

## How to Use the Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles Statewide Contract

**Contract #:** OVM10      **Contract Duration:** 12/1/12 to 12/31/15

**MMARS #:** OVM10\*      **Options to renew:** Four, at one year each through 11/30/17

**Contract Manager:** Lana Gunaratne (617) 720-3315 [alana.m.gunaratne@state.ma.us](mailto:alana.m.gunaratne@state.ma.us)

**This contract contains:** Supplier Diversity Plan (SDP), Environmentally Preferable Products (EPP) and Prompt Pay Discount (PPD) Programs

**Last change date:** 10/22/2015

**Notes:** *OVM10 Extension 2 pricing is now available for certain MY 2016 vehicles; please see the price sheet for accurate information. The vehicle list has been reduced on need, popularity, fuel efficient vehicles and make. Contract users should expect transition to COMMBUYS by mid-summer 2015.*

### Contract Summary

This Statewide Contract is for the Purchase of Vehicles (gasoline, hybrid and other alternative fuel vehicles). This Statewide Contract covers the purchase of new Light Duty Vehicles only (GVW 10,000 lbs. or less). It offers a wide selection of sedans, vans, pick-up trucks, as well as SUVs intended primarily for Public Safety use. Each vehicle has been awarded to one vendor, who is responsible for providing comprehensive quotations and placing factory orders. Accessories are available to be purchased only in conjunction with the purchase of a new vehicle. If you wish to purchase accessories separately for a vehicle that is already owned, please see the FIR03 Fire/EMS, Police Equipment & Supplies and Related Services and Repairs contract. Executive Departments have special instructions for using this contract, and must go through OSD's Office of Vehicle Management (OVM). This document offers guidance for the Commonwealth's Executive Departments and Non-Executive Departments and Municipalities respectively.

### Benefits and Cost Savings

- Over 100 available vehicles in various class and fuel types available from Chevrolet, Chrysler-Dodge, Honda, Ford and Toyota
- A variety alternative fuel vehicles available-CNG, Electric, Hybrid Plug-in, and Hybrid.
- Police Vehicles – SUVs and Sedans from multiple makes
- Discounted pricing for over 350 accessories including light bars, grill and deck flashing headlight, hideaway LED & strobe systems, sirens and P/A systems, communications equipment, partitions and prisoner transport, switching, computer mounts, trunk trays, flashlights, spotlights, anti-theft systems and other equipment.
- Maintenance training for vehicles and service and parts manuals available at minimal to no cost
- Easily searchable spreadsheets and clear pricing for vehicles, options and accessories

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions

02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of higher education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent

## Pricing and Purchase Options

Each of the vehicles has been awarded to a sole vendor and can be purchased from that sole vendor only. Users should not seek quotes for vehicles that have NOT been awarded to that vendor. Users can find a list of awarded vendors, vehicles and accessories on the COMMBUYS website. To use this contract follow the directions below:

### COMMBUYS Search for Vehicles and Options:

To find OVM10 on COMMBUYS go to [www.commbuys.com](http://www.commbuys.com):

1. Click on “Contract & Bid Search”
2. Select the “Contracts/Blankets” radio button.
3. Enter OVM10 in the “Contract/Blanket” Description field
4. Click “Find It”
5. The results will display 6 “Contract/Blanket #.” Open the “vCurrent” link in a new window or tab.
  - In the vCurrent notice the “Agency Attachments” towards the middle, there you will find this document, a complete list of vehicles on the contract, detailed directions and required forms for Executive Department, as well as a complete list of awarded vendors on the contract under “Master Blanket/Contract Vendor Distributor List” section.
  - To download attachments, click on the attachment and then click on this  icon when directed to the download page

### To start your vehicle and options selection process:

1. Select the attachment called BASE VEHICLE PRICING MY 2015 excel sheet, which has a complete list of OVM10 vehicles and basic details. [Please note, at the moment Hondas are not on the BASE VEHICLE PRICING MY 2015 information sheet, use the old BASE VEHICLE PRICE sheet for Hondas.]
2. Select the base vehicle(s) from the BASE VEHICLE PRICING MY 2015 sheet where you can sort and filter by vehicle, fuel, class, vendor, make, model, price, MPG, etc. to facilitate your search. [If you don’t know how to filter data on Excel, you can Google “How to filter data on Excel” to get directions.]
3. Once you have decided on your base vehicle(s), note the vendor awarded the vehicle and the unique “Vehicle ID #” on the first column of the spreadsheet.
  - Reference the unique “Vehicle ID #” on any order or communication during this process.
4. Return to the main results page displaying the 6 “Contract/Blanket #.”
5. Listed below the “vCurrent” are links called “Master Blanket Purchase Order” (MBPO) for each vendor on OVM10, select the MBPO that corresponds with the vendor of the vehicle(s) selected off the BASE VEHICLE PRICING MY 2015.
6. Within each vendor link, you will find this Contract User Guide and Excel spreadsheet(s) that contain the options and accessories of the awarded vehicles. Click the spreadsheet that reflects the selected vehicle(s).
7. The options and accessories for each vehicle are in individual tabs labeled with the “Vehicle ID #.” Search and select desired options and accessories.
8. Contact the vendor to discuss your selection and request a quote. Verify with the vendor that you are using the Statewide Contract OVM10.

