

Contract User Guide for VEH113

VEH113: Fleet Management Services

UPDATED: May 22, 2024

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|-------------------------------|--|
| Contract #: | VEH113 |
| MMARS MA #: | VEH113* |
| Initial Contract Term: | October 1, 2021 – September 30, 2026 |
| Maximum End Date: | One (2) year extension to 2028 |
| Current Contract Term: | October 1, 2021 – September 30, 2026 |
| Contract Manager: | Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@mass.gov |
| UNSPSC Codes: | 78-18-00; 78-18-15 |

*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](#)
- [Subcontractors](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

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

Contract Summary

This is the Statewide Contract for VEH113 Fleet Management Services and will serve as the primary Statewide Contract used by Executive Agencies of the Commonwealth for the goods and *services covered by the Contract. VEH113 replaces VEH84A and VEH103. This contract includes three categories, Vehicle Maintenance & Management, Crash Management & Subrogation, and Risk Management.

The contract supports any Commonwealth fleet vehicles or equipment regardless of Gross Vehicle Weight Rating (GVWR). The Office of Vehicle Management (OVM) will manage vehicles up to 26,000 lb. GVWR for Commonwealth Executive Agencies; any other vehicles or equipment exceeding 26,000 lb. GVWR will be the sole responsibility of the Agency/Department to manage.

Contract Categories

This contract includes 3 categories of service as listed below.

- Category 1: Vehicle Maintenance & Management
- Category 2: Crash Management & Subrogation
- Category 3: Risk Management

**Services are for Commonwealth vehicles only. Vehicles owned by other parties, private citizens, or agencies outside the jurisdiction of the Commonwealth are not serviceable by the VEH113 contract.*

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.

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 and search for VEH113 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH113 visit [PO-22-1080-OSD03-SRC02-23301](#)
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VEH 113 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for VEH113
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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 [Eligible Entities Which May Use Statewide Contracts](#) webpage.

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Page 2 of 7

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Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Supplier Diversity Requirements

When soliciting quotes, the following requirements apply:

| Expected annual value of the RFQ | RFQ process requirements |
|--------------------------------------|---|
| Less than or equal to \$250,000/year | <ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available. • Include SBPP contract language and place it prominently within the RFQ. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria. • Award to a large business only if there is no SBPP participating business meeting departments' best value criteria. • Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria. • See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance. |
| More than \$250,000/year | <ul style="list-style-type: none"> • Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available. • 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. • Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor. |

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

Purchase Options

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

Vendors' price files and service information are located on their individual Master Blanket Purchase Orders in COMMBUYS. Quotes may be solicited from multiple vendors for a combination of the category pricing, vendors may lower pricing depending on the request but cannot go higher than published pricing.

Emergency 24/7 Roadside Assistance is available. Please refer to vendors' Bidder Response Forms in their MBPO for

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Page 3 of 7

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instructions and applicable contact information.

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing and may be further negotiated.

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.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference VEH113 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

- **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.

Obtaining Quotes

Contract users should always reference VEH113 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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

- The *COMMBUYS Purchase Orders* section and choose *Request Quotes From Vendors on Statewide Contracts* 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.

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Page 4 of 7

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Environmentally Preferable Products (EPP)

As the CDC has found that COVID-19 is contracted primarily through [airborne transmission](#), organizations may wish to reevaluate cleaning protocols and apply disinfectants to surface areas only as needed. Disinfectants used for this purpose should be listed on EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#), and it is recommended to choose safer disinfectants (find more information about safer disinfectants on the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage) which may be found on the [FAC118: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies](#) contract. In addition, hand sanitizers must contain at least 60% ethanol per the [Centers for Disease Control \(CDC\) guidance](#).

Contract Exclusions and Related Statewide Contracts

Bulk ordering of Tires; this can be done on VEH109 or successor contract.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Emergency 24/7 Roadside Assistance is available. Please refer to vendors' Bidder Response Forms in their MBPO for instructions and applicable contact information.

Additional Information/FAQs

Geographical Service Area

The service location for this contract is Statewide. Vendors have provided a list of in-network Maintenance and Accident shops. These lists are published on the vendor's specific Master Blanket Purchase Order. All vendors also offer a 24/7/365 call center.

Other Discounts

Prompt Pay Discounts: A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. 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.

If the Needed Product Can Not be Found

If a service cannot be found in the vendor's price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

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Page 5 of 7

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Strategic Sourcing Team Members

- Alex Giannantonio (Inactive)
- Cheryl Cushman, Operational Services Division OVM
- Coleen Kelter (Inactive)
- James Mullins, Department of Developmental Services
- McKenna Petack (Inactive)
- Sara Siddall (Inactive)
- Swen Larson, Department of Fire Services
- Vincent Micozzi, Operational Services Division OVM
- Kelly Thompson Clark, Operational Services Division



OPERATIONAL SERVICES DIVISION

Contract User Guide for VEH113

Vendor List and Information*

| Vendor | Master Blanket Purchase Order # | Contact Person | Phone # | Email | Categories | Counties | Discounts (PPD) | SDP Commitment Percentage |
|--|--|----------------------|------------------------------|--|------------|----------|--------------------------------------|---------------------------|
| **Master Blanket Purchase Order | PO-22-1080-OSD03-SRC02-23301 | Kelly Thompson Clark | 617-720-3184 | kelly.thompsonclark@mass.gov | N/A | N/A | N/A | N/A |
| Rental Concepts Inc. dba Fleet Response | PO-21-1080-OSD03-SRC01-23300 | Kari Hagan | 800-338-0619 216-478-8135 | KHagan@fleetresponse.com | All | All | PPD: 1% - 10 days | 0.5% |
| Element Fleet Corporation | PO-21-1080-OSD03-SRC01-23935 | Tom Scott | 416-574-9534 | tscott@elementcorp.com | All | All | PPD: 1% - 10 days 1% - 15 days | 25% |
| Merchants Automotive Group, Inc. dba Merchants Fleet | PO-21-1080-OSD03-SRC01-23948 | Randy Lavoie | 603-361-0135 | randylavoie@merchantsfleet.com | All | All | N/A | 1% |

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

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

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Page 7 of 7

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