



VEH120: Tires, Tubes and Services

UPDATED: October 15, 2024

Contract #:	VEH120
MMARS MA #:	VEH120*
Contract Category:	Vehicle Acquisition and Maintenance
Initial Contract Term:	July 1, 2024 – June 30, 2027
Maximum End Date:	Three (3) options to renew up to one (1) year each through 2030
Current Contract Term:	July 1, 2024 – June 30, 2027
Contract Manager:	Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@mass.gov
UNSPSC Codes:	25-17-25 Tires and tire tubes
Notes:	Additional vendors may be added to VEH120 as they are awarded on the NASPO ValuePoint agreement. This contract replaces VEH109.

*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](#)
- [How to Use This Contract](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

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

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Updated: October 15, 2024

Template version: 8.2

Page 1 of 10

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Contract Summary

This 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. 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 Statewide Contract replaces VE1109.

Contract Categories

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

1. Tires and Tubes Subcategories
 - Pursuit and Performance Tires
 - Automobile/Passenger Vehicles
 - Light Duty Trucks: Radial and Bias
 - Medium Commercial/Heavy Duty Trucks/Buses
 - Off-the-Road (OTR): Radial and Bias
 - Agricultural/Farm
 - Industrial
 - Specialty Tires
 - EV Tires
 - Retread
2. Product and Service Specifications:
 - Including installation, mount/dismount, flat repair, rotation, wheel balance, alignment, valve install, foam filled, studding, siping, used tire recycling & disposal, tire pressure monitoring system (TPMS)

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.

- 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.
- 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.

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Updated: October 15, 2024

Template version: 8.2

Page 2 of 10

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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 VEH120 to find related Master Blanket Purchase Order (MBPO) information.
- OSD is participating in the NASPO ValuePoint cooperative (RFP0223005113) and information on this contract may be found here: <https://www.naspovaluepoint.org/portfolio/tires-tubes-and-services-2024-2030/>

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.

Exception: Other states and territories cannot use VEH120

Supplier Diversity Requirements

When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

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.

When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

Small Business Award Preference: In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

SDP Commitment: Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large

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Updated: October 15, 2024

Template version: 8.2

Page 3 of 10

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Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder’s company size during the evaluation of the ancillary SDP commitments and total prior year spending.

Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder’s SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder’s SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

Other Requirements:

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. See SDO Template Language. • Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria.

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Updated: October 15, 2024

Template version: 8.2

Page 4 of 10

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	<ul style="list-style-type: none"> • 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.
<p>More than \$250,000/year</p>	<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. • See the Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams for additional guidance. <p>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.</p>

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:

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

Pricing Options

- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Product/Service Pricing and Finding Vendor Price Files

Product and service pricing may be found in each Vendor’s MBPO. Please reference the [vendor information](#) page, where links to all the vendors MBPO’s are provided.

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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 Use This Contract

Contract Users will communicate their needs and receive goods and services through corporate stores/authorized dealers. For all VEH120 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 that it is provided at time of transaction. This will eliminate billing errors under the contract. When contacting a corporate store/authorized dealer, always reference VEH120 to receive contract pricing.

For Executive Agency Owned Vehicles

Upon receiving tires and any related services, agencies should be billed directly by the awarded vendor (not the local shop). Agencies are responsible for receiving an accurate invoice.

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 VEH120. 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.

Best Practice: Agencies are strongly encouraged to use this brochure to eliminate any issues with billing.

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 vendors and will be sent to and 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 VEH120. 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.

Best Practice: Agencies are strongly encouraged to use this brochure to eliminate any issues with billing.

How To Purchase From The Contract

All Requisitions / POs needs 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 11 \$0 line items of broad categories of tires and services. All line items descriptions are searchable by contract # (VEH120) and vendor name.

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Updated: October 15, 2024

Template version: 8.2

Page 6 of 10

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- **Directly purchase a non-fixed price item (\$0 line item) 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: “VEH120” and the vendor
 - 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.

Environmentally Preferable Products (EPP)

This contract provides an optional tire retreading service. A retread tire undergoes the process of replacing the old, worn tread and bonding a new one onto the tire casing, thereby extending the tire lifespan. Tire retreading conserves natural resources, as only the tread needs to be replaced, not the entire tire. It also helps reduce the number of tires that end up in landfills, as the tire lifespan is extended.

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

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.

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Updated: October 15, 2024

Template version: 8.2

Page 7 of 10

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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.

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 [FAC116 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.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance, or other agreements for services entered into during the duration of this Contract must terminate on or before the contract end date stated on the first page of this Contract User Guide



OPERATIONAL SERVICES DIVISION

Contract User Guide for VEH120

Strategic Sourcing Team Members

- State of MA participated on the NASPO ValuePoint Sourcing Team

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Updated: September 16, 2024

Template version: 8.2

Page 9 of 10

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OPERATIONAL SERVICES DIVISION

Contract User Guide for VEH120

Vendor List and Information*

Vendor***	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>	PO-24-1080-OSD03-OSD03-33094	Kelly Thompson Clark	617-720-3184	Kelly.thompsonclark@mass.gov	N/A
Bridgestone Americas Tire Operations LLC	PO-25-1080-OSD03-OSD03-34163	Gregg Trospser	615-815-0769	trospregg@bfusa.com	1%
The Goodyear Tire & Rubber Company	PO-24-1080-OSD03-OSD03-33095	Kenneth Miller	330-796-4352	govsales@goodyear.com	1%

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

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

*** 09/12/2024 - OSD is awaiting contract documents from remaining vendors to add them to VEH120.

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Page 10 of 10

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