

QUESTIONS?



Agency:
Phone Number:

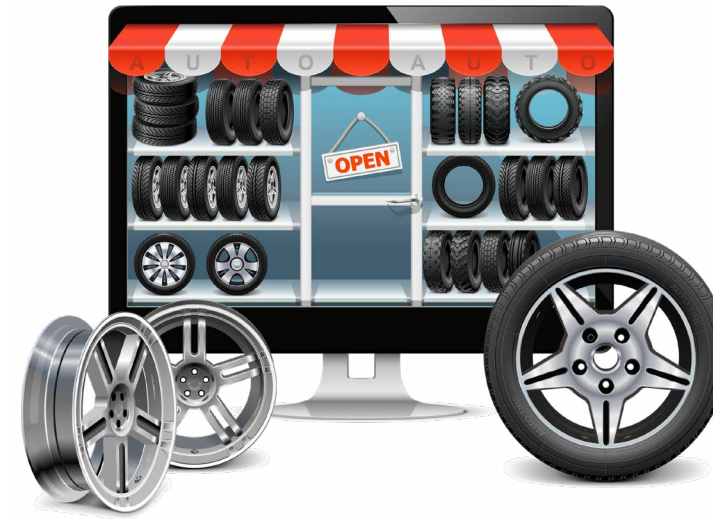
Office of Vehicle Management
(617) 720-3154



Office of Vehicle Management (OVM)
One Ashburton Place, Suite 1608 | Boston, MA 02108

Instructions for Purchasing Tires, Tubes and Services

Statewide Contract: VEH120



**This Vehicle is Leased through
the Office of Vehicle Management**



This vehicle is leased through the Office of Vehicle Management (OVM).

OVM is responsible for the cost of tires, tubes, and services for OVM leased vehicles.

This vehicle is not owned by ***Insert Agency Name***. Drivers must follow the instructions in this brochure when purchasing tires, tubes, and services.

All tire purchases must be made using statewide contract VEH120 Tires, Tubes, and Services. The two manufacturers awarded are *The Goodyear Tire & Rubber Company, and Bridgestone Americas Tire Operations LLC*. VEH120 **only** covers these manufactures. Other tire brands cannot be purchased under the contract.

Drivers must get products and services through each of the vendors' approved respective Corporate Stores or Authorized Dealers.

Steps to Purchase Tires, Tubes and Services

Driver Responsibility

1. Bring the OVM leased vehicle to an approved corporate store or authorized dealer ("shop")
 - If the vehicle needs to be towed to a shop, contact Fleet Response for assistance
 - » Note: Fleet Response will handle roadside service, but they do not handle tire purchases
2. Driver must identify themselves as being with the Commonwealth of MA using Statewide Contract VEH120 for Goodyear or Bridgestone
3. Driver advises the shop what he/she needs
4. Driver advises the shop that they must call OVM for approval, purchase order, and billing info at (617) 720-3154 – once approval, purchase order, and billing information is given, shop may move forward with providing tire purchase
5. Once the tire purchase is complete, the Driver will be notified to pick up the vehicle
6. Driver should ensure that all work has been completed to satisfaction
 - Driver may have to sign a receipt – OVM does not need a copy, but Driver should check with agency on policy
7. OVM is responsible for payment and will be sent invoice from manufacturer.

Shop Responsibility *(for informational purposes only)*

1. Prior to any work being performed, the shop evaluates vehicle needs and calls OVM at (617) 720-3154 for
 - a. Plate#
 - b. VIN
 - c. Odometer
 - d. Tire tread depth
 - e. Tire product code and warranty
2. Shop must obtain approval, purchase order, and billing information from OVM
3. After receiving approval, purchase order, and billing information from OVM, the shop will perform the work and notify the Driver when the vehicle is ready for pickup
4. Shop follows appropriate billing procedures and sends to the manufacturer
5. Manufacturer will bill OVM directly.

