

## How to Use the Tires, Tubes & Services Contract

**Contract #:** VEH97

**Contract Duration:** 06/01/2015 to 03/31/2017

**MMARS #:** VEH97\*

**Options to renew:** One 2 year renewal

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

**Last change date:** 10/19/2015

**Note:** Effective Immediately for Executive Agencies, Contract Users can only get regular services or products if their requests are accompanied with a COMMBUYS Purchase Order (see Section “Pricing and Purchasing Options”). NOTE: Contract Users can only purchase Bridgestone or Goodyear Tires, other tires will need to be procured separately.

### Contract Summary

This contract is the Value Point (WSCA-NASPO) Tires, Tubes and Services Contract. State of Utah bid this contract on behalf of Value Point. The Commonwealth has elected to sign a Participating Addendum with two of the vendors: The Goodyear Tire & Rubber Company, and Bridgestone Americas, Inc. The Commonwealth is pursuing a Participating Addendum with the third vendor Michelin America. Contract users will get vendor products and related services through each of the vendors’ respective Corporate Stores or Authorized Dealers; there may be Authorized Dealer overlap between the vendors.

### Benefits and Cost Savings

- Large variety of tires available for pursuit vehicles, passenger vehicles, trucks and large equipment.
- More options for location, large variety and competitive prices across the Commonwealth.
- Emergency Roadside assistance offered by the Authorized Dealers

### 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 high 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

## How to Use This Contract?

Contract Users will communicate their needs and receive the goods and services through the Corporate Stores or Authorized Dealers of the Prime Vendors. Each Prime Vendor's MBPO in COMMBUYS has a list of Authorized Dealers that contract users may use. All Executive Agencies must take a PO from COMMBUYS to distributor in order to get services. See instructions below for placing POs in COMMBUYS.

**For Department Owned vehicles:** Upon receiving products and/or services, departments should be billed directly by the prime vendor and are responsible for any payment and follow up necessary to complete the purchase transaction.

**For Office of Vehicle Management (OVM) Leased vehicles:** If the vehicle is a **Leased OVM** vehicle, before installation, the shop will call OVM (James Guerrier 617-720-3178) for a 5 digit Work Authorization Number. Tire purchases will be billed through the Bridgestone Corporate or Goodyear Corporate Accounts and will be paid by OVM directly.

## How to find information in COMMBUYS

This contract has 2 MBPOs in COMMBUYS; one for Goodyear Tire & Rubber Company and the other for Bridgestone Americas, Inc. Each has been set up as a line item catalog in COMMBUYS.

Bridgestone: Master Blanket [PO-15-1080-OSD01-OSD10-0000004459](#)

Goodyear: Master Blanket [PO-15-1080-OSD01-OSD10-0000004461](#)

### How to find vendors and products in COMMBUYS from Public View an not logged in:

1. Click on "Contract & Bid Search"
2. Select the "Contracts/Blankets" radio button
3. Enter VEH97 in the "Contract/Blanket" Description field
4. Click "Find It"
5. Two MBPOs will come up – Goodyear and Bridgestone, select a vendor/MBPO
6. Download the price list found in the "Agency Attachment" Section, then use the filters to find products

\*Please note the best way to find products is by downloading the Excel pricing spread sheet in each Vendor's MBPO.

### How to find vendors and products COMMBUYS If you are logged in:

1. Click on the "Advanced Search" magnify glass in the upper right hand corner.
2. Select Contract/Blanket from the drop down menu
3. Type in VEH97 under "Contract/Blanket Description"
4. Click "Find It"
5. The results will display 2 "Contract/Blanket #"
6. To view a specific vendor's price sheet click on their corresponding "Contract/Blanket#"
7. In each vendor's MBPO, there are attachments with prices and distributors respectively under the "Agency Attachment" Section. Download each Excel sheet for the information

## Pricing and Purchase Options

- The Master Price List sheets are subject to change once a year on April 1st.
- For any service prices not listed in the services lists please refer to the Authorized Dealers' Local Contract Pricing posted in COMMBUYS.
- Executive Agencies needs to take a COMMBUYS Purchase Order hard copy to receive regular products and services, the Purchase Order contains the following important information:

- Tire SKU – accurately.
- Tire quantity
- Ship to Address
- Bill to Address

### **How to place an order in COMMBUYS:**

- **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 by any distributor. Print the COMMBUYS PO and manually send (email, fax, hand deliver) to your choice Corporate Store or Distributor for the products and services.**
- The COMMBUYS Catalog contains 12 \$0 line items of broad categories of tires and services.
- COMMBUYS Search: All line items descriptions are searchable by contract # (VEH97) and vendor name.
- **Searching for Items when creating a requisition:** First, follow the [How to Create a Release Requisition](#) Job Aid until you come to the “Items” tab Search field, then:
  - In the Search field type in the following in the “Item Description” field: “VEH97” and the vendor (“Goodyear” or “Bridgestone”).
  - 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.
  - Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
  - In the “Attachments” tab, attach scans of all records pertaining to order placement (could be an unofficial email quote), receipt of goods or services and final invoice.
  - The final invoice amount should match the Release Requisition total.

### **Three methods to getting tires and services off of VEH97:**

#### **1. Dropship Orders:**

1. Initiate a requisition and Place Full Order, or
2. Initiate a requisition and Set up Purchase Order and place partial receipts as necessary. In such purchase orders insert the following language in the special instructions box of the PO: “ This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

#### **2. Planned Tires Service at location:**

If it is a planned tire replacement, initiate a Requisition; if there are any changes to the Requisition after replacement, they can be corrected with a Change Order, or

#### **3. Tire Emergency**

In an absolute emergency, or in situations where it is impractical/impossible to initiate a Requisition BEFORE getting tires replaced, use a RPA Release requisition to document the purchase after the fact. **This is the ONLY case an RPA Release should be used to record purchases.**

- **Note on entering RPA Release Requisitions:** RPA Release allows contract users to capture spend after-the-fact associated with a contract in special circumstances. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. Follow the directions in the RPA Release Job Aid located at [Job Aids for Purchasers](#). For more details please consult the COMMBUYS Policy Document. Only enter one invoice per Release Requisition.

## Additional Information

### OEM Tires

All New Tires are of quality that is Class “A” current production tires of the latest design and construction. Class “A” tires are at least first line, first grade, and are of no lower quality than tires normally furnished in representative quantities as standard original equipment for automobiles, trucks, tractors and similar vehicles.

All Police Pursuit Tires are certified for law enforcement, which includes **H** and **V** speed rating certification.

### Additional Services

Authorized Dealers can provide a number of tire related services. These include tire mount/dismount, spin balance, computer balance, valve install, and pick-up and disposal of **small** quantities of tires. See cost Authorized Dealer Contract Price lists for detailed cost information.

### Emergency Services – outside of business hours or during “State of Emergency”

- Bridgestone: Pete’s Tire Barn is designated to respond to emergencies - 781 721-9070
- Goodyear: 1-866-353-3847

### 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 Scrap Tire Disposal Services contract, FAC86, if those services are needed.

**Minimum Order:** There is no minimum order.

### Delivery

Delivery **must** be F.O.B. Destination with no delivery expenses or fees paid by users of this contract.

Contract user must communicate with the Authorized Dealer for Dropship Delivery of Tires. Establish a communication plan, contact persons and delivery time DURING the ordering process. Here are some general guidelines:

- The Contractor should contact the Eligible Entity at least 48 hours in advance of shipment to confirm the time and terms of delivery. The Contractor should not proceed with delivery until approval has been given by the ordering customer.

- All deliveries shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. Changes may be granted with written approval of the ordering entity.
- The Contractors are responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases should show the name of the supplier, name and address of receiving customer and COMMBUYS Purchase Order number.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment must either be replaced, at no cost to the receiving entity, or returned at the expense of the Contractor, for a refund or credit of the purchase price.

**Comments and Complaints:**

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Lana Gunaratne, at [lalana.m.gunaratne@state.ma.us](mailto:lalana.m.gunaratne@state.ma.us).

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