

How to Use the VEH98: Purchase of Light Duty Vehicles – Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs

Contract #: VEH98	Contract Duration: 12/1/2016 – 12/1/2017
MMARS #: VEH98*	Options to Renew: Three, at one year each through 11/30/2020
Contract Manager:	Lisa Westgate (617) 720-3112 lisa.westgate@state.ma.us
This contract contains: SDP, EPP, PPD	
UNSPSC: 25-10-00	
Last change date: 06/05/17	
Notes: <i>Some models have not transitioned to MY 2017. See “VEH98 Base Vehicle Price Sheet MY 2017” for Model Year 2017 vehicle specifications. It is mandatory to use the VEH98 Quotation Form when using this contract.</i>	

Contract Summary

This Statewide Contract provides a comprehensive range of Light Duty Vehicles to meet the needs of the Contract User and includes various Sedans, SUVs, Trucks, Vans SSVs (Special Services Vehicles) and PPVs (Police Pursuit Vehicles) (GVW 10,000 lbs. or less). There are over 500 base vehicles available for purchase, and includes applicable aftermarket upfit needs for both new and used vehicles. Most vehicles have been awarded to multiple Dealers and the Contract User has discretion to choose either Dealer to obtain best value. VEH98 has a mini-bid feature for vehicles not included in the contract so that the Contract User can purchase their desired vehicle through a qualified Dealer on contract.



Benefits and Cost Savings

- This contract offers a wide range of products in 6 Categories for outright purchase ONLY:
 - Category 1: **Passenger Cars – 30+ Vehicles**
 - Category 2: **Sport Utility Vehicles (SUVs) – 30+ Vehicles**
 - Category 3: **Vans – 170+ Vehicles**
 - Category 4: **Trucks – 275+ Vehicles**
 - Category 5: **Special Service Vehicles (SSVs) – 12 Vehicles**
 - Category 6: **Police Pursuit Rated Vehicles (PPVs) – 15 Vehicles**
- There are a variety of fuel efficient vehicles as well as Alternative Fuel Vehicles (AFVs) - CNG, Hybrid, Electric, Diesel, etc.
- This contract features 12 Dealerships that offer **Chevrolet, Dodge, Ford, Hyundai, Honda, Jeep, Nissan, Ram and Toyota** products.
- Most 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 VE98 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.
- VE98 Mandatory Quotation Form ensures clarity and transparency for all estimates/quotes.

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 higher 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

VE98 offers a variety of Light Duty products, options and services for the Contract User.



Primary Function of VEH98

1. Purchase Light Duty Vehicles: Contract Users can choose from over 500 vehicles, and most vehicles have multiple Dealer options. In cases where there are multiple options, Contract User may choose any option at their discretion. Further, the Contract User can discuss any upfitting need they may have with the Awarded Dealer, who will then arrange for the needed modifications.

Note: There are a variety of reasons for why each dealer is labeled a certain option. We recommend that you contact multiple dealers to discuss your needs and select the dealer that your discretion.

Click here for: [COMMBUYS List of Dealers and their MBPOs](#)

Alternate Functions of VEH98 (specific directions are in the respective COMMBUYS Master Blanket Purchase Orders)

1. Purchase an “Off Contract” Vehicle/Mini-Bid Feature: For Base Vehicles not offered on contract, Contract Users may spec their desired vehicle and seek 3 quotes from the VEH98 Qualified Dealers; this feature is only available through COMMBUYS in the Master MBPO: [PO-16-1080-OSD03-SRC02-0000006279](#). For details and instructions select the document labeled “VEH98 Attachment B COMMBUYS Instructions for Mini Bid and Upfit Solicitation” within the MBPO.
2. Upfit of “Existing” Vehicles: For “older” vehicles that need upfitting and not covered by FIR04 (Public Safety Equipment, Supplies, Services and Repairs Statewide Contract), Contract Users may spec vehicle upfit for the existing vehicle(s), and seek 3 quotes from the VEH98 Qualified Dealers; this feature is only available through COMMBUYS in this [PO-16-1080-OSD03-SRC02-0000006279](#). For details and instructions select document labeled “VEH98 Attachment B COMMBUYS Instructions for Mini Bid and Upfit Solicitation” within the MBPO.

