Purchase of Vehicles – VEH98

How to Use the VEH98: Purchase Vehicles – Passenger Cars, SUVS, Trucks, Vans, SSVs, PPVs and Others

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

Contract #: VEH98
MMARS Doc ID #: VEH98*
Maximum End Date: Two (2) single year extension(s), to November 30, 2020
Current Contract Duration: December 1, 2017 – December 31, 2018
Contract Manager: Maureen Barends, maureen.barends@mass.gov, 617-720-3155
This Contract Contains: SDP, EPP, PPD

UNSPSC Codes: 25-10-00, 25-10-21, 25-19-00, 25-19-17
Notes:
*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).
Purchase of Vehicles – VEH98

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 Sedans, SUVs, Trucks, Vans, SSVs (Special Services Vehicles) and PPVs (Police Pursuit Vehicles), as well as an “Other” category for 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 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 seven (13) categories of vehicles as listed below.

Category 1: Passenger Vehicles
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 Rated Vehicles (PPVs)
Category 7: Other
Category 8: Buses
Category 9: Excavator
Category 10: Loader
Category 11: Dump Truck
Category 12: Forklift
Category 13: Tractor

Vehicle List
Click here

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, Diesel, etc.
- This contract features twenty-seven (27) Dealerships that offer the following manufacturers: Autocar, Blue Bird, Case, Chevrolet, Chrysler, Dodge, Doosan, ev Transportation Services, Ford, Freightliner, HINO, Honda, Hyundai,

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ISUZU, Jeep, Keestrack, LIEBHERR, LiuGong, MACK, Micro Bird, Multihog, Nissan, Promaster, RAM, smart, Toyota, VOLVO, Western Star, Yanmar.

- Many vehicles are assigned to multiple Dealers for Contract Users to select at their discretion.
- The Mini-Bid feature allows Contract Users to get their desired vehicle or upfit that is greater than $5,000 and not clearly defined within the upfit/accessory spreadsheet through a VEH98 qualified Dealer.
- Discounted Accessories and Upfit of Aftermarket Add-ons are available through the awarded Dealers.
- Executive Departments have mandatory special instructions for using this contract, which can be found below and in detail in Attachment A.
- VEH98 Mandatory Quotation Form ensures clarity and transparency for all estimates/quotes.

**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](http://COMMBUYS.com). Select the “Conversion Vendor” Master Blanket Purchase Order (MBPO) for PO-18-1080-OSD01-OSD13-12246.

  (Note: Each vendor has their own MBPO that holds non-pricing vehicle, warranty, brochure docs. The main contract documents are only located within the Conversion Vendor)

- To find vendor-specific documents, including warranty information, vehicle brochures, pre-established vehicle package details – if applicable, 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;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

**Eligible Entities**

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

**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.

Upfit is typically subcontracted; see applicable upfit lists by vendor.
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 “Conversion Vendor” Master Blanket Purchase Order (MBPO) for PO-18-1080-OSD01-OSD13-12246 there is an excel document, “VEH98 Vehicle List”. The document has six (6) tabs:

