

How to Use the VEH98: Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles Statewide Contract

Contract #: VEH98 **Contract Duration:** 12/1/2015 – 12/1/2016

MMARS #: VEH98* **Options to renew:** Four, at one year each through 11/30/2020

Contract Manager: Lana Gunaratne (617) 720-3315 lalana.m.gunaratne@state.ma.us

Last change date: 11/30/2015

Notes: SSST is currently seeking Qualified Dealers for Toyota and Hyundai Products, as well as an “Option 2” for Ford and Chevrolet SSV Products. These products are expected to be available by January 30, 2016.

Contract Summary

This Statewide Contract is for the comprehensive Light Duty Vehicle needs of the Contract User – which includes Sedans, SUVs, Trucks, Vans SSVs and PPVs (GVW 10,000 lbs. or less). There are over 500 base vehicles available for purchase, including applicable aftermarket upfit needs for both new and used vehicles. Most vehicles have been awarded to two Dealers and contract user has discretion to choose either Dealer. VEH98 has a mini-bid feature for vehicles not included in the contract so that the Contract User can purchase their desired vehicle through a qualified Dealer on contract.

Benefits and Cost Savings

- This contract offers a wide range of products in 6 Categories:
 - Category 1: **Passenger Cars – 30 Vehicles**
 - Category 2: **Sport Utility Vehicles (SUVs) – 30 Vehicles**
 - Category 3: **Vans – 171 Vehicles**
 - Category 4: **Trucks – 274 Vehicles**
 - Category 5: **Special Service Vehicles (SSVs) – 12 Vehicles**
 - Category 6: **Police Pursuit Rated Vehicles (PPVs) – 15 Vehicles**
- There are a variety of fuel efficient vehicles as well as Alternative Fuel Vehicles (AFVs) - CNG, Hybrid, Electric, Diesel, etc.
- This contract features 10 Dealerships that offer **Chevrolet, Dodge, Ford, Honda, Nissan and Ram** products.
- Most vehicles are assigned to two Dealers for Contract Users to select at their discretion:
- The **Mini-Bid** feature allows contract users to get their desired vehicle through VEH98’s 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 below and in detail in Attachment A.
- Standard VEH98 Final Quote Form to ensure clarity and transparency in all quotes.

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

VEH98 offers a variety of Light Duty products, options and services for the Contract User.

Primary Function of VEH98

1. **Purchase Light Duty Vehicles:** Contract Users can choose from over 500 vehicles, and most vehicles have 2 Options. In cases where there are 2 Options, Contract User may choose Option 1 or 2 at their discretion. Further, Contract User can discuss any upfitting need they may have with the Awarded Dealer, which will arrange for the needed modifications.
 - **Option 1** indicates the top bidder
 - **Option 2** indicates the second bidder (*red and italicized*)

Note: Option 1 (top bidder) does not mean lowest price; rather it means that bidder scored the highest number of points according to VEH98 both qualitative and quantitative evaluation criteria. Therefore Option 1 Dealer may have a higher base vehicle price than Option 2 Dealer.

Alternate Functions of VEH98 (specific directions are in the respective MBPOs)

1. **Purchase an “Off Contract” Vehicle/Mini-Bid Feature:** For Vehicles not offered on contract, Contract Users may seek 3 quotes from the VEH98 Qualified Dealers and request a solicitation; this feature is only available through COMMBUYS in this PO-16-1080-OSD03-SRC02-00000006279. For details and instructions select document labeled “VEH98 Mini-bid Instructions” within the MBPO.
2. **Upfit of “Old” Vehicles:** For “older” vehicles that need upfitting and not permitted by FIR04, Contract Users may seek 3 quotes from the VEH98 Qualified Dealers and request a solicitation; this feature is only available through COMMBUYS in this PO-16-1080-OSD03-SRC02-00000006279. For details and instructions select document labeled “VEH98 Old Vehicle Upfit Instructions” within the MBPO.
3. **Purchase of “Fully Spec’ed” Vehicle:** Contract Users may purchase any of the following 3 fully spec’ed vehicle from the respective Dealer with modifications up to \$1000. [Please note, these vehicles are for the MA Department of Corrections –any DOC specific Decals will be removed /adapted to the purchasing entity’s needs.]
 - a. Van – currently under negotiations
 - b. SUV – currently under negotiations
 - c. Van – currently under negotiations

Factory Options and Accessories, and After Market Add-Ons

- OEM Factory Options and Accessories are available for a Percent (%) Discount. Percent Discounts are available per manufacturer by Dealer and it is listed next to the Bid Price.
- After Market Add-ons are also available for a percent discount by manufacturer.
- Equipment Transfer is also available for a flat rate per job by each participating Dealer.

VEH98 Final Quote Form

The VEH98 Final Quote Form is mandatory for all VEH98 purchases. This Form contributes to clarity and transparency of both the Contract User and the Dealer. This form establishes accurate delivery dates; transaction details; contact information; and clear pricing for final vehicle including any factory options, aftermarket add-ons or other services.

