>	16	VC0000912815	Cyndi Mills	508-845-4343	<a href="mailto:cmills@monroetractor.com">cmills@monroetractor.com</a>	Case	Statewide		
Tri State Truck Center, Inc.	<a href="#">PO-18-1080-OSD03-SRC01-12392</a>	14	VC6000169996	Chris Marsh	508-753-1200	<a href="mailto:cmarsh@tristatetruckcenter.com">cmarsh@tristatetruckcenter.com</a>	Freightliner, Sterling, Western Star, Autocar	Statewide		

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*The Master Contract Record MBPO is the central repository for contract

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