

VEH98: Purchase of Vehicles

UPDATED: 8/19/19

Contract #:	VEH98
MMARS Doc ID #:	VEH98*
Maximum End Date:	Two (2) single year extension(s), to November 30, 2020
Current Contract Duration:	December 1, 2018 – November 30, 2020
Contract Manager:	David Sargeant, david.sargeant@mass.gov , 617-720-3118
This Contract Contains:	SDP, EPP, PPD
UNSPSC Codes:	25-10-00, 25-10-21, 25-19-00, 25-19-17
Notes:	Use this link to view the VEH98 Vehicle Price List

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

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Contract Summary

This Statewide Contract, VEH98: Purchase of Vehicles, provides a comprehensive range of vehicles to meet the needs of Contract Users and includes various vehicles, as outlined in the Contract Categories shown below. Note: the “Other” category represents more specialized vehicles with a minimum of three wheels. There are hundreds of base vehicles available for purchase, as well as the ability to purchase accessories and options offered by each manufacturer and any applicable aftermarket upfit needs for both new and used vehicles. VEH98 has a mini-bid feature so that the Contract User can purchase any specific vehicle through a qualified dealer on contract, or quote a type (i.e. sedan, truck, etc.) across multiple manufacturers.

Contract Categories

This contract includes thirteen (13) categories of vehicles, as listed below.

Category 1:	Passenger Cars
Category 2:	Sport Utility Vehicles (SUVs)
Category 3:	Vans 3A: Light Duty Vans 3B: Heavy Duty Vans
Category 4:	Trucks 4A: Light Duty Trucks 4B: Medium and Heavy Duty Trucks
Category 5:	Special Service Vehicles (SSVs)
Category 6:	Police Pursuit Vehicles (PPVs)
Category 7:	Other
Category 8:	Buses
Category 9:	Excavators
Category 10:	Loaders
Category 11:	Dump Trucks
Category 12:	Forklifts
Category 13:	Tractors

Vehicle List

Click [here to access the Vehicle List](#).

Each line item on the Vehicle List represents a complete base vehicle that can be ordered through that specific dealer, with or without additional options or accessories. Note: options, packages or upfitting may already be included in some line items.

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.

- There are a variety of fuel efficient vehicles as well as Alternative Fuel Vehicles (AFVs) - CNG, Hybrid, Electric, E85, etc.

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- When purchasing AFVs, be sure to understand the infrastructure or other fueling requirements (e.g. DC Fast Charger option on Battery Electric Vehicles), as not all requirements will be obvious
 - Statewide Contract [VEH102](#) may also provide information and options for AFV infrastructure
- This contract features twenty-two (22) Dealerships that offer the following manufacturers: Blue Bird, Case, Chevrolet, Chrysler, Dodge, Doosan, Ford, Freightliner, HINO, Honda, Hyundai, ISUZU, Jeep, Keestrack, LIEBHERR, LiuGong, MACK, Micro Bird, Multihog, New Holland, Nissan, RAM, Toyota, VOLVO, Wacker Neuson, Western Star, Yanmar.
- Many vehicles are assigned to multiple dealers for Contract Users to select at their discretion.
- Options and Accessories offered through the Original Equipment Manufacturer (OEM), as well as Upfit of Aftermarket Add-ons are available through the awarded dealers, typically at a discounted rate (percent off of MSRP, as outlined in the Vehicle List for OEM options and each Dealer’s MBPO for upfits).
- Executive Departments have mandatory special instructions for using this contract, as listed in Who Can Use This Contract.
- VEH98 Mandatory Quotation Form ensures clarity and transparency for all estimates/quotes.
- Upon delivery, light duty vehicles shall include:
 - All aftermarket/upfit add-on/accessories identified in the quote/purchase order
 - At a minimum, three (3) sets of operable keys
 - Original vehicle registration form (for applicable entities only: discuss with Dealer)
 - License Plates (front and back)
 - Valid State Inspection Sticker
 - Full tank of gas
 - Manufacturer’s warranty information
 - Owner’s Manual

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, Price Sheet, specifications, and other attachments, go to COMMBUYS.com. Select the “Master Record” Master Blanket Purchase Order (MBPO) for [PO-20-1080-OSD03-SRC3-17230](#).
(**Note:** Each vendor has their own MBPO that may hold non-pricing vehicle, warranty and brochure docs. The main contract documents are **only** located within the Conversion Vendor)
- To find vendor-specific documents utilize the 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.

