



March 29, 2016

Office of Vehicle Management (OVM)  
Operational Services Division (OSD)  
Commonwealth of Massachusetts

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## Important Dates

### **By the 10th business day of each month**

Provide Monthly Odometer  
Reports to OVM

### **April 22**

OVM04 Contract (OVM fleet  
data system) Expires

### **April 23**

VEH99 Contract (OVM fleet  
data system) Begins

### **April 28**

MASSBUYS\*

[Click here to register to attend!](#)

### **April 30**

Surplus Vehicle Auction in  
Westborough

### **Week of May 9**

VEH99 Kickoff for Executive  
Branch Agencies

We'd love your feedback! After reviewing the contents of this newsletter, [please click here to answer two brief survey questions.](#)

## Surplus Property

### What Agencies Need to Know

The Surplus Property Office handles all vehicle and equipment auctions under the Surplus Property Program across the Commonwealth. If you have any vehicles or equipment that your agency no longer uses, we can post them to the [Current Surplus Property Listing](#) or sell them using our online auction site, saving you a trip to the Westborough lot. After the items sell, the buyers will remove them, helping you get back much needed space.

By utilizing the Surplus Property Program, you are generating more revenue for the Commonwealth while procuring vehicles and/or equipment at little or no cost to your agency. In addition, we track the vehicles your agency puts up for auction, allowing you to use them as turn-ins for new vehicle purchases.

Our next public vehicle auction will be on Saturday, April 30. Agencies, towns, and municipalities will have the opportunity to preview the vehicles during the week prior to the auction, with the preview open to the public that Friday, April 29. Executive branch agencies have the option to request a redeployment of a vehicle instead of having it going up for auction. Towns and municipalities also have this option; however, executive branch agency requests take precedence. Additionally, online auctions regularly occur on the [Auctions International](#) website.

Looking for that hard-to-find vehicle? Have a need for a piece of equipment but don't have room in the budget? The Federal Surplus Property program might be the answer! By participating in the Federal Surplus Program, you will have access to thousands of items eligible to be transferred by the Federal Government at minimal cost to your agency. Interested agencies should contact the Surplus Property Office for access to the federal website.

Don't forget to view the [Current Surplus Property Listing](#) to see what's available. Whether you're looking for electronic equipment, computers, desks, or chairs,

**TBD**  
VEH99 Kickoff for Other Eligible Entities

**June 15**  
VEH84 Contract (SWC fuel cards) Expires

**June 16**  
VEH100 (SWC fuel cards) Begins

**June 30**  
OVM08 (SWC for glass) Expires

**July 1**  
VEH103 (SWC for glass) Begins

**Summer/Fall**  
VEH102 (EV Charging Stations/AltFuel Tech) Begins

**Monthly**  
Check State Inspection Stickers and Passenger Plates for Renewal

**Note:** It is important to check with your agency CFO regarding fund agreements and new vehicle delivery requirements to ensure your purchased or leased vehicles are placed into service prior to the cut-off date (for example, OVM leased vehicles must be in Commonwealth possession by June 30, 2016).

\*OVM/Sourcing Workshop on Vehicle Contracts and Vehicle Policy to be included. More information below.



## Announcements

### OVM at MASSBUYS

**April 28th - Gillette Stadium**  
Strategic Sourcing, OVM, and Mercury Associates will be presenting a combined overview of automotive and fleet-related Statewide Contracts and information. Sourcing will focus on VEH84A, VEH98, and VEH99; OVM will review policy and leasing information; and Mercury Associates will provide the methodology and analysis of determining the Total Cost of Ownership model, which defines monthly and annual vehicle fees for Executive Branch agencies. Additionally, there will be a quick review of purchasing policies for Municipalities and Chapter 30B.

**Fuel Efficient, Hybrid & Alt-Fuel Vehicle Acquisitions**  
If you are looking for more information about hybrid or other alternative vehicles, check out [this site](#), recommended by the Massachusetts Department of Energy Resources, to learn

we may have it. For additional information, please refer to the [Surplus Property homepage](#).

