

# Contract User Guide for VEH96

## VEH96: Light, Medium, and Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

UPDATED: May 13, 2019

<b>Contract #:</b>	VEH96
<b>MMARS MA #:</b>	VEH96
<b>Initial Contract Term:</b>	July 1, 2015 – June 30, 2018
<b>Maximum End Date:</b>	2 (2) year extensions to 2022
<b>Current Contract Term:</b>	July 1, 2018 – June 30, 2020
<b>Contract Manager:</b>	David Sargeant, 617-720-3118, <a href="mailto:David.Sargeant@mass.gov">David.Sargeant@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	25-17-00 Transportation components and systems

\*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](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Regions](#)

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

### **Contract Summary**

This is a Statewide Contract for Light, Medium, and Heavy Duty OEM & Non-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants. This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, re-refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze and windshield washer solvent.

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: May 13, 2019

Page 1 of 14



*UPDATES:* User guide has been updated to reflect current contract term (July 1 2018 through July 30, 2020) and new contract manager, Maureen Barends.

## Contract Categories

This contract includes three categories of products as listed below.

Category 1: OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts

Category 2: Non-OEM Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts

Category 3: Refined Motor oil & Lubricants

## 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.

- Significant discounts off various Light, Medium and Heavy Duty parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants.
- Vast network of vendors with millions of parts in stock
- Same day delivery
- No delivery charges
- All vendors offer Prompt Pay Discount

## 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 for VEH96 to find related Master Blanket Purchase Order (MBPO) information. 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 [Who Can Use Statewide Contracts](#) webpage.

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: May 13, 2019



## 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.

## Pricing, Quote and Purchase Options

It is recommended that the Eligible Entity seek more than one quote as a good business practice in obtaining best value.

### 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

### Pricing Options

- **Discount off of Manufacturers Suggested Retail Price (MSRP)/Vendor Catalog Price:** Contract pricing is a specified discount off of the MSRP.
- **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.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by on the [vendor information](#) page, where links to all the vendors MBPO's are provided. Each vendor MBPO contains contract pricing.

## 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).

When contacting a vendor on statewide contract, always reference VEH96 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 in COMMBUYS

### Select items from a PunchOut catalog and purchase through COMMBUYS

Some vendors offer PunchOut catalogs. PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

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

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

### 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 *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

### Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

Some vendor MBPO pages have a \$0.00 line item for the product categories they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file. Specific product pricing may be found by in the Vendor MBPOs.

### 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

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: May 13, 2019

Page 4 of 14



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 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.

### Environmentally Preferable Products (EPP)

Antifreeze (Remanufactured): This contract provides recycled antifreeze made from 100%-recycled ethylene glycol in both ready-to-use and concentrated forms in one gallon, 55 gallon drums, and bulk quantities.

Bio-based Lubricants, Equipment and Automotive: Vegetable oils (bio-based products) are included in several oil/fluid products on this contract. These products, made from corn, canola, soy, and other vegetable oils, are used to produce a wide range of lubricants. The majority of companies manufacturing plant-based lubricants have focused primarily on industrial oils. Within this category, certain applications are best suited for plant-based lubricants, including hydraulic oils, total loss lubricants, metalworking oils, and other general oils.

The bio-based lubricants on this contract meet Original Equipment Manufacturer (OEM) product requirements and use the same American Society for Testing Materials (ASTM) standards as petroleum-based fluids.

Users are finding that vegetable oils may offer better performance than petroleum oils in some applications, with the added benefits of being less toxic, renewable, and biodegradable, posing a greatly reduced threat to human health and the environment.

Motor Oil, Re-Refined and Other Bio-based Lubricants: This contract includes re-refined motor oil, bio-based marine/specialty oils, hydraulic oil, gear oil, and brake fluids in addition to remanufactured antifreeze. Choose bio-based, remanufactured and considered biodegradable and derived from non-petroleum sources.

### Specifications

- Re-refined motor oils are certified by the American Petroleum Institute (API) and Society of Automotive Engineers (SAE) and meet International Lubricant Standardization and Approval Committee (ILSAC) requirements.
- Warranties must provide for the full-cost replacement of all equipment that is damaged as direct result of oil that does not meet the required performance specifications when used appropriately.