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Executive Departments

Executive Agencies must follow the proper approval paths required by the Office of Vehicle Management (OVM) before placing light duty vehicle orders with vendors.

Regardless of whether an Agency is making a direct purchase or utilizing OVM’s lease program (wherein OSD/OVM purchases vehicles on behalf of other Agencies and leases them back over a 5-year term), Agencies must submit to OVM a complete Vehicle Request Workbook that includes the following details:

- Agency contact information and funding source for the vehicle(s) being requested
- Vehicle(s) being requested, including, but not limited to:

Vehicle ID Number	Vehicle Year	Vehicle Make	Vehicle Model
Trim Level	Drive Train	Engine Type	Fuel Efficiency
Base Price	All Options w/Pricing	All Upfit w/Pricing	Total Price

- Vendor(s) chosen by Agency to supply the vehicle(s) being requested
- Justification/need for the vehicle, including, but not limited to:

Narrative explaining need	Usage Type	Number of Trips and Expected Mileage
Driver Name, if applicable	Garage Location	Identify any Emergency Equipment added

- The vehicle(s) to be turned in to OVM’s Westborough, MA lot as one-for-one swaps for the new vehicle(s), including Plate #, Year, Make, Model, VIN and Odometer of the vehicle(s)
- Details regarding compliance, or Alternative Compliance, with the Fuel Efficiency Standard for the State Fleet (FES)
- Affirmation of Agency statements and Agency Fleet Manager’s electronic signature

Send your request to OVM via email with any applicable VEH98 Quote Form(s) from the chosen vendor(s). Upon receipt, OVM will review the request and either:

- Approve the purchase (either direct from Agency or through OVM’s Lease Program) and advise of next steps OR;
- Follow-up with the Agency Fleet Manager on any information that is missing or does not match the VEH98 Contract

Questions should be directed to OVM based on the purchase type: direct purchases, Cheryl Cushman, or OVM Lease Program, Karen Rasnick.

Subcontractors

If the awarded vendor is employing a subcontractor, the vendor is responsible for the subcontractor’s work quality, products used, and any other concerns arising from the subcontractor. Subcontractors may be useful in helping vendors meet their supplier diversity goals.

Upfits are typically subcontracted; see applicable upfit partner lists, by vendor, included in the Vehicle List.

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Pricing, Quote and Purchase Options

Purchase Options

- Purchases made through this contract will be direct, outright purchases. External financing may be obtained in accordance with applicable law. All Executive Branch Agencies leasing vehicles through the Office of Vehicle Management (OVM) are repaying OVM for making direct, outright purchases on their behalf.

Price Structure

Through the “Master Record” MBPO for [PO-20-1080-OSD03-SRC3-17230](#) there is an excel document, “[VEH98 Vehicle List](#),” which will include the date it was last updated. The document has seven (7) tabs, as outlined below. Note - a “~” in any column notes that the detail is not applicable to that specific vehicle line item

- **“Information”**: Lists general information and describes the columns found on Passenger-Lt Duty, Hvy Duty-Other and Accessories tabs, with descriptions.
- **“Passenger-Lt Duty”**: This tab shows all passenger vehicles, and specialty vehicles that have been priced by the vendors. Columns that detail each vehicle line item included are as follows:
- **“Heavy Duty-Other”**: This tab provides similar line item details as the “Passenger-Lt Duty” tab, but for heavier or other vehicles (mostly Category 7 through 13). There are four (4) additional columns specific to these vehicles.
- **“Accessories”**: This tab attempts to list all of the options and/or accessories (packaged and ad hoc) that are available for each vehicle through the OEM. **Note - Price is not included and buyers should request a quote –** this overview, without price, allows the end user to see the breadth of all accessories offered for the make/model. **Do not hesitate to call and seek the vendor’s assistance with completing the quote form.**
- **“Transfers”**: Transfer of equipment from an old unit to a new purchase is covered under VEH98. This price list attempts to take most transfers into consideration.
If an item is missing seek assistance from vendors and seek substantiating quotes (if possible/applicable).
Searching for options should be supported by Excel’s “FIND” function (CTL+F) by entering in the “Find what:” field single words to narrow the search (e.g. radio, light, siren, etc.)
- **“Upfit Vendors”**: This tab highlights the relationships between vendors and their subcontracts that will be performing the actual upfit. For non-New purchases that require additional upfit, quoting should be processed through the vendors, as the PO will continue to be to the vendor who will subcontract to an upfitter.
- **“Misc. Upfit”**: Lists additional items that may be acquired under VEH98. This is not an exhaustive list.