Factory Options and Accessories, and After Market Add-Ons

- OEM Factory Options and Accessories are available for a Percent (%) Discount off of MSRP. Percent Discounts are available per manufacturer by Dealer and are listed next to the Bid Price found in the VEH98 Base Vehicle Price Sheet. Users can request MSRP Pricing at any time.
- After Market Add-ons are also available for a percent discount by manufacturer; user may request MSRP List Pricing at any time from Dealer.
- Equipment Transfer is available for a flat rate per job as listed in the “Upfit” sheet of each Dealer MBPO.

VEH98 Quotation Form

The [VEH98 Quotation Form](#) is mandatory for all VEH98 purchases. This Form contributes to clarity and transparency for both the Contract User and the Dealer. This form establishes accurate delivery dates; transaction details; contact information; and clear pricing for final vehicle including any factory options, aftermarket add-ons or other services.

Mandatory Executive Agency Procedure

Executive Departments must download and read the “**Attachment A: Executive Branch Agency Instructions for Utilizing VEH98,**” found here [PO-16-1080-OSD03-SRC02-0000006279](#). Executive



Departments may discuss vehicle needs and obtain quotes from Dealer, but the final Quote must be approved by OVM and accompany an approval letter before Dealer can place the vehicle order. Please note that OVM will make the final decision on the purchase of vehicle while taking into account the intended use and the need to purchase the most economical and fuel efficient vehicles for the Commonwealth. Thus, Executive Agencies shall purchase the base vehicles specified in the VEH98 Base Vehicles Sheet. Executive Agencies that require any factory options, packages or accessory upgrades that changes the base vehicle specifications must clearly state their reasons for upgrading to a more expensive and less fuel efficient version of the base vehicle. This statement shall include the Base Vehicle ID#, the desired upgrade(s) and the rational for the upgrade(s); attach the rational statement along with the Executive Agency Ordering Instructions for OVM's review and final approval. Vehicles purchased by Executive Departments must be delivered to the OVM lot in Westborough. Executive Departments should also note that the listed vehicle pricing on the contract spreadsheet does not include the OVM lease costs associated with the TELP and other expenses built into the OVM lease amount. Executive Departments must comply with the lease and assignment provisions of [The Office of Vehicle Management Policies and Procedures Manual](#).

Tips for the Contract User

- Read and understand Section 3 of VEH98 RFR for details on selecting, ordering and delivery of vehicles off of the contract – including compensation option for excessively delayed/damaged vehicles. Note: VEH98 RFR Section 3 is included as a separate attachment in the Master MBPO.
- If there are multiple Dealer options for your vehicle of choice, we recommend that you request a complete quote for your desired vehicle from each Dealer before deciding which one will receive the order.
- Note Prompt Payment Discounts (PPD) below for additional savings offered for prompt payments.
- Always verify delivery times with Dealer and understand any possible delays in the process.
- Total life cycle cost of vehicle is based on [PO-16-1080-OSD03-SRC02-0000006279](#). We recommend exploring fuel efficient options and selecting fuel efficient or alternative fuel vehicles as much as possible.
- At any point in the process, the Contract User is entitled to get valid documentation of current MSRP/List pricing for their vehicle upfits and aftermarket add-ons.
- We recommend negotiating lower prices for bulk vehicle purchases.

COMMBUYS

To receive full benefits of VEH98, Contract Users must use COMMBUYS. Certain aspects of VEH98 such as Upfitting of Old Vehicles and Mini-bids are not available outside of COMMBUYS. If Contract User does not have an account, they can sign up for a free account by going to www.commbuys.com; Contract Users can find access to COMMBUYS trainings there as well.