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: May 13, 2019



- Other oils and lubricants, including bio-based items, are certified to meet the appropriate American Society for Testing and Materials (ASTM) standards and manufacturers' specifications and are available in various quantities.
- Vendors are required to take back empty drums at no additional charge.
- Vendors offer a variety of sizes, including 300-gallon storage tank for motor oil products.

According to the [US Environmental Protection Agency](#), re-refined oils are recycled, and, therefore, helps reduce the depletion of natural resources by using less crude oil; it only takes one gallon of used oil to make 2.5 quarts of re-refined oil; whereas it takes 42 gallons of crude oil to make 2.5 quarts of virgin oil.

Vehicle Parts, Remanufactured Motorized Parts: This contract establishes a list of vendors to provide motorized vehicle parts, accessories, and supplies. Many of these supplies are remanufactured. Ask the vendor about remanufactured parts when ordering.

The following is a list of motorized vehicle parts that are most likely to be remanufactured or have a remanufactured option:

Air brake compressor	Clutches	Fuel pumps	Starters
Air conditioning compressors	Constant velocity drive axles	Generators	Transfer case motors
Air dryers	Crankshafts	Headlamp motors	Transmissions
Alternators	Cruise control products	Intake manifolds	Truck brake shoes
Antifreeze (recycled)	Cylinder heads	Mass air flow sensors (MAF)	Turbo chargers
Anti-lock brake systems (abs)	Distributors	Master cylinders	Vacuum pumps
Batteries	Engine control computers (ECCs)	Motor oil (re-refined)	Water pumps
Blower motors	Engine control modules (ECMs)	Power steering gear boxes	Window lift motors
Brake boosters	Engines	Power steering pumps	Wiper motors
Brake calipers	Flywheels	Rack and pinion units	
Brake valves	Fuel injector pumps	Rear axle	
Carburetors	Fuel injectors	Smog pumps	

Review the [EPP Products and Services Guide](#) for additional information.

## 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 Contact Information for Statewide Contracts](#) list for emergency services related to this contract.



## Shipping/Delivery/Returns

Delivery charges are not authorized. Same day delivery is available for parts, at no additional cost and Contractors have agreed to make a good faith effort to accomplish this. The Contractors are required to deliver goods within one business day after receipt of an order, or at a mutually agreed upon time. All parts which are not in good condition upon delivery shall be promptly replaced by the Contract. All motor oil prices must be F.O.B. destination and must be delivered to the customer within two (2) business days after receipt of an order, unless otherwise agreed upon by both parties.

## Additional Information/FAQs

### Geographical Service Area

Contractors provide service based on Region. Awarded regions are identified for each vendor in the vendor information section of this document. Appendix A contains a breakdown of the cities/towns that fall in each Region.

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. Offered by all vendors. 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 product cannot be found in the vendor's catalog, 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 product meets the scope of the product category, the vendor may be able to add it to their product offerings. Vendor needs prior approval from the contract manager to do this.

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

### 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 and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established

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: May 13, 2019

Page 7 of 14



per each written agreement). No written agreement shall extend more than one year beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

### **Strategic Sourcing Team Members**

- Sara Urato, OSD
- Joe Suppa, OSD
- Karl Brenner, POL
- Stephen Kotski, DOT
- Ken Urato, DOT
- Dennis Wood, Town of Plymouth
- Lisa Westgate, OSD (Procurement Sourcing Lead)

