

# Contract User Guide for VEH109

## VEH109: Tires, Tubes and Services

UPDATED: April 10, 2024

<b>Contract #:</b>	VEH109
<b>MMARS MA #:</b>	VEH109*
<b>Initial Contract Term:</b>	April 1, 2019 through March 31, 2024
<b>Maximum End Date:</b>	June 30, 2024 (includes one, three- month extension)
<b>Current Contract Term:</b>	April 1, 2024 through June 30, 2024
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>UNSPSC Codes:</b>	25-17-25 Tires and tire tubes
<b>Notes:</b>	<p><b>VEH120 will replace VEH109 on JUL 1, 2024</b></p> <p>Only Bridgestone/Firestone and Goodyear brand tires are available for purchase through this contract. <i>Contract users will need to procure other tires separately and following the appropriate purchasing procedures.</i></p>

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

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Shipping/Delivery/Returns](#)
- [Additional Information/FAQ's](#)
- [Vendor List and Information](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

### Contract Summary

The Statewide Contract for Tires, Tubes and Services provides a variety of products and services as identified in the [Contract Categories](#) section below. The State of Iowa bid this contract on behalf of NASPO ValuePoint. The Commonwealth has elected to sign a Participating Addendum with two vendors: The Goodyear Tire & Rubber Company and Bridgestone/Firestone Americas, Inc. Contract users will need to procure any other tire manufacturers separately following their organizations purchasing procedures. Contract users will get products and related services through each of the vendors' respective Corporate Stores or Authorized Dealers. There may be Authorized Dealer overlap between vendors. **\*\*This contract is currently part of a three-month extension through 06/30/2024**

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).

Updated: April 10, 2024

Template version: 8.0

Page 1 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Contract Categories

This contract includes a variety of products and services as listed below.

1. Pursuit Performance
2. Automobile Passenger
3. Light Duty Trucks Radial and Bias
4. Medium Commercial
5. Heavy Duty Trucks/Buses
6. Off-the-Road (OTR) and Low Speed Off-Highway Tires Radial and Bias
7. Agricultural Farm Radial and Bias
8. Industrial and Specialty Tires
9. Tire related services: including installation, mount/dismount, flat repair, rotation, wheel balance, alignment, valve install, and pick-up & disposal of small quantities of tires

## 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 when applicable.

- Two established companies with a large corporate store/authorized dealer network presence.
- Favorable discounting from national manufacturers offering a broad selection of tires and tubes.
- Multiple lines of Low Rolling Resistance tires to maintain and increase fuel economy in state's fleet vehicles.
- Fixed discount percentage off list price for 5 years.
- Qualified manufacturers and their Authorized Dealers within each state will provide customer service, sales, installation, and warranty services.
- Awarded manufacturers are required to provide enhanced training and compliance to authorized dealers and corporate locations.

## 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](https://www.commbuys.com) and search for VEH109 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;

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

Updated: April 10, 2024

Template version: 8.0

Page 2 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](https://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

### Eligible Entities

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

Exception: \*Other states and territories\* cannot use VEH109.

## Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

## Pricing, Quote and Purchase Options

Vendor Price Files are subject to change once a year on April 1<sup>st</sup>. For service pricing not listed in the Price File please refer to the corporate stores/authorized dealers’ local contract pricing.

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- When applicable, purchases may include a fee for service

### Pricing Options

**Discount off the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price.

Product and service pricing may be found in each Vendor’s MBPO. Please reference the [Vendor Information](#) page, where all vendor MBPOs are provided. Prompt Pay Discounts (PPD) are not available on this contract.

## How to Use This Contract?

Contract Users will communicate their needs and receive goods and services through corporate stores/authorized dealers. For all VEH109 planned and scheduled services drivers must have a Purchase Order (PO) before going to a corporate store/authorized dealer. Each Vendor’s MBPO in COMMBUYS has a list of corporate stores/authorized dealers. When drivers purchase tires through a corporate store/authorized dealer location it is essential that they know the Bill To address and provide at time of transaction. This will eliminate billing errors under the contract. When contacting a corporate store/authorized dealer, always reference VEH109 to receive contract pricing. Municipalities may use this contract as well.

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).

Updated: April 10, 2024

Template version: 8.0

Page 3 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Executive Agencies Only

### For Executive Agency Owned Vehicles

Upon receiving products and any related services, departments should be billed directly by the prime vendor and are responsible for any payment and follow up necessary to complete the purchase transaction.

OSD has developed a brochure specific for agency owned vehicles to include in their vehicle glove boxes that clearly outline the buying process for drivers on VEH109. Agencies must fill out the highlighted sections and can customize further if necessary. When printing, be sure the document is double sided, so it is formatted correctly.

The brochure template is attached to the Master Contract Record MBPO in COMMBUYS. Reference the [Vendor Information](#) page for the MBPO.

**Note that for Bridgestone/Firestone Americas, Inc. agencies must have their specific account number on the Purchase Order. This will also help eliminate billing issues.**

### For Office of Vehicle Management (OVM) Leased Vehicles

If the vehicle is a **Leased OVM** vehicle, before installation, the shop will call OVM (617-720-3154) for a 5-digit Work Authorization Number. Tire purchases will be billed through the Bridgestone Corporate or Goodyear Corporate Accounts and will be paid by OVM directly.