The Vehicle List is intended to provide a comprehensive listing of vehicles to facilitate Contract Users’ ability to efficiently find the specifications they are looking for and compare similar vehicles to ensure they are getting the best value for their needs. That said, it is critical that Users confirm all specifications and pricing with the Dealer(s) before making purchases. OSD makes no guarantee that all specifications provided by the Dealers are accurate. Revisions to this list are made periodically, so it is important that Users reference COMMBUYS to ensure they are looking at the most current list.

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Note: Some vendors offer rebate programs periodically that may be of benefit to you. Be sure to ask about these when requesting a quote.

Obtaining Quotes

End users will create quote requests and forward to vendors for completion and return. Creation of quotes should be based on vehicle requirements. End users should review the Base Vehicle Price Sheet, sorting and/or filtering the list to narrow down applicable choices based on requirements, and complete the [VEH98 Quote Form](#).

Completing the form(s):

Agency(Entity) Information – enter your contact information.

- If the buyer knows the exact vehicle they wish to acquire and that specific vehicle is listed as a line item on the Vehicle List, they may obtain a quote from their chosen vendor for that vehicle and proceed through the Purchase Order process. This includes OEM options and accessories.

Vendor Information – leave blank if requesting multiple vendor quotes leave the vendor information blank; they will complete prior to sending back.

Vehicle information – enter as much as possible, however, leave room for vendors to assist with completing spec needs. Also, if seeking comparisons across manufacturers, enter enough to allow the vendor to quote regardless of manufacturer (i.e. Pickup truck, towing capacity of no less than X, seats X # of people, etc.), enter Accessories topics instead of codes (i.e. vinyl floor covering, auxiliary heater package, power running board, etc.) to allow the vendor to enter the code based on the manufacturer or particular vehicle.

Contract users should always reference VEH98 and the VEH98 Quote form when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value, price and delivery date.

When using the quote form(s):

- 1) Ensure all line items from the vendor match and confirm there are no additional charges.
- 2) If delivery time is a major driver in vendor selection, ensure confirmation of the delivery date.
- 3) If you have questions about information within the quote ask the vendor.
 - a. Communicate any change(s) to the other vendors who will be quoting.
 - b. Always confirm comparison is against exactly what one vendor is quoting against the exact same final vehicle.
- 4) Quotes will result in six (6) line items that total the purchase:

Contract Base Vehicle Price:	\$0.00
OEM Options/Accessories (per vehicle):	\$0.00
Vendor Accessories/Upfit (per vehicle):	\$0.00
Transferred Equipment (per vehicle):	\$0.00
Trade in value:	\$0.00
Total Additional Incentives	\$0.00

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- Enter these line items in:
 - COMMBUYS: For a Purchase Order this can assist to ensure final, all-inclusive pricing as well as documenting the ordering date and anticipated delivery dates.
 - (NOTE: enter the vehicle ID for each entry)
 - MMARS: Where applicable, enter each quoted price for each line item (separation of Light/Medium Duty and Heavy Duty) – comparable lines – see below.
- **A Note About Quotes:** This contract contains specific pricing, but recommends multiple quotes from the list of vendors. **When comparing quotes, confirm all charges are transparent and inclusive from all vendors.**
 - *If every line item doesn't match from one vendor to the next ask why!*

Additional Services

Additional services are found on the “Misc. Upfit” Tab.

Instructions for MMARS Users

Commodity Line	Commodity	CL Description	Unit	Unit Price	Service Contract Amount
1	251000000000	Light / Medium Duty Base Vehicle		\$0.00	\$0.00
2	251000000000	Heavy Duty Base Vehicle		\$0.00	\$0.00
3	251900000000	Light / Medium Duty Accessories		\$0.00	\$0.00
4	251021000000	Heavy Duty Accessories		\$0.00	\$0.00
5	251917000000	Light Duty Upfit		\$0.00	\$0.00
6	251748000000	Heavy Duty Upfit		\$0.00	\$0.00
7	251700000000	Equipment Transfer		\$0.00	\$0.00
8	251000000000	Trade-In		\$0.00	\$0.00

Purchasing Through COMMBUYS

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.