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: May 13, 2019

Page 8 of 14





## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1	Category 2	Category 3	Region 1	Region 2	Region 3	Region 4	Region 5
**[Conversion Vendor]	<a href="#">PO-17-1080-OSD03-SRC02-8794</a>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Atlantic battery company inc	<a href="#">PO-19-1080-OSD03-SRC01-15453</a>	Keith Migell	617-924-2868	<a href="mailto:battery34@aol.com">battery34@aol.com</a>		X		X	X	X	X	X
BWE, LLC dba Brenntag Lubricants Northeast	<a href="#">PO-19-1080-OSD03-SRC3-16239</a>	Al Tetu	800-426-7754	<a href="mailto:blne bids@brenntag.com">blne bids@brenntag.com</a>			X	X	X	X	X	X
D.O.T. FLEETPARTS	<a href="#">PO-15-1080-OSD01-OSD10-00000004505</a>	Jack Bellan	978-455-9082	<a href="mailto:jackbellan@hotmail.com">jackbellan@hotmail.com</a>		X		X	X	X	X	X
Dennison Lubricants	<a href="#">PO-15-1080-OSD01-OSD10-00000004512</a>	Brian Dennison	508-946-0500	<a href="mailto:briand@denlube.com">briand@denlube.com</a>			X	X	X	X	X	X
Elliott Auto Supply Co Inc	<a href="#">PO-19-1080-OSD03-SRC01-14081</a>	Bill Merullo	617-782-1250	<a href="mailto:b.merullo@fmpco.com">b.merullo@fmpco.com</a>		X			X	X	X	X
Gem Auto Parts Co.	<a href="#">PO-19-1080-OSD03-SRC01-15450</a>	Jesse Kaplan	617-569-2288 ext. 8	<a href="mailto:jesse@gemautoparts.com">jesse@gemautoparts.com</a>		X				X	X	
Genuine Parts Company	<a href="#">PO-15-1080-OSD01-OSD10-00000004516</a> Vendor has Punchout available	Donald Lachance	404-386-4157	<a href="mailto:Don_Lachance@genpt.com">Don_Lachance@genpt.com</a>		X		X	X	X	X	X
IEH AUTO PARTS LLC (formerly Uni--Select)	<a href="#">PO-15-1080-OSD01-OSD10-00000004513</a>	Brian Evanoka	856-778-1400	<a href="mailto:bevanoka@autoplusap.com">bevanoka@autoplusap.com</a>		X		X	X	X	X	X
Imperial Parts Ford GM Dodge	<a href="#">PO-15-1080-OSD01-OSD10-00000004514</a>	Jason Maille	508-473-2800	<a href="mailto:jasonm@imperialcars.com">jasonm@imperialcars.com</a>	X			X	X	X	X	X
Jack Madden Ford	<a href="#">PO-15-1080-OSD01-OSD10-00000004517</a>	Karl Potter	781-762-7906	<a href="mailto:parts@jackmaddenford.com">parts@jackmaddenford.com</a>	X					X	X	
Lappen Auto Supply Co., Inc	<a href="#">PO-15-1080-OSD01-OSD10-00000004511</a>	Michael Lappen	781-341-8040	<a href="mailto:mlappen@lappens.com">mlappen@lappens.com</a>		X		X	X	X	X	X
Marcotte Ford Sales Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000004506</a>	Jeff Denis	413-536-1900	<a href="mailto:jeff@marcottford.com">jeff@marcottford.com</a>	X			X	X	X	X	
Norwood Motor Parts (Allied Auto)	<a href="#">PO-15-1080-OSD01-OSD10-00000004515</a>	John Tully	508-588-8500	<a href="mailto:jtully@alliedautoparts.com">jtully@alliedautoparts.com</a>		X					X	X
Palmer Spring Co	<a href="#">PO-15-1080-OSD01-OSD10-00000004507</a>	Doug Palmer	401-351-8300	<a href="mailto:sales@palmer-spring.com">sales@palmer-spring.com</a>		X						X

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: May 13, 2019

Page 9 of 14



Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Category 1	Category 2	Category 3	Region 1	Region 2	Region 3	Region 4	Region 5
Tri State Truck Center, Inc.	<a href="#">PO-15-1080-OSD01-OSD10-00000004509</a>	Richard Coutu	508-735-2835	<a href="mailto:rcoutu@tristatetruckcenter.com">rcoutu@tristatetruckcenter.com</a>	X			X	X	X	X	X
WEST SPRINGFIELD AUTO PARTS, INC.	<a href="#">PO-15-1080-OSD01-OSD10-00000004510</a>	Ronald Lodi	413-781-0251	<a href="mailto:rlodi@wsaparts.com">rlodi@wsaparts.com</a>		X		X	X	X	X	X