There are 13 MBPOs on COMMBUYS relevant to VEH98:

#	MBPO Description	MBPO Number
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1.	Master MBPO: Includes information about contract, all dealers, and a list of all vehicles on the contract.	PO-16-1080-OSD03-SRC02-0000006279
2.	Colonial Ford, Inc.	PO-16-1080-OSD01-OSD10-0000006260
3.	Colonial Imports South, Inc.	PO-16-1080-OSD01-OSD10-0000006265
4.	Colonial Nissan of Medford, Inc.	PO-16-1080-OSD01-OSD10-0000006264
5.	Colonial South Automotive, Inc.	PO-16-1080-OSD01-OSD10-0000006262
6.	Ford of Hyannis dba Balise Ford	
7.	Gordon Chevrolet, Inc.	PO-16-1080-OSD01-OSD10-0000006261
8.	Harr Imports	PO-17-1080-OSD03-SRC02-9066
9.	Liberty Chevrolet	PO-16-1080-OSD01-OSD10-0000006267
10.	Manchester Honda	PO-16-1080-OSD01-OSD10-0000006268
11.	MHQ, Inc.	PO-16-1080-OSD01-OSD10-0000006852
12.	Milford NISSAN	PO-16-1080-OSD01-OSD10-0000006266
13.	Mirak Chevrolet	PO-16-1080-OSD01-OSD10-0000006259
14.	PPMR Motors Inc. dba: Central Chrysler Dodge Jeep of Raynham	PO-16-1080-OSD01-OSD10-0000006263

To find Contract WITHOUT logging into COMMBUYS:

1. Go to www.commbuys.com,
2. Click on “Contract & Bid Search”
3. Select the “Contracts/Blankets” radio button,
4. Enter VEH98 in the “Contract/Blanket” Description field
5. Click “Find It”
6. The results will display 13 “Contract/Blanket #” identified above.
7. Open the MBPO labeled “VEH98 Master MBPO Min Bid Upfit Solicitation” link in a new window or tab for important documents:
 - Notice the “Agency Attachments” section towards the middle - there you will find the RFR, this document, VEH98 Base Vehicles Sheet, **Attachment A: Executive Branch Agency Instructions for Utilizing VEH98**, the VEH98 Quotation Form and other contract related documents. To download attachments, click on the attachment and then click on this  icon when directed to the download page.



- In the “Master Blanket/Contract Dealer Distributor List” section of the MBPO is a list of all the awarded Dealers.

To start your vehicle and options selection process:

1. From the “Agency Attachment” Section of the Master MBPO, select the Excel attachment called VEH98 BASE VEHICLE SHEET, which has a complete list of VEH98 vehicles and basic details. Vehicles are separated into Tabs by Categories.
2. Select the base vehicle(s) from the VEH98 BASE VEHICLE SHEET where you can sort and filter by fuel, class, make, model, price, MPG, etc. to facilitate your search.
3. Once you have decided on your base vehicle(s), note the unique “Vehicle ID #” on the first column of the spreadsheet, and where applicable select one of the Dealers awarded the vehicle.
 - Reference the unique “Vehicle ID #” and Dealer on any order or communication during this process.
4. Return to the main results page displaying the 12 “Contract/Blanket #.”
5. Listed below the “Master MBPO” are links/ MBPOs for each Dealer on VEH98, select the MBPO that corresponds to the Dealer of the vehicle(s) selected off the VEH98 BASE VEHICLE PRICING.
6. Each Dealer MBPO contains an Excel spreadsheet that has their respective vehicle awards and vehicle specific details such as options and accessories of those vehicles are listed in individual tabs labeled with the vehicle ID#. Also, listed is information on OEM Warranties, After-Market Add-ons, etc.
7. Contact the each Dealer Options to discuss your selection, request a quote and compare between the two quotes before selecting Dealer. Verify with the Dealer that you are using the Statewide Contract VEH98.

If you are logged into COMMBUYS:

1. Click on the “Advanced Search” magnify glass in the upper right hand corner.
2. Select Contract/Blanket from the drop down menu.
3. Type in VEH98 under “Contract/Blanket Description” and choose 3PS-Sent under “Header Major Status”.
4. Click “Find It”
5. The results will display 13 “Contract/Blanket #”:
 - The Master MBPO [PO-16-1080-OSD03-SRC02-00000006279](#) is a location where OSD posts all contract documents and a list of all vehicles on Contract. This MBPO supports the Mini Bid and Upfit Solicitations feature; all Mini-Bids and Upfit Solicitations must be processed through the line items in this MBPO.
 - The next 12 MBPOs are associated with each Dealer on the contract.
6. To view a specific Dealer’s price sheet, click on their corresponding “Contract/Blanket#.”