- “All Vehicles”: This tab shows all vehicles that have been priced by the vendors. Columns included are:
  - Vehicle Number – the number to reference when quoting and negotiating with the vendors
  - Vendor Name – identifies which vendor has priced this specific vehicle
  - Vendor # – used as a data source for the VEH98 Vehicle List
  - Category – which of the seven (7) categories the vehicle aligns
  - Subcategory (i.e. vehicle class) – narrows down the type of vehicle within each category, such as Compact, Small, Mid-Size and Full-Size (variations of which are found in categories 1-6)
  - Manufacturer (OEM)/Make – which Original Equipment Manufacturer produces the specific vehicle
  - Model Year – model year of the vehicle, as defined by the OEM (does not always indicate year vehicle was manufactured)
  - Model – common model name of the vehicle
  - Trim Level – the trim level of the specific vehicle
  - Drive Train – drive train option for the specific vehicle
  - # of Pass – maximum # of passengers the vehicle can accommodate, including the driver
  - Truck Box Length/Van Roof Height – if applicable, the box length and/or roof height will be listed
  - Towing Capacity – towing capacity, as assigned by the OEM
  - Engine – engine details, as assigned by the OEM
  - Cylinder – # of cylinders in the engine
  - Body Code – assigned by the OEM to represent that specific vehicle; buyers should utilize google to ensure they are purchasing the expected body code
  - Equip/Pkg. Code – a number, or numbers, that represent standard or included equipment and/or packages provided with the specific vehicle by the vendor (number is assigned by the OEM); buyers should utilize google to ensure they are purchasing the expected equipment and/or package
  - Wheel base – the distance between the center of the rear wheel to the center of the front wheel
  - Fuel Tank Size – how many gallons the fuel tank will hold
  - GVW – Gross Vehicle Weight
  - Combined MPG – where applicable, this number represents the combined city and highway miles per gallon achieved by the vehicle, based on EPA-mandated testing; allows buyers the opportunity to assign MPG requirements when researching vehicles
o **Primary Fuel** – which fuel type is the primary fuel source, typically shown in conjunction with the secondary fuel source, as listed in the chart below

o **Secondary Fuel** – which fuel type is the secondary fuel source, typically shown in conjunction with the primary fuel source, as listed in the chart below

<table>
<thead>
<tr>
<th>ENGINE TYPE</th>
<th>PRIMARY</th>
<th>SECONDARY</th>
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<tr>
<td>Gasoline/Unleaded</td>
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<tr>
<td>Diesel</td>
<td>Diesel</td>
<td>BioDiesel</td>
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<td>Flex Fuel (E85) Capable</td>
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<td>Unleaded</td>
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<td>CNG (dedicated)</td>
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<tr>
<td>CNG (bi-fueled/dual fueled)</td>
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<td>Unleaded</td>
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<tr>
<td>Battery Electric (BEV)</td>
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<td>Electric</td>
</tr>
<tr>
<td>Plug-In Hybrid (PHEV)</td>
<td>Electric</td>
<td>Unleaded</td>
</tr>
<tr>
<td>Gasoline-Electric Hybrid (HEV)</td>
<td>Unleaded</td>
<td>Electric</td>
</tr>
<tr>
<td>Diesel-Electric Hybrid (DHEV)</td>
<td>Diesel</td>
<td>Electric</td>
</tr>
</tbody>
</table>

- **MSRP** – Manufacturer’s Suggested Retail Price, including any destination charges that may apply
- **Bid Price** – the VEH98 price of the specific BASE vehicle (not including any additional options, accessories or up fitting, which may be purchased in conjunction with the vehicle)
- **Accessory % Discount** – average percentage off of the OEM options and/or accessories specific to this vehicle
- **Vehicle Acquisition Number (for state entities only)** – this is a vehicle naming convention used by OVM

- **“Accessories”**: This tab attempts to list all of the options and/or accessories (packaged and ad hoc) that are available for each vehicle. Columns included are:
  - **Vendor** – which vendor is offering the specific accessory
  - **Vehicle Number** – cross-reference to the vehicle being purchased
  - **Vehicle Make & Model** – the make and model on which the accessory listed is offered
  - **Product Code** – when completing the quote forms, the product code should be used to represent the accessory
  - **OEM Option, Accessory or Package Description** – description of the accessory being offered
- **Price** – if no price request a quote – Pricing allows an easy outright purchase/quote; an overview with or 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 form.**

- **“Transfers”**: Transfers of equipment from an old unit to a new purchase is covered under VEH98. The 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 – (enter in “Find what:” field) single words to narrow the search (i.e. radio, light, siren, etc.)*

- **“Upfit OEM and non-OEM”**: This is VERY high-level; at the time of quoting, particular attention should be given to ALL details (parts/labor) to ensure a clean and proper comparison. *Searching for options should be supported by Excel’s “FIND” function - CTL+F – (enter in “Find what:” field) single words to narrow the search (i.e. hydraulic, lift gate, Motorola, Whelan, etc.)*

- **“Upfit subcontractors”**: 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 up fitter.