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

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: May 13, 2019

Page 10 of 14



**Appendix A:**  
*Regions*

REGIONS		REGIONS		REGIONS		REGIONS	
Abington	5	Blackstone	3	Cheshire	1	East Falmouth	5
Acton	3	Blanford	1	Chester	1	East Freetown	5
Acushnet	5	Bolton	3	Chesterfield	1	East Longmeadow	1
Adams	1	Bondsville	1	Chicopee	2	East Lynn	4
Agawam	2	Boston	4	Chicopee Falls	2	East Orleans	5
Alford	1	Bourne	5	Chilmark	5	East Otis	1
Amesbury	4	Boxborough	3	Clarksburg	1	East Pepperell	3
Amherst	2	Boxford	4	Clinton	3	East Princeton	3
Andover	4	Boylston	3	Cohasset	5	East Sandwich	5
Arlington	4	Braintree	4	Colrain	1	East Taunton	5
Ashburnham	3	Brewster	5	Concord	4	East Templeton	2
Ashby	3	Bridgewater	5	Conway	1	Eastham	5
Ashfield	1	Brighton	4	Cotuit	5	Easthampton	2
Ashland	3	Brimfield	2	Cummington	1	Easton	5
Ashley Falls	2	Brockton	5	Dalton	1	Edgartown	5
Assonet	5	Brookfield	3	Danvers	4	Egremont	1
Athol	2	Brookline	4	Dartmouth	5	Erving	2
Attleboro	5	Buckland	1	Dedham	4	Essex	4
Auburn	3	Burlington	4	Deerfield	2	Everett	4
Avon	5	Buzzards Bay	5	Dennis	5	Fairhaven	5
Ayer	3	Cambridge	4	Dennisport	5	Fall River	5
Baldwinville	3	Canton	4	Dighton	5	Falmouth	5
Barnstable	5	Carlisle	4	Douglas	3	Feeding Hills	1
Barre	2	Carver	5	Dover	4	Fiskdale	3
Becket	1	Centerville	5	Dracut	4	Fitchburg	3
Bedford	4	Charlemont	1	Dudley	3	Florence	1
Belchertown	2	Charlestown	4	Dunstable	3	Florida	1
Bellingham	3	Charlton	3	Duxbury	5	Foxborough	5
Belmont	4	Charlton City	3	East Arlington	4	Framingham	3
Berkley	5	Chartley	5	East Boston	4	Franklin	3
Berlin	3	Chatham	5	East Bridgewater	5	Freetown	5

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: May 13, 2019



Bernardston	2	Chelmsford	4	East Brookfield	3	Gardner	3
Beverly	4	Chelsea	4	East Dennis	5	Gay Head	5
Billerica	4	Cherry Valley	3	East Douglas	3	Georgetown	4
Gilbertville	1	Holland	2	Lowell	4	Milton	4
Gill	2	Holliston	3	Ludlow	2	Monroe	1
Glendale	1	Holyoke	2	Lunenburg	3	Monson	2
Gloucester	4	Hopedale	3	Lynn	4	Montague	2
Goshen	1	Hopkinton	3	Lynnfield	4	Monterey	1
Gosnold	5	Housatonic	3	Magnolia	4	Montgomery	1
Grafton	3	Hubbardston	3	Malden	4	Mount Washington	1
Granby	2	Hudson	3	Manchester	4	Nahant	4
Granville	1	Hull	5	Mansfield	5	Nantucket	5
Great Barrington	1	Huntington	1	Marblehead	4	Natick	3
Greenfield	2	Hyannis	5	Marion	5	Needham	4
Groton	3	Hyannisport	5	Marlboro	3	New Ashford	1
Groveland	4	Indian Orchard	1	Marshfield	5	New Bedford	5
Hadley	2	Ipswich	4	Marshfield Hills	5	New Braintree	2
Halifax	5	Jamaica Plain	4	Marstons Mills	5	New Marlboro	3
Hamilton	4	Jefferson	3	Mashpee	5	New Salem	2
Hampden	1	Kingston	5	Mattapoissett	5	Newbury	4
Hancock	1	Lake Pleasant	1	Maynard	3	Newburyport	4
Hanover	5	Lakeville	5	Medfield	3	Newton	4
Hanson	5	Lancaster	3	Medford	4	Norfolk	5
Hardwick	1	Lanesborough	1	Medway	3	North Adams	1
Harvard	3	Lawrence	4	Melrose	4	North Amherst	1
Harwich	5	Lee	1	Mendon	3	North Andover	4
Harwichport	5	Leeds	1	Merrimac	4	North Attleboro	5
Hatfield	1	Leicester	3	Methuen	4	North Brookfield	3
Haverhill	4	Lenox	1	Middleborough	5	North Dartmouth	5
Hawley	1	Leominster	3	Middlefield	1	North Dighton	5
Haydenville	1	Leverett	2	Middleton	4	North Easton	5
Heath	1	Lexington	4	Milford	3	North Egremont	1
Hingham	5	Leyden	1	Millbury	3	North Falmouth	5
Hinsdale	1	Lincoln	4	Millers Falls	1	North Grafton	3
Holbrook	5	Littleton	3	Millis	3	North Hadley	2
Holden	3	Longmeadow	2	Millville	3	North Orange	2
North Oxford	3	Pocasset	4	South Amherst	2	Three Rivers	1

