



## VEH103: Windshield and Glass Replacement for Vehicles Statewide Contract

UPDATED: February 24, 2020

<b>Contract #:</b>	VEH103
<b>MMARS MA #:</b>	VEH103*
<b>Initial Contract Term:</b>	July 1, 2016 - July 1, 2019
<b>Maximum End Date:</b>	Three (3) year extension(s) to 2025
<b>Current Contract Term:</b>	July 1, 2019 - June 30, 2022
<b>Contract Manager:</b>	Katherine Orsini, 617-720-3153, <a href="mailto:Katherine.Orsini@mass.gov">Katherine.Orsini@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	25-17-23 Vehicle Windows and Windshields

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This contract provides windshield and glass services for vehicles which include replacement and repairs, mobile services and glass disposal services. In addition to windshields, this contract offers repair and replacement services for the following: flat glass, tempered glass, mirror glass, back glass removal and reinstallation and glass repairs.

*Update: Safelite Autoglass has acquired JN Phillips. Effective December 10, 2019 Safelite Autoglass is the sole awarded vendor on VEH103. Pricing and terms remain the same.*

*If user accounts have not been transitioned to Safelite Autoglass' system please contact Samuel Rice, [Samuel.rice@safelite.com](mailto:Samuel.rice@safelite.com), 614-210-9226.*

## 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.

- Statewide mobile windshield, glass replacement and repair services
- Numerous locations throughout MA and New England
- Prompt Pay Discounts offered

## Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search VEH103 to find related Master Blanket Purchase Order (MBPO) information.

## 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;

### Eligible Entities

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

## Pricing, Quote and Purchase Options

### Purchase Options

Purchases made through this contract will be direct, outright purchases with option for fee for service.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).  
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### Pricing Options

**Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made. Safelite Autoglass offers a discount (% off) the National Auto Glass Specifications (NAGS) List for product pricing. Please see chart below for product and service pricing.

PRODUCTS AND SERVICES	SAFELITE AUTOGLASS
<i>Discount off of NAGS</i>	54%
<i>Kit Cost</i>	\$20
<i>Labor Rate</i>	\$0
<i>1<sup>st</sup> Repair</i>	\$60
<i>2<sup>nd</sup> Repair</i>	\$10
<i>3<sup>rd</sup> Repair</i>	\$10
<i>Mobile Services Charge</i>	\$0
<i>Labor Heavy/Off Road Equipment</i>	\$75/hour
<i>Urethane Kit</i>	\$20
<i>Prompt Payment Discount</i>	2% - 30 days

This is not comprehensive price list. The vendor’s Master Blanket Purchase Order (MBPO) in COMMBUYS has a comprehensive list of services and prices. Please see the [Vendor List and Information](#) section of this document for a direct link to their COMMBUYS MBPO.

To receive contract item information and/or quotes, buyers should contact vendors and reference the statewide contract VEH103.

## COMMBUYS

### Setting up a COMMBUYS Account

[COMMBUYS](#) is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. 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@mass.gov](mailto:COMMBUYS@mass.gov).

### Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How to Purchase from the Contract in COMMBUYS

There are two methods to placing a purchase order for windshields:

1. Initiate a New Release Requisition for placing order for planned goods and services where the costs are known – see instructions below for *Directly purchase fixed price items through COMMBUYS*.

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2. Initiate an RPA (Request for Payment Authorization) Release to when services are unplanned and prices/products are known – see instructions below for *Document items in COMMBUYS that have already been purchased*.

Given the nature of the windshield replacement/repairs, RPA Release Requisitions will be more common.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and print the vendor a Release Purchase Order. Use Advanced Search, in the “Description” field type in VEH103. Select line item that best fits that needs of the products and/or services required. Driver should take the printed PO with them to service location. DO NOT select “email vendor” because it will not go to the location of service and will not be answered.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately. Be descriptive of the circumstances in the “Description” field; UNSPSC code: Replacement 25-17-23 and Repair 31-20-16; attach any approval notes, forms and receipts from the transaction.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section and choose the *How to Create an RPA Release Requisition* job aid.

### **Instructions for MMARS Users**

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@mass.gov](mailto:Comptroller.Info@mass.gov) for additional support.

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## Environmentally Preferable Products (EPP)

This contract provides for the replacement service and parts for cracked or broken windshields. The vendor recycles 100% of all windshields that are replaced.

[EPP Products and Services Guide](#)

## Additional Information/FAQs

### Service Locations

A list of Safelite Autoglass locations can be found as an attachment in the vendor's COMMBUYS MBPO. See the [Vendor List and Information](#) section for a direct link.

### Driver Responsibility

It is the responsibility of the driver to follow their organization's own procedures for providing purchase order numbers and billing addresses to the Contractor at the time of service. Organizations will be billed directly by the vendor and are responsible for payments and any follow up needed to complete the transaction.

### Service Follow Up

Eligible entities should immediately document any poor experiences and send an email to the vendor contact person and Cc the OSD Contract Manager, Katherine Orsini at [katherine.orsini@mass.gov](mailto:katherine.orsini@mass.gov).

### Other Discounts

**Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

## Strategic Sourcing Team Members

Lalana Gunaratne	OSD *
James Guerrier	OSD *
Vincent Micozzi	OSD
Doris Kupis	DOC
Bill Coughlin	City of Boston

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OPERATIONAL SERVICES DIVISION

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Matthew Bradley	City of Boston
Max Feldpausch	DOT *
Griffin Budde	DCR
Craig Tanguay	POL

*\*Inactive*

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**Vendor List and Information\***

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Service Coverage	Prompt Pay Discount
Master Contract Record	<a href="#">PO-20-1080-OSD03-SRC01-18155</a>	n/a	n/a	n/a	n/a	n/a
Safelite Fulfillment, Inc. dba Safelite Autoglass	<a href="#">PO-16-1080-OSD03-SRC02-0000008035</a>	Sean Mullane	207-252-7076	<a href="mailto:Sean.mullane@safelite.com">Sean.mullane@safelite.com</a>	Statewide	2% - 30 days
		<i>During the transition from JN Phillips to Safelite, contract manager Sean Mullane may not be immediately available. Alternate contacts from Safelite are Brittany Eddy, <a href="mailto:Brittany.Eddy@safelite.com">Brittany.Eddy@safelite.com</a>, and Commercial Services, <a href="mailto:Safelite.Boston.Commercial@safelite.com">Safelite.Boston.Commercial@safelite.com</a>, (781) 616-6850</i>				

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