- **“Misc. Upfit”**: Lists additional items that may be acquired under VEH98. This is not an exhaustive list.

- **Quote**: This contract contains specific pricing, but recommends multiple quotes from the list of vendors. **When comparing quotes, confirm ALL charges are transparent from all vendors.**

- **IF EVERY LINE ITEM DOESN’T MATCH FROM ONE VENDOR TO THE NEXT – ASK WHY!**

### 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 either the Short or Long VEH98 Quote form (based on the # of accessories, transfers that will be purchased).

#### Completing the form(s):

Enter your *Agency/Entity* contact information.

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 to spec needs for vendors to assist with completing, OR, if seeking comparisons across manufacturers enter enough to allow 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.) 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, not including construction services, should be awarded based on best value, price and delivery date.

#### When using the quote form(s):

1. Ensure all line items from vendor match – confirm there are no additional charges.

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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 five (5) 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 |

   - Enter these line items in:
     - COMMBUYS for a Purchase Order or an RPA release; 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 under each line item (separation of Light/Medium Duty and Heavy Duty) – comparable lines – see below.

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

Instructions for MMARS Users

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<tr>
<th>Commodity Line</th>
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<th>Unit Price</th>
<th>Service Contract Amount</th>
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<td>Light / Medium Duty Base Vehicle</td>
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<td>$0.00</td>
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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@state.ma.us.

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How to Purchase From VEH98 in COMMBUY5
Log into COMMBUY5, and use the Search box on the COMMBUY5 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 COMMBUY5.

COMMBUY5 Requisition: Direct Release/Line Item MBPO (fixed pricing)
This contract allows buyers to create a Release Requisition in COMMBUY5, submit the requisition for approval, and send the vendor a Release Purchase Order. For a description of how to complete in COMMBUY5, visit the Job Aids for Buyers webpage, open the COMMBUY5 Requisitions section, and choose the How to Create a Release Requisition and Purchase Order (Contract Purchase) job aid.

This process should be followed when minimal upfit or accessories are necessary and a quote can be created using all vendor submitted pricing. VEH98 always recommends getting multiple bids.

COMMBUY5 Requisition: RPA Release
This contract uses a Request for Payment Authorization (RPA) Release. An RPA Release is used to document a contract purchase in COMMBUY5 that already has taken place or to request funds for a product or service that has already been provided. For a description of how to complete in COMMBUY5, visit the Job Aids for Buyers webpage, open the COMMBUY5 Requisitions section, and choose the How to Create an RPA Release Requisition job aid.

Capturing each line item’s dollar purchase along with the Base Vehicle ID is an important and required part of the process.

Purchase Order: Standard Release/Solicitation Enabled
This contract allows the buyer to solicit quotes from vendors who have MBPOs, or contracts in COMMBUY5. After creating the Requisition, the document can be converted to a Bid, and after approval, sent to selected vendors. This COMMBUY5 functionality provides a mechanism to easily obtain quotes, as specified by the Contract. For a description of how to complete in COMMBUY5, visit the Job Aids for Buyers webpage, open the COMMBUY5 Purchase Orders section, and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

Environmentally Preferable Products (EPP)
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.

Warranty
See vendor’s individual MBPOs for warranty information.

If the Needed Product Can Not be Found
Contact the vendor(s) by manufacture and cc maureen.barends@mass.gov for future consideration.
Strategic Sourcing Team Members

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

Seeking additional team members – please contact maureen.barends@mass.gov.
# Vendor Information