OSD has developed a brochure specific for leased OVM vehicles to include in their vehicle glove boxes that clearly outline the buying process for drivers on VEH109. Agencies must fill out the highlighted sections. When printing, be sure the document is double sided, so it stays formatted correctly.

The brochure template is attached to the Master Contract Record MBPO in COMMBUYS. Reference the [Vendor Information](#) page for the MBPO.

## 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 [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference VEH109 to receive contract pricing.

## 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

ALL Requisitions / POs need to be set to print; DO NOT email the vendor – the email will be sent to a general email and it will not be received. Print the COMMBUYS PO and manually send (email, fax, hand deliver) to your choice Corporate Store or Dealer for the products and services. The COMMBUYS Catalog contains 12 \$0 line items of broad categories of tires and services. All line items descriptions are searchable by contract # (VEH109) and vendor name.

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).

Updated: April 10, 2024

Template version: 8.0

Page 4 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

- **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 send the vendor a Release Purchase Order.

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 *Make a Statewide Contract Purchase in COMMBUYS* job aid.
  - In the Search field type in the following in the “Item Description” field: “VEH109” and the vendor (“Goodyear” or “Bridgestone”).
  - Select the appropriate zero-dollar line item that suits the category of the tire in the invoice.
  - In the zero-dollar line items, accurately fill in the tire data – tire name, SKU #/ unique identifier.
  - In the “Attachments” tab, attach scans of all records pertaining to order placement (e.g., an unofficial email quote).
  - DO NOT email the vendor – POs must be sent to print

- **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.

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 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.

## Contract Exclusions and Related Statewide Contracts

- [FAC86 Solid Waste and Recycling](#) – Use this contract for bulk tire disposal services
- [FAC116 Lawns and Grounds Equipment, Parts, and Services](#) – Agricultural/farm tires can be purchased through this contract
- [VEH114 Automotive Parts, Refined Motor Oil, Lubricants](#) – Some specialty tires (no retreads) and manufacturers not covered under VEH109 can be purchased off this contract

## Shipping/Delivery/Returns

Delivery **must** be F.O.B. Destination with no delivery expenses or fees paid by users of this contract. Contract user must communicate with the corporate store/authorized dealer for drop ship delivery. Establish a communication plan, contact persons and delivery time DURING the ordering process. Here are some general guidelines:

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).

Updated: April 10, 2024

Template version: 8.0

Page 5 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

- The Contractor should contact the Eligible Entity at least 48 hours in advance of shipment to confirm the time and terms of delivery. The Contractor should not proceed with delivery until approval has been given by the ordering customer.
- All deliveries shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. Changes may be granted with written approval of the ordering entity.
- The Contractors are responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases should show the name of the supplier, name, and address of receiving customer and COMMBUYS PO # if applicable.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the receiving entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price.

## Additional Information/FAQs

### Bill to Information

When drivers purchase tires through a corporate store/authorized dealer location it is essential that drivers know the Bill to Address and provide at time of transaction. This will eliminate billing errors under the contract. It is also important that Buyers know their customer number. Always confirm that the store where the purchase is being made recognizes your account and can find it in their system.

### OEM Tires

All tires are of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

All Police Pursuit Tires are certified for law enforcement are H, V, W, Y, or ZR rated or above. An H rating is the minimum speed rating for tires in this subcategory.

### Tire Disposal

Contractors will provide the collection and proper disposal of scrap tires for the fees outlined in the cost tables. Please note that the purpose of this contract is **not** to provide tire disposal services for large numbers of tires or tire pile cleanup services. Use the [FAC86 Solid Waste and Recycling](#) contract if those services are needed. Make sure to confirm with the vendor on this contract that tires are recycled, and not burned in a waste to energy plant.

### Comments and Complaints

Contract user Comments and/or Issues regarding any aspect of this contract should be emailed directly to the vendor contract contact, noted below under Vendor Information, and copied to the OSD Contract Manager, Kelly Thompson Clark, at [kelly.thompsonclark@mass.gov](mailto:kelly.thompsonclark@mass.gov).

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).

Updated: April 10, 2024

Template version: 8.0

Page 6 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## Strategic Sourcing Team Members

- State of MA participates on the NASPO ValuePoint team

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).

Updated: April 10, 2024

Template version: 8.0

Page 7 of 8

**One Ashburton Place, Room 1608 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



# Contract User Guide for VEH109

## Vendor List and Information\*

Vendor	Extended through 06/30/2024	Master Blanket Purchase Order #	Contact Person	Phone #	Email	SDP Commitment Percentage
Master Contract Record <i>Includes RFP and Amendments, Contract User Guide, Buyer Guidance Documents</i>		<a href="#">PO-19-1080-OSD03-SRC01-15813</a>	Kelly Thompson Clark	617-720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	N/A
Goodyear Tire & Rubber Company	Y	<a href="#">PO-19-1080-OSD03-SRC01-15790</a>	Kenneth Miller	330-796-4352	<a href="mailto:govsales@goodyear.com">govsales@goodyear.com</a>	1%
Bridgestone Americas Tire Operations, LLC	Pending	<a href="#">PO-19-1080-OSD03-SRC01-15789</a>	Gregg Trosper	615-937-3794	<a href="mailto:TrosperGregg@bfusa.com">TrosperGregg@bfusa.com</a>	1%

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

\*\*The Master Contract Record or MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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).

Updated: April 10, 2024

Template version: 8.0

Page 8 of 8

One Ashburton Place, Room 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527