## Executive Department

Executive Departments must download and read the “Executive Department Purchasing Directions,” to complete your order once you receive your quote from the dealer. In general, Executive Departments must follow the Office of Vehicles Management (OVM) procedures to request vehicles for their agency. Please note OVM will make the final decision on the purchase of vehicle while taking into account the intended use and the need to purchase the most economical and fuel efficient vehicles for the Commonwealth. Executive Departments should also note that the listed vehicle pricing on the contract spreadsheet does not include the OVM lease costs associated with the TELP and other expenses built into the OVM lease amount. Executive Departments must comply with the lease and assignment provisions of [The Office of Vehicle Management Policies and Procedures Manual](#).

## Non-Executive Department Entities

Non-Executive Department eligible entities are not required to go through OVM to request a vehicle purchase. Eligible entities that opt to use this contract will be responsible for ordering and paying for any items purchased under this Contract. Eligible entities will directly deal with the Awarded Vendors for the purchase and delivery of vehicles.

## COMMBUYS Purchase Order Instructions

*Please note this is guidance for future reference. Please continue business as usual until further notice.*

Once your vehicle selection(s) has been made, a quote has been established from the vendor, and proper approvals have been acquired, a Purchase Order, called a Release Requisition on COMMBUYS, must be placed in COMMBUYS. Instructions for [a Release Requisition](#) can be found on a Job Aid in the COMMBUYS section of the OSD website ([www.mass.gov/osd](http://www.mass.gov/osd)).

**Supplementary** OVM10 specific instructions for COMMBUYS Purchase Orders:

1. If purchasing from multiple vendors create a separate Release Requisition for each vendor.
2. **For vehicles that are Model Year 2014 or earlier** enter the Vehicle ID # the “Item Description” field of the Advanced Search. Select the line item for the Base Vehicle AND the line item for the Accessories. Fill in the correct pricing for each item respectively; note that you will not be entering a total vehicle price in either line item but a price for the base vehicle and a price for the accessories separately.
3. **For vehicles that are Model Year 2015** enter the vendor name and “Eligible Entity Purchase Order for Vehicle and Accessories from OVM10 for MY 2015” into the “Item Description” field of Advanced Search. Select the line item, edit the quantity to the number of vehicles and select the item number to the far left. In the “Description” Field type in the Vehicle ID# below the existing information –DO NOT DELETE the existing information; and the fill in total cost of the vehicle in the “Catalog Price/Unit Cost” field. [PLEASE NOTE: Model Year 15 vehicles are not “searchable” in a Requisition Items search.]
4. **For vehicles that are Model Year 2016** enter the vendor name and “Model Year 2016” into the “Item Description” field of the Advanced Search. Three \$0 line items will appear: MY 2016 Vehicles, MY 2016 Aftermarket add-on, and MY 2016 Miscellaneous Items. Each of these line items will contain the vehicle ID numbers of the approved vehicles for MY 2016 for that vendor. Select the line item for MY 2016 Base Vehicle and only enter the BASE VEHICLE PRICE into MY 2016 vehicle line item and enter the vehicle ID number ONLY. Then select the line item for the Aftermarket Add-ons and/or Miscellaneous as appropriate.
5. Attach ALL quotes, forms and any other material acquired during this vehicle selection process.

## Delivery

Contract Users should pay careful attention to the following requirements that Awarded Vendors must adhere to when selling a vehicle through this contract.

- Vehicles purchased by Executive Departments must be delivered to the OVM lot in Westborough.
- The pricing in this Contract includes delivery to any location in the Commonwealth.
- Upon delivery, all vehicles shall include three sets of keys and be cleaned, serviced and ready for

immediate use.

- Vehicles are to be delivered in new condition, “detail” cleaned and free of mileage.
- Vehicles must be delivered fully registered with state license plates (front and back) attached, valid State Inspection stickers, with the original vehicle registration form and one copy of the registration form, manufacturer’s warranty, owner’s manual and related information.
- All fluids must be filled to manufacturer’s recommended capacity and the fuel tank must be full when the vehicle arrives at the final delivery destination.
- The vehicle must be free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, they must be corrected and the vehicle re-inspected prior to acceptance.
- Contract users should fully inspect vehicle to verify that the options and accessories are the same as the original purchase order if applicable. Vehicle should be exactly as ordered both in specifications and price. If there are issues email the vendor contract manager and copy the OSD Contract Manager, Lana Gunaratne, at [Lalana.m.gunaratne@state.ma.us](mailto:Lalana.m.gunaratne@state.ma.us) detailing discrepancies.

## Environmentally Preferable Vehicles

The Operational Services Division, in consultation with the Department of Energy Resources and the Department of Environmental Protection, is recommending the purchase of vehicles that have better emissions and uses alternative fuel. Please join our efforts and consider a “Greener” alternative on the contract.