<table>
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<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>MMARS</th>
<th>MMARS Vendor Code</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Manufacturer(s)</th>
<th>Regions</th>
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<td>PO-18-1080-OSD03-SRC01-12985</td>
<td>23</td>
<td>VC6000196861</td>
<td>Jim Anderson</td>
<td>401-434-5900</td>
<td><a href="mailto:jim@andersonmotors.com">jim@andersonmotors.com</a></td>
<td>Blue Bird, Micro Blue Bird</td>
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<td>BALISE FORD</td>
<td>PO-17-1080-OSD03-SRC02-9507</td>
<td>13</td>
<td>VC0000497276</td>
<td>Dana Rodman</td>
<td>508-328-2549</td>
<td><a href="mailto:ford@baliseford.com">ford@baliseford.com</a></td>
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<td>Brian Buckley</td>
<td>(508)559-0771</td>
<td><a href="mailto:bbuckley@ballardtrucks.com">bbuckley@ballardtrucks.com</a></td>
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<td>Joe Barry</td>
<td>508-949-0005</td>
<td><a href="mailto:joebarry@barryequipment.com">joebarry@barryequipment.com</a></td>
<td>Doosan</td>
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<td>15</td>
<td>VC6000183791</td>
<td>Michael Lojacono</td>
<td>617.389.0707</td>
<td><a href="mailto:mlojacono@bostonfltl.com">mlojacono@bostonfltl.com</a></td>
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<td>5</td>
<td>VC6000168940</td>
<td>Deborah Emery</td>
<td>508-823-0101</td>
<td><a href="mailto:demery@central.us">demery@central.us</a></td>
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<td>Aldo Zegarelli</td>
<td>508-753-8177</td>
<td><a href="mailto:azegarelli@Dariodiesel.com">azegarelli@Dariodiesel.com</a></td>
<td>Volvo, Hino</td>
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<td>21</td>
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<td>Doosan</td>
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</tbody>
</table>

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<th>Manufacturer(s)</th>
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<td>774-283-6400</td>
<td><a href="mailto:cchase@buycmg.com">cchase@buycmg.com</a></td>
<td>General Motors</td>
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<td>PO-17-1080-OSD03-SRC02-9066</td>
<td>12</td>
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<td>David Eycleshymer</td>
<td>508-573-2626</td>
<td><a href="mailto:jwelch@mhq.com">jwelch@mhq.com</a></td>
<td>Toyota</td>
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<td>PO-16-1080-OSD01-OSD10-00000006267</td>
<td>1</td>
<td>VC6000174135</td>
<td>Fred Wheeler</td>
<td>978-559-9345</td>
<td><a href="mailto:fwwheeler1@verizon.net">fwwheeler1@verizon.net</a></td>
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<td>PO-16-1080-OSD03-SRC01-13511</td>
<td>24</td>
<td>VC6000160295</td>
<td>Fred White</td>
<td>(413)536-1900</td>
<td><a href="mailto:rwhite@marcotteford.com">rwhite@marcotteford.com</a></td>
<td>Ford</td>
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<td>4</td>
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<td>Craig J. Peters</td>
<td>860-645-3100</td>
<td><a href="mailto:craig.peters@manchesterhonda.com">craig.peters@manchesterhonda.com</a></td>
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<td>508-573-2626</td>
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<td>Guy Bedau</td>
<td>774-462-3035</td>
<td><a href="mailto:gbedau@milfordnissan.com">gbedau@milfordnissan.com</a></td>
<td>Nissan</td>
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<td>Jeff Calder</td>
<td>781-641-6855</td>
<td><a href="mailto:jcalder@mirak.motosnap.com">jcalder@mirak.motosnap.com</a></td>
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<td>Charles Miller</td>
<td>508-845-4343</td>
<td><a href="mailto:cmiller@monroetractor.com">cmiller@monroetractor.com</a></td>
<td>Case</td>
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<td>22</td>
<td>VC0000206436</td>
<td>Paul LaRose</td>
<td>978-600-0495</td>
<td><a href="mailto:plarose@newenglandwheels.com">plarose@newenglandwheels.com</a></td>
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<td>VC6000169996</td>
<td>Richard Coutu</td>
<td>508-735-2835</td>
<td><a href="mailto:rcoutu@tristatetruckcenter.com">rcoutu@tristatetruckcenter.com</a></td>
<td>Freightliner, Western Star, AutoCar</td>
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*Note that COMMBUYS is the official system of record for vendor contact information.

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