## Policy Highlight

### Fuel Cards

All fuel purchases must be made using Contract VEH84 which currently is awarded to Wright Express (WEX). Fuel cards must be requested from OVM for all Executive Branch vehicles, regardless of GVW. Fuel cards are assigned to a specific vehicle and must be used for all fuel purchases for that vehicle. All charges against the WEX fuel card will be billed directly to the agency for payment. Fuel cards are to be used for Fuel Only purchases and may not be used to purchase other items.

Agencies that have gas-powered equipment or off-road vehicles that are not required by law to be registered should contact WEX to add this additional equipment to their OVM-managed WEX account. The agency is responsible for managing their equipment fuel cards, including ordering and terminating cards, as well as the administration of User PINs. All charges against these cards are billed directly to the agency for payment.

To purchase fuel for occasional rental vehicle usage, agencies should ensure drivers of these vehicles are aware of the agency-specific policy regarding fuel purchases. A fuel card that is assigned to a specific vehicle must never be used for rental vehicle fuel purchases.

**NOTE:** Accurate odometer readings are an essential and critical data point for managing a vehicle. It is mandatory to correctly enter the current vehicle odometer reading during each fuel transaction (do not include tenths of miles). Failure to enter accurate odometer readings will affect various vehicle reporting and tracking stats and possibly jeopardize the future eligibility for a replacement vehicle.

[Click here](#) to view the WEX Fleet Card Driver Video for an overview of how to use the card. For additional information, please refer to OVM policies and procedures on the [OVM homepage](#).

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## Safety 101

### Distracted Driving & Current Law

**Distracted Driving:** The U.S. Department of Transportation defines distracted driving as any activity that could divert a person's attention away from the primary task of driving. For example, did you know texting can be equated to driving the length of a football field while blindfolded? While the most obvious and dangerous activities are reading, texting, or other manual entry of data into a mobile device, eating, drinking, or talking to other passengers are distractions.

Drivers should be aware of their state of mind when driving. Drowsy, preoccupied, or emotional driving also may be dangerous. Many drivers are "on auto-pilot" when driving familiar routes, such as between work and home. They think about their upcoming day or their

more about what's available and stay current on alternative fuel and vehicle news. [This link](#) will bring you to their newsletter sign-up page.

#### **Massachusetts Electric Vehicles Incentive Program (MassEVIP)**

Offers grant funding for the acquisition of electric vehicles (\$7,500 per vehicle) or plug-in hybrid vehicles (\$5,000 per vehicle) and charging stations (up to \$13,500) to Municipalities, Public Universities, Public Colleges, and State agencies, which will result in additional savings to the contract prices. Contact [Sejal Shah](#) of MassDEP (617-556-1015) or visit the [MassEVIP](#) website for more details on the program.



#### **Contact OVM**

##### **Director of Fleet Policy & Administration**

Alex Giannantonio  
617-720-3171  
[alex.giannantonio@state.ma.us](mailto:alex.giannantonio@state.ma.us)

##### **Fleet Response Packets / Registration Questions**

Turhan Shepherd  
617-720-3185  
[turhan.shepherd@state.ma.us](mailto:turhan.shepherd@state.ma.us)

Ted Bunnell (also Surplus Property Questions)  
617-720-3170  
[theodore.bunnell@state.ma.us](mailto:theodore.bunnell@state.ma.us)

##### **1-800-How-Am-I-Driving & POW/MIA Stickers or Maintenance & Incident Repair Questions**

James Guerrier  
617-720-3178  
[james.guerrier@state.ma.us](mailto:james.guerrier@state.ma.us)

##### **Surplus / Turn-in Vehicle Questions**

Tim Morrissey (Westborough Vehicle Lot)  
617-835-3216  
[timothy.morrissey2@state.ma.us](mailto:timothy.morrissey2@state.ma.us)

Paul Guerino (Auction Coordination)  
617-720-3146  
[paul.guerino@state.ma.us](mailto:paul.guerino@state.ma.us)

##### **Questions on Citations (toll, parking, etc.), Recalls, Mileage Reporting & Excise Tax**

Raphaela Miller  
617-720-3136  
[raphaela.miller@state.ma.us](mailto:raphaela.miller@state.ma.us)

##### **Vehicle Management Auditors**

Michael Duplan  
617-720-3177

plans after work, and coast along without paying much attention to the route because it never changes. But think of this: if you get home and realize you can't remember how you got there, what else could you have missed?