### Tips:

- When the option is offered, consider an eco-boost or diesel engine.
- Use resources like [fuelconomy.gov](http://fuelconomy.gov) to learn more about a fuel-efficient vehicles and tax credits offered for AFVs.
- Opt for the high mileage gas vehicle if AFVs are not an option.
- Refer to the table to the right for guidance on “green” options on the contract.
- While upfront costs may be greater for “Greener” vehicles, the overall long term costs of maintenance and up-keep may be less.

**For example:** The Ford Taurus base price is \$27,084; the cost of purchase and gas over **10 years is \$44,908**. While the Toyota Camry Hybrid base price is \$26,329; and the cost of purchase and gas for **10 years is \$37,304**. (Based on the assumptions 12,000 mile per year driven and gas stays at \$3.75 per gallon over 10 years; does not include costs of maintenance and up-keep, etc.)

OVM10 Passenger Cars Getting >32 MPG	
Gas (6)	
Chevy Spark	34
Chevy Cruz Eco	33
Honda Civic LX	33
Ford Fiesta Sedan	32
Toyota Corolla	32
Toyota Yaris	32
Hybrid (7)	
Toyota Prius	50
Honda Accord Hybrid	50
Honda Civic	45
Toyota Prius V	42
Ford Fusion	42
Honda Insight	42
Toyota Camry	41
Ford C-Max	40
Hybrid Plug In (4)	
Ford C-Max	47
Ford Fusion	47
Toyota Prius	50
Chevy Volt	37
Electric (2)	
Ford Focus	105

*\*Table created by MA Department of Energy Resources*

## Additional Information:

- Vehicle specifications are available for all vehicles upon request from vendor. Refer to the specific vendor’s options and accessories spreadsheet verify if the vendor provides vehicle maintenance

training, service and parts manuals, and cost if any.

- The least expensive vehicle will not necessarily be the vehicle that has Best Value, for more information and guidance on vehicle purchasing visit [Edmunds.com](http://Edmunds.com) or [Kelley Blue Book](http://Kelley Blue Book).
- Pricing for vehicles is valid through January 30th of each year and does not change. As the next year vehicle models become available, the base vehicle pricing spreadsheet will be updated to reflect model year only. The pricing for a vehicle is only changed when the contract is renewed on February 1<sup>st</sup> of each year with supporting documentation from the corporate manufacturer.
- Accessories are available to be purchased only in conjunction with the purchase of a new vehicle. If you wish to purchase accessories separately for a vehicle that is already owned, please see the FIR03 Fire/EMS, Police Equipment & Supplies and Related Services and Repairs contract.
- Section 3.11.3 of the contract encourages additional competitive bidding for high volume purchases.
- Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the OSD Contract Manager, Lana Gunaratne, at [Lalana.m.gunaratne@state.ma.us](mailto:Lalana.m.gunaratne@state.ma.us).

### Prompt Payment Discount (PPD)

Vendor Name	< 10 days	< 15 days	< 20 days
Manchester Honda	0.25%	NA	NA
Mirak Chevrolet	0.3%	0.2%	0.1%
Imperial Chevrolet	0.5%	NA	NA
Natick Auto Sales, Inc., dba MHQ	0.5%	NA	NA

### Awarded Vendor List and Contact Information

The awarded vendors are listed below. This information can be found in the "Vendor" section of the vCurrent on [COMMBUYS.com](http://COMMBUYS.com).

Vendor Name	Contact Person	Phone Number	Email	Program
Manchester Honda	Craig J. Peters	860-645-3100	<a href="mailto:craig.peters@manchesterhonda.com">craig.peters@manchesterhonda.com</a>	SDP, EPP, PPD
Mirak Chevrolet	Jeff Calder	781-641-6855	<a href="mailto:jcalder@mirak.motosnap.com">jcalder@mirak.motosnap.com</a>	SDP, EPP, PPD
Imperial Chevrolet	Jim Burke	508-221-3159	<a href="mailto:jamesburke@imperialcars.com">jamesburke@imperialcars.com</a>	SDP, EPP, PPD
Natick Auto Sales, Inc., dba MHQ	David Eycleshymer	508-573-2614	<a href="mailto:deycleshymer@mhq.com">deycleshymer@mhq.com</a>	SDP, EPP, PPD

### Standard Warranty Information by Manufacturer

Coverage Category	Chevrolet	Dodge	Ford	Ford Interceptor	Honda	Toyota
Basic Coverage	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles	36 months 36,000 miles
Powertrain Coverage	60 months 100,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 100,000 miles	60 months 60,000 miles	60 months 60,000 miles
Hybrid Components	N/A	N/A	10 years 150,000 miles	N/A	15 years 150,000 miles	8 years 100,000 miles
Rust Through Coverage	N/A	N/A	N/A	N/A	N/A	60 months Unlimited miles

Coverage Category	Chevrolet	Dodge	Ford	Ford Interceptor	Honda	Toyota
Battery Components	<b>10 years</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

## Strategic Sourcing Services Team Members

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