How to Purchase From VEH98 in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate the conversion vendor MBPO (PO-18-1080-OSD01-OSD13-12246), open/download the most current Quote form and Base Vehicle List. Submit the quote form to applicable vendor(s) to complete and return. When possible, process the PO via COMMBUYS.

COMMBUYS Requisition: Direct Release (Standard vehicle purchase)

This contract allows buyers 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 in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, open the *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

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This process should be followed when minimal upfit or accessories are necessary and a quote can be created without a COMMBUYS bid and using all vendor submitted pricing. VEH98 always recommends getting multiple quotes.

COMMBUYS Requisition: Solicitation Enabled (Mini-Bid or Upfit for used/old vehicles)

This contract allows the buyer to solicit quotes from vendors who have MBPOs, or contracts in COMMBUYS. After creating the Requisition, the document can be converted to a Bid, and after approval, sent to selected vendors. This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. For a description of how to complete in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, open the *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Mini-Bid Information:

This process should be followed for the upfit of used/old vehicles or for the Mini-Bid feature. A Mini-Bid should be used when the buyer has either:

- a. An IMMEDIATE and IMMINENT need for a vehicle on the lot, OR
- b. A specific vehicle is NOT on the Contract and an alternate on Contract does not suffice,

ALL Mini-Bid solicitations MUST go through COMMBUYS and Contract Users must clearly state on the COMMBUYS bid what they need and why their need is immediate and imminent or the reason they are purchasing a vehicle not on contract. Once the winning quote is selected, we recommend that if the decision was not based on the lowest bid price, the Contract User clearly state the reasoning.

The intent of the Mini-Bid is to provide Contract Users the opportunity to purchase vehicles in rare and unique circumstances such as in emergencies or when a specific vehicle is not yet offered on contract. The Mini-Bid may also be used to acquire vehicles Off-the-Lot from Prequalified Dealers. All VEH98 contractors are automatically Prequalified Dealers for Mini-Bid purposes.

Environmentally Preferable Products (EPP)

This contract allows departments and political subdivisions to purchase fuel-efficient hybrid, battery-hybrid, electric, and bi-fuel vehicles for inclusion in their fleets. In 2016 the Fuel Efficiency Standards for State Fleets was issued requiring state agencies to purchase more fuel efficient vehicles and those using advanced technologies while also providing flexibility in meeting these requirements in recognition of diverse agency needs and changing technologies. It is recommended that MPG be taken into consideration when seeking vehicle replacement. Additionally, a review of possible tax incentives and/or Green Community initiatives should be considered in the decision making for a new vehicle.

Warranty

This will vary depending on the make and model of the vehicle. Confirm details as needed with the Vendor.

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If the Needed Product Can Not be Found

Contact the vendor(s) by manufacturer and cc david.sargeant@mass.gov for future consideration.

Strategic Sourcing Team Members

- Lisa Westgate (Inactive) – Operational Services Division
- Alex Giannantonio – Office of Vehicle Management
- Karen Rasnick – Office of Vehicle Management
- Chris Bouchard – Town of Becket

OSD is seeking additional members to join the team for the formation of the new contract to replace VEH98 at the end of the contract term (11/30/20). If interested, please contact david.sargeant@mass.gov

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Vendor Information*

Vendor	COMMBUYS MBPO	Contact Person	Phone	Email	Manufacturers	1 - Passenger Cars	2 - Sport Utility Vehicles (SUVs)	3A - Light Duty Vans	3B - Heavy Duty Vans	4A - Light Duty Trucks	4B - Heavy Duty Trucks	5 - Special Service Vehicles (SSVs)	6 - Police Pursuit Vehicles (PPVs)	7 - Other	8 - Buses	9 - Excavators	10 - Loaders	11 - Dump Trucks	12 - Forklifts	13 - Tractors	
ANDCO Inc dba Anderson Motors, Inc	PO-18-1080-OSD03-SRC01-12985	Jim Anderson	401-434-5900	jim@andersonmotors.com	Blue Bird, Micro Bird										X						
Ballard Mack Sales and Service, Inc	PO-18-1080-OSD03-SRC01-13372	Brian Buckley	508-559-0771	bbuckley@ballardtrucks.com	HINO, ISUZU, MACK, VOLVO						X										
Boston Freightliner Inc	PO-18-1080-OSD03-SRC01-12394	Michael Lojacono	617.389.0707	mlojacono@bostonftl.com	Freightliner, Liebherr, New Holland						X					X	X				
Central Chrysler Jeep Dodge of Raynham	PO-16-1080-OSD01-OSD10-00000006263	Deborah Emery	508-823-0101 x4222	Demery@central.us	Chrysler, Dodge, Jeep, RAM	X	X	X		X	X	X	X								
Colonial Ford Inc. dba Colonial Municipal Group	PO-16-1080-OSD01-OSD10-00000006260	Clay Chase	774-283-6400	cchase@buycmg.com	Ford	X	X	X	X	X	X	X	X								
Colonial Ford of Marlboro	PO-18-1080-OSD03-SRC01-13514	Clay Chase	774-283-6400	cchase@buycmg.com	Ford	X	X	X		X	X	X	X								
Colonial Imports South Inc dba Colonial Municipal Group	PO-16-1080-OSD01-OSD10-00000006265	Clay Chase	774-283-6400	cchase@buycmg.com	Honda	X	X	X		X											