**Current Law:** Massachusetts law bans texting for all drivers, as well as cell phone use (either hand-held or hands-free) for both bus drivers and novice drivers. Handheld cell phone use currently is not banned for other drivers, but there is a bill under consideration with the Legislature which may change this (Senate bill 2093/2110). While these laws are in place to prevent the worst of distracted driving behavior, the rest is our responsibility. Regardless of the law, it is important for drivers to remember that all distractions endanger driver, passenger, and pedestrian safety.

**Smoking:** Smoking also is a distraction and is prohibited at all times in state vehicles. Please note this restriction applies to all smoking, including smoking-simulating devices.

Find more information on distracted driving, go to [www.distraction.gov](http://www.distraction.gov). For specific direction regarding Safe Driving in state vehicles, please refer to OVM policies and procedures on the [OVM homepage](#).

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## **Maintenance Tip**

### **Spring Checklist**

#### **Batteries**

- Test and replace old or weak batteries, especially those more than four years old
- Inspect for corrosion on the terminals and cables, and clean, if necessary

#### **Tire Pressure**

- Check air pressure on all tires to maximize fuel economy, as low tire pressure can decrease miles per gallon
- Find the tire pressure specification on the inside of your car door

#### **Belts and Hoses**

- Replace belts that look worn or cracked and hoses that are stiff or very soft

#### **Brakes**

- Inspect the brake system for wear and tear
- Check for appropriate fluid levels on all brake related items

#### **Suspension & Wheel Alignment**

- Inspect shocks and struts to determine any wear and tear or leaks
- Ensure the wheels are properly aligned after a season of rough conditions

#### **Engine Air Filter**

- Replace the air filter to keep dust from entering your engine
- Refer to the vehicle's manual for the

Venus Fan  
617-720-3154  
[wai.fan@state.ma.us](mailto:wai.fan@state.ma.us)

**Fuel Card (WEX) or Owned Vehicle Questions**

Cheryl Cushman  
617-720-3109  
[cheryl.cushman@state.ma.us](mailto:cheryl.cushman@state.ma.us)

**Lease Process or Vehicle Requests Questions**

Karen Rasnick  
617-720-3196  
[karen.rasnick@state.ma.us](mailto:karen.rasnick@state.ma.us)

recommended change time frame

**Windshield Wipers**

- Replace if visibility is impaired
- Check washer fluid level

**Vehicles with Attached Equipment (i.e. plow trucks)**

- Inspect equipment frames before and after the season, looking for breaks, cracks, or rust
- Cleaning the equipment thoroughly to remove road salt, sand and/or other debris is important for maximum usage

**One more thing...**

It's time for spring cleaning, and that includes your vehicles, too! Did you know that the cleanliness of a vehicle can affect its overall repair and maintenance costs? Proper upkeep and cleaning will reduce the chance of corrosion and rust, both of which lead to higher repair costs and lower resale value. In addition, a dirty vehicle may have less visibility, leading to more blind spots and increasing the potential for an incident.

- Spring clean inside your vehicle and remove unnecessary items to decrease the weight of the vehicle
- *Remember!* More weight on the vehicle increases fuel consumption
- Clean the exterior thoroughly, especially the undercarriage, to remove road salt, sand, and other debris
- *Remember!* Vehicle Auditors note the cleanliness of vehicles (inside and out) during agency vehicle reviews

For additional information, please refer to OVM policies and procedures on the [OVM homepage](#).

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## Strategic Sourcing

### Current & Upcoming Statewide Contract Information

**VEH99 - Fleet Information Management System Contract**

*Vendor Awarded!* Chevin has been awarded the VEH99 Contract and system platforms currently are being designed for the following categories of users:

- Executive Agencies that do not require an "in-house" work order system
- Other Eligible Entities (non-Executive State agencies, Towns, Municipalities) that do not require an "in-house" work order system
- Executive Branch agencies that do require an "in-house" work order system
- Other Eligible Entities (non-Executive State agencies, Towns, Municipalities) that do require an "in-house" work order system

A Governance Committee is being formed and strategy team(s) will meet to determine the uniform business processes used within each of the system platforms. Additional members are welcome to join. Please contact Lisa Baker if you are interested in driving this process.