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: May 13, 2019



North Reading	4	Princeton	3	South Ashburnham	3	Tisbury	5
North Swansea	5	Provincetown	5	South Athol	2	Tolland	1
North Truro	5	Quincy	4	South Attleboro	5	Topsfield	4
North Uxbridge	3	Randolph	4	South Barre	3	Townsend	3
North Westport	5	Raynham	5	South Dartmouth	5	Truro	5
Northampton	2	Reading	4	South Deerfield	1	Tully	1
Northborough	3	Rehoboth	5	South Dennis	5	Turners Falls	1
Northbridge	3	Revere	4	South Easton	5	Tyngsborough	4
Northfield	2	Richmond	1	South Egremont	1	Tyringham	1
Norton	5	Rochdale	3	South Grafton	3	Upton	3
Norwell	5	Rochester	5	South Hadley	2	Uxbridge	3
Norwood	4	Rockland	5	South Lancaster	3	Village of Nagog Woods	5
Oak Bluffs	5	Rockport	4	South Lee	1	Vineyard Haven	5
Oakdale	3	Rowe	1	South	2	Wakefield	4
Oakham	3	Rowley	4	South Yarmouth	5	Wales	2
Onset	4	Royalston	2	Southampton	2	Walpole	5
Orange	2	Russell	1	Southborough	3	Waltham	4
Orleans	5	Rutland	3	Southbridge	5	Ware	2
Osterville	5	Salem	4	Southwick	3	Wareham	5
Otis	1	Salisbury	4	Spencer	2	Warren	2
Otter River	3	Sandisfield	1	Springfield	3	Warwick	2
Oxford	3	Sandwich	5	Sterling	2	Washington	1
Palmer	2	Saugus	4	Stockbridge	3	Watertown	4
Paxton	3	Savoy	1	Stoneham	1	Wayland	3
Peabody	4	Scituate	5	Stoughton	4	Webster	3
Pelham	2	Seekonk	5	Stow	5	Wellesley	4
Pembroke	5	Sharon	5	Sturbridge	3	Wellfleet	5
Pepperell	3	Sheffield	1	Sudbury	3	Wendell	2
Peru	1	Shelburne	1	Sunderland	3	Wendell Depot	2
Petersham	2	Shelburne Falls	1	Sutton	2	Wenham	4
Phillipston	2	Sherborn	3	Swampscott	3	West Acton	3
Pittsfield	1	Shirley	3	Swansea	4	West Barnstable	5
Plainfield	1	Shrewsbury	3	Taunton	5	West Boylston	3
Plainville	5	Shutesbury	2	Templeton	2	West Bridgewater	5
Plymouth	5	Somerset	5	Tewksbury	4	West Brookfield	2
Plympton	5	Somerville	4	Thorndike	1	West Deerfield	2

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: May 13, 2019



West Dennis	5	Wilbraham	2	Westford	3	Worthington	1
West Falmouth	5	Wilkinsonville	3	Westhampton	2	Wrentham	5
West Harwich	5	Williamsburg	1	Westminster	3	Westborough	3
West Hatfield	2	Williamstown	1	Weston	4	West Yarmouth	5
West Millbury	3	Wilmington	4	Westport	5	Yarmouth	5
West Newbury	4	Winchendon	2	Westport Point	5	Yarmouthport	5
West Springfield	2	Winchester	4	Westwood	4		
West Stockbridge	1	Windsor	1	Weymouth	4		
West Tisbury	5	Winthrop	4	Whately	2		
West Upton	3	Woburn	4	Whitinsville	3		
West Warren	2	Woods Hole	5	Whitman	5		
Westfield	2	Worcester	3				
Westford	3	Worthington	1				
Westhampton	2	Wrentham	5				
Westminster	3	Westborough	3				
Weston	4	West Yarmouth	5				
Westport	5	Yarmouth	5				
Westport Point	5	Yarmouthport	5				
Westwood	4						
Weymouth	4						
Whately	2						
Whitinsville	3						
Whitman	5						

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: May 13, 2019