COMMBUYS Purchase Order Instructions

Purchasing an awarded vehicle

Once your vehicle selection(s) has been made, a quote has been established from the Dealer on the VEH98 Quotation Form, and proper approvals have been acquired an order may be placed through COMMBUYS; to place a Purchase Order on of your final vehicle order in COMMBUYS initiate a Release



Requisition. Instructions/Job Aid for a Release Requisition or other training can be found at [OSD Training](#), the OSD training website (www.mass.gov/osd).

Additional Supplementary VEH98 specific instructions for COMMBUYS Purchase Orders:

1. If purchasing from multiple Dealers create a separate Release Requisition for each Dealer. **TIP** use the “VEH98 Quotation Form” to get the appropriate information to fill in the requisition below.
 - Enter the Vehicle ID # and the Dealer Name into the “*Item Description*” field of the Advanced Search. Select the line item for the Base Vehicle. Fill in the correct base vehicle price.
 - i. Note that you will not be entering a total vehicle price in the line item but the price of just the base vehicle found on the quote.
 - Enter “VEH98,” the Dealer’s Name and “Quoted” into the “*Item Description*” field of the Advanced Search. Select the line items for the **OEM Factory Packages Options and Accessories, After Market Add-Ons and Equipment Transferred Equipment** as appropriate.
2. Attach ALL quotes, forms and any other material acquired during this vehicle selection process items.

Soliciting Quotes for the Mini-Bid or for the Upfit of used/old vehicles

See *VEH98 Attachment B COMMBUYS Instructions for Mini Bid and Upfit Solicitation* in the Master MBPO for detailed directions.

Delivery

Contract Users should pay careful attention to the following requirements that Awarded Dealers must adhere to when selling a vehicle through this contract.

- The pricing in this Contract includes delivery to any location in the Commonwealth.
- Contract users should fully inspect vehicle to verify that the options and accessories are the same as the original purchase order if applicable. Vehicle should be exactly as ordered both in specifications and price.
- Upon delivery, all vehicles shall include three sets of keys and be cleaned, serviced and ready for immediate use.
- Vehicles are to be delivered in new condition; “detail” cleaned, and is free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, follow VEH98 Section 3.6.2 for corrections.
- Vehicles must be delivered fully registered with state license plates (front and back) attached, valid State Inspection stickers, with the original vehicle registration form and one copy of the registration form, manufacturer’s warranty, owner’s manual and related information.
- All fluids must be filled to manufacturer’s recommended capacity and the fuel tank must be full when the vehicle arrives at the final delivery destination.
- If there are issues email the Dealer contract manager and copy the OSD Contract Manager, Lisa Westgate, at lisa.westgate@state.ma.us detailing discrepancies.



Awarded Dealer List and Contact Information

The awarded Dealers are listed below. This information can be found in the "Dealer" section of the Master MBPO on COMMBUYS.com.

Dealer Name	Franchise	Contact Person	Phone/Email
Colonial Ford, Inc.	Ford	Clay Chase	(774) 283-6400 cchase@buycmg.com
Colonial Imports South, Inc.	Honda	Clay Chase	(774) 283-6400 cchase@buycmg.com
Colonial Nissan of Medford, Inc.	Nissan	Clay Chase	(774) 283-6400 cchase@buycmg.com
Colonial South Automotive, Inc.	FCA	Clay Chase	(774) 283-6400 cchase@buycmg.com
Ford of Hyannis DBA Balise Ford	Ford	Dana Rodman	(508) 3282549 fordbids@aol.com
Gordon Chevrolet, Inc.	General Motors	Clay Chase	(774) 283-6400 cchase@buycmg.com
Harr Imports	Toyota	John Welch	508-573-2626 jwelch@mhq.com
Liberty Chevrolet	General Motors	Fred Wheeler	781-287-7541 fwwheeler1@verizon.net
Manchester Honda	Honda	Craig J. Peters	860-645-3100 craig.peters@manchesterhonda.com
MHQ, Inc.	Ford	John Welch	508-573-2626 jwelch@mhq.com
Milford NISSAN	Nissan	Guy Bedau	774-462-3035 gbedau@milfordnissan.com
Mirak Chevrolet Hyundai	General Motors Hyundai	Jeff Calder	781-641-6855 jcalder@mirak.motosnap.com
Central Chrysler Dodge Jeep of Raynham	FCA	Deborah Emery	508-823-0101 x4222 Demery@central.us