**VEH96 - OEM & non-OEM Light, Medium, Heavy Duty Vehicle Parts & Refined Motor Oil & Lubricants**

*Enrollment Update!* Due to the ever-changing needs of our users, this contract now offers rolling enrollment to OEM vendors. Direct your OEM vendor(s) to COMMBUYS for registration and bidding.

**VEH84 - Fuel Card Contract**

Check the set-up of your account with the vendor

(WEX). We were recently notified that a municipality believed they were under Statewide Contract, only to find out they had missed out on potentially thousands of dollars in Prompt Payment Discounts. Confirm today with either WEX or Lisa Baker.

#### **VEH84A - Maintenance & Accident Repair Contract**

This contract has been extended through October 31, 2016. We expect to go to bid late summer or early fall to ensure the appropriate vendor is in place by November 1. Please contact Lisa Baker if you're interested in being a part of this team.

#### **VEH98 - New Light Duty Vehicles Contract**

*New Vendor Update!* Hyundai vehicles are now available for selection and ordering.

OVM worked alongside Strategic Sourcing on the VEH98 Light Duty Vehicle Contract to create the base vehicle list of more than 500 vehicles, from 11 dealers, under nine brands. These vehicles were chosen for their cost and fuel efficiency within their category.

Executive Agencies must purchase from the VEH98 Base Vehicles Sheet. If any factory options, packages, or accessory upgrades that change the base vehicle specifications are required, the agency must provide a written statement of their reasons for upgrading to a more expensive and/or less fuel efficient version of the vehicle. This statement must be submitted for OVM's review and final approval prior to purchase. If approved, users may do a "Mini-Bid" through awarded dealers to get their desired vehicle. Additionally, users may upfit an existing light duty vehicle through VEH98. Click here for [COMMBUYS List of Dealers and their MBPOs](#).

#### **VEH97 - Tires Contract**

*New Vendor Update!* Michelin Tires are now available on VEH97. See list of authorized dealers in COMMBUYS to make your purchase. MPBO: [PO-16-1080-OSD03-SRC02-0000007028](#)

#### **Sourcing Contact Info:**

[Lisa Baker](#), 617-720-3112

[Lana Gunaratne](#), 617-720-3315

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## **OVM Services**

### **How Can We Help?**

OVM registers Commonwealth vehicles, including those that are not managed by OVM, providing administrative services to those agencies for which it manages vehicles. These are typically Executive Agencies; however, other agencies may opt to utilize OVM services for a fee. These services are listed on the [OVM homepage](#). It is important to note that vehicles managed by OVM also are governed by OVM Policies and Procedures.

OVM also offers a Lease Program that secures funding to purchase vehicles and lease them back to Commonwealth agencies and/or departments. An overview of the program also may be found on the [OVM homepage](#). The FY16 Lease Program still has funding available for additional vehicle purchases. If you have a need for vehicles to replace an aging or poorly maintained fleet, but don't have the funding to purchase replacements outright, OVM leased vehicles may be the answer, as you may spread the costs over five years.

OVM leased vehicles must be in Commonwealth possession prior to June 30, 2016. When placing factory orders, delivery time frames normally are 3-4 months, which would exclude them from OVM leasing for FY16. However, there is an option to request vehicles already in dealer inventory through VEH98. Discuss your vehicle needs with the applicable VEH98 vendors to determine

if they have options available for delivery within the FY16 leasing deadline.

Administrative services (and their related fees) are included when leasing a vehicle through OVM. In addition to acquisition financing and administration, OVM provides maintenance/repair services during the term of the lease. A maintenance/repair fee is charged to cover expected maintenance costs for normal wear and tear incurred by each leased vehicle. A list of items not covered by the Maintenance/Repair Fee is included on the Lease Program Overview found on the [OVM homepage](#).

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