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Colonial Nissan of Medford Inc dba Colonial Municipal Group	PO-16-1080-OSD01-OSD10-00000006264	Clay Chase	774-283-6400	cchase@buycmg.com	Nissan	X	X	X		X											
Colonial South Automotive, Inc dba Colonial Municipal Group	PO-16-1080-OSD01-OSD10-00000006262	Clay Chase	774-283-6400	cchase@buycmg.com	Chrysler, Dodge, Jeep, RAM	X	X	X		X	X	X	X								
Dario Diesel Service, Inc.	PO-18-1080-OSD03-SRC01-12395	Aldo Zegarelli	508-753-8177	azegarelli@Dariodiesel.com	Volvo, Hino						X										
Conversion Vendor***	PO-18-1080-OSD01-OSD13-12246	N/A	N/A	N/A	N/A																
Equipment East, LLC	PO-18-1080-OSD03-SRC01-13113	Giovanni Albanese	978-454-3320	giovanni@equipmenteast.com	Doosan, Keestrack, LiuGong, Multihog, Wacker Neuson, Yanmar									X		X	X	X	X	X	X
Gordon Chevrolet, Inc. dba Colonial Municipal Group	PO-16-1080-OSD01-OSD10-00000006261	Clay Chase	774-283-6400	cchase@buycmg.com	Chevrolet	X	X	X		X		X	X								
Harr Imports, Inc.	PO-17-1080-OSD03-SRC02-9066	David Eycleshymer	508-573-2614	deycleshymer@mhq.com	Toyota	X	X	X		X											
Liberty Chevrolet, Inc.	PO-16-1080-OSD01-OSD10-00000006267	Kevin Nugent	781-287-7541	libertychev@nedda.com	Chevrolet	X	X	X		X		X									
Manchester Sports Center Inc.	PO-16-1080-OSD01-OSD10-00000006268	Craig J. Peters	860-645-3100	craig.peters@manchesterhonda.com	Honda	X	X	X		X											

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Marcotte Ford	PO-18-1080-OSD03-SRC01-13511	Rich White	413-536-1900	rwhite@marcottford.com	Ford	X	X	X		X	X		X								
Master Contract Record**	PO-20-1080-OSD03-SRC3-17230	N/A	N/A	N/A	N/A																
MHQ	PO-16-1080-OSD01-OSD10-00000006852	David Eycleshymer	508 573-2614	deycleshymer@mhq.com	Ford	X	X	X	X	X	X	X	X								
Milford Nissan	PO-16-1080-OSD01-OSD10-00000006266	Guy Bedau	774-462-3035	gbedau@milfordnissan.com	Nissan	X	X	X		X											
Mirak Chevrolet Hyundai Inc	PO-16-1080-OSD01-OSD10-00000006259	Justin Loncjoy	781-641-6855	Justinl@mirak.com	Chevrolet, Hyundai	X	X	X		X		X	X								
Monroe Tractor of New England	PO-18-1080-OSD03-SRC01-12393	Charles Miller	508-845-4343	cmiller@monroetractor.com	Case									X		X	X		X		
New England Wheels	PO-18-1080-OSD03-SRC01-13283	Paul LaRose	978-600-0495	plarose@newenglandwheels.com	Ford, RAM			X							X						
Tri State Truck Center, Inc.	PO-18-1080-OSD03-SRC01-12392	Richard Coutu	508-735-2835	rcoutu@tristatetruckcenter.com	Freightliner, Western Star						X										

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

**The Master Contract Record MBPO is the central repository for contract files

***The Conversion Vendor MBPO is used to solicit quotes from multiple vendors

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