Prompt Payment Discount (PPD)

Dealer Name	< 10 days	< 15 days	< 20 days	< 30 days
Colonial Ford, Inc.	0.5%			
Colonial Imports South, Inc.	0.5%			
Colonial Nissan of Medford, Inc.	0.5%			
Colonial South Automotive, Inc.	0.5%			



Ford of Hyannis dba Balise Ford	.1%	.1%	.1%	.1%
Gordon Chevrolet, Inc.	0.5%			
Harr Imports	0.25%			
Liberty Chevrolet	0.75%	0.50%	0.25%	
Manchester Honda	0.25%	0.25%	0.25%	0.25%
MHQ, Inc.	0.25%			
Milford NISSAN	1%	0.75%	0.5%	0.25%
Mirak Chevrolet	0.10%	0.075%	0.05%	0.03%
Central Chrysler Dodge Jeep of Raynham	0.05%	0.025%		

Additional Information:

- Vehicle specifications are available for all vehicles upon request from Dealers. Refer to the specific Dealer's options and accessories spreadsheet and verify whether the Dealer provides vehicle maintenance training, service and parts manuals, and cost if any.
- The least expensive vehicle may not necessarily be the vehicle that has best value. For instance, a higher trim level or a different factory option may be better for the intended use of the vehicle. For more information and guidance on vehicle purchasing visit Edmunds.com or Kelley Blue Book.
- VEH98 Base Vehicle prices do not change until the renewal date - December 1st of each year. Exclusions may apply on a case by case basis such as model redesigns – such unscheduled price increases will be carefully reviewed by OSD before permitting on contract.
- Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the OSD Contract Manager, Lisa Westgate, at lisa.westgate@state.ma.us.



Environmentally Preferable Vehicles

OSD, in consultation with the Department of Energy Resources and the Department of Environmental Protection, is recommending the purchase of more fuel efficient gasoline vehicles or those that utilize alternative fuels. Please join our efforts and consider a “Greener” alternative on the contract and consider these Tips:

- When the option is available, consider an alternative fuel vehicle: electric vehicle, or eco boost or diesel engine packages.
- Use resources like fuelconomy.gov or consider programs like Mass EVIP (see below) to learn more about fuel-efficient vehicles, do a side by side Comparison, and find incentives or tax credits offered for AFVs.
- Opt for the high mileage gas vehicle if only AFVs are not an option.
- Refer to the table to the right for guidance on “green” options on the contract.
- While upfront costs may be greater for “Greener” vehicles, the overall long term costs of maintenance and up-keep may be less. See <http://www.afdc.energy.gov/calc/> for cost calculation of AFV ownership.

For example: The Ford Taurus base price is \$27,084; the cost of purchase and gas over **10 years is \$46,649**. While the Toyota Camry Hybrid base price is \$26,329; and the cost of purchase and gas for **10 years is \$37,304**. (Based on the following assumptions: 15,000 miles per year driven and fuel costs of \$3.00 per gallon; Note: this does not include maintenance costs, though overall maintenance costs have proven to be less due to the fuel-efficient technologies often incorporated into these vehicles. For example, regenerative braking is a common element of fuel efficient vehicles and involves much less wear and tear of the breaks, resulting in longer break life.)

VEH98 Passenger Cars Getting ≥32 MPG	
Gas (7)	
Nissan Versa	35
Chevrolet Spark	34
Nissan Sentra	34
Chevrolet Cruz Eco	33
Honda Civic LX	33
Hybrid (6)	
Honda Accord Hybrid	47
Ford Fusion Hybrid	42
Hybrid Plug In (4)	
Ford C-Max Energi	47
Ford Fusion Energi	47
Chevrolet Volt	37
Electric (2)	
Chevrolet Spark	119
Nissan Leaf	114
Ford Focus	105

**Table created by MA Department of Energy*



Massachusetts Electric Vehicles Incentive Program (MassEVIP)

Offers grant funding for the acquisition of electric or plug in hybrid vehicles and charging stations to Municipalities, Public Universities and Colleges, and State Agencies, which may result in additional savings to the contract prices. Contact Sejal Shah of MassDEP (617 556 1015 Sejal.Shah@State.MA.US) or visit [MassEVIP](#) website for more details on the program.

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