Mandatory Executive Agency Procedure

Executive Departments must download and read the “**Attachment A: Executive Branch Agency Instructions for Utilizing VEH98,**” found here PO-16-1080-OSD03-SRC02-00000006279. Executive Departments must follow the Office of Vehicles Management (OVM) procedures to request vehicles for their agency. 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. Vehicles purchased by Executive Departments must be delivered to the OVM lot in Westborough. 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](#).

Tips for the Contract User

- Read and understand Section 3 of VEH98 RFR for details on selecting, ordering and delivery of vehicles off of the contract – including compensation option for excessively delayed/damaged vehicles.
- If there are two Dealer options for your vehicle of choice, we recommend that you request a complete quote for your desired vehicle from each Dealer before deciding on Dealer.
- Executive Agencies should consider Prompt Payment Discounts offered by the Dealers – see page 6 below.
- Always verify delivery times with Dealer and understand any possible delays in the process.
- Total life cycle cost of vehicle is based on PO-16-1080-OSD03-SRC02-00000006279. We recommend exploring fuel efficient and selecting greener alternatives vehicles as much as possible.
- At any point in the process the Contract User is entitled to get valid documentation of current MSRP/List pricing for their vehicle upfits and aftermarket add-ons.
- We recommend negotiating lower prices for bulk vehicle purchases.

COMMBUYS

To receive full benefits of VEH98, Contract Users must use COMMBUYS. Certain aspects of VEH98 such as Upfitting of Old Vehicles and Minibids are not available outside of COMMBUYS. If Contract User does not have an account, they can sign up for a free account by going to www.commbuys.com; the user can find access to trainings there as well.

There are 11 MBPOs on COMMBUYS relevant to VEH98:

MBPO Description	MBPO Number
Master MBPO	PO-16-1080-OSD03-SRC02-00000006279
Colonial Ford, Inc.	PO-16-1080-OSD01-OSD10-00000006260
Colonial Imports South, Inc.	PO-16-1080-OSD01-OSD10-00000006265
Colonial Nissan of Medford, Inc.	PO-16-1080-OSD01-OSD10-00000006264
Colonial South Automotive, Inc.	PO-16-1080-OSD01-OSD10-00000006262
Gordon Chevrolet, Inc.	PO-16-1080-OSD01-OSD10-00000006261
Liberty Chevrolet	PO-16-1080-OSD01-OSD10-00000006267
Manchester Honda	
Milford NISSAN	PO-16-1080-OSD01-OSD10-00000006266
Mirak Chevrolet	PO-16-1080-OSD01-OSD10-00000006259
PPMR Motors Inc. dba: Central Chrysler Dodge Jeep of Raynham	PO-16-1080-OSD01-OSD10-00000006263

To find Contract WITHOUT logging into COMMBUYS:

1. Go to www.commbuys.com,
2. Click on "Contract & Bid Search"
3. Select the "Contracts/Blankets" radio button,
4. Enter VEH98 in the "Contract/Blanket" Description field
5. Click "Find It"
6. The results will display 11 "Contract/Blanket #" identified above.
7. Open the MBPO labeled "VEH98 Master MBPO Min Bid Upfit Solicitation" link in a new window or tab for important documents:
 - Notice in the "Agency Attachments" towards the middle - there you will find the RFR, this document, a spreadsheet with Base Vehicles, **Attachment A: Executive Branch Agency Instructions for Utilizing VEH98**, the VEH98 Final Quote Form and other contract related documents. To download attachments, click on the attachment and then click on this  icon when directed to the download page.
 - Under the "Master Blanket/Contract Dealer Distributor List" section is a list of all the awarded Dealers.

To start your vehicle and options selection process:

1. Select the Excel attachment called VEH98 BASE VEHICLE SHEET, which has a complete list of VEH98 vehicles and basic details. Vehicles are separated into Tabs by Categories.
2. Select the base vehicle(s) from the VEH98 BASE VEHICLE SHEET where you can sort and filter by fuel, class, make, model, price, MPG, etc. to facilitate your search.
3. Once you have decided on your base vehicle(s), note the unique "Vehicle ID #" on the first column of the spreadsheet, and where applicable select one of the two Dealers awarded the vehicle.
 - Reference the unique "Vehicle ID #" and Dealer on any order or communication during this process.
4. Return to the main results page displaying the 11 "Contract/Blanket #."
5. Listed below the "Master MBPO" are links/ MBPOs for each Dealer on VEH98, select the MBPO that corresponds to the Dealer of the vehicle(s) selected off the VEH98 BASE VEHICLE PRICING.
6. Each Dealer MBPO contains an Excel spreadsheet that has their respective vehicle awards and vehicle specific details such options and accessories of those vehicles are listed in individual tabs labeled with the vehicle ID#. Additionally listed is information on OEM Warranties, After-Market Add-ons, etc."
7. Contact the Dealer to discuss your selection and request a quote. Verify with the Dealer that you are using the Statewide Contract VEH98.

If you are logged into COMMBUYS:

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 VEH98 under "Contract/Blanket Description" and choose 3PS-Sent under "Header Major Status".
4. Click "Find It"
5. The results will display 11 "Contract/Blanket #":
 - The Master MBPO PO-16-1080-OSD03-SRC02-00000006279 contains all contract documents and a list of all vehicles on Contract; additionally this MBPO supports the Mini Bid and Upfit Solicitations feature.
 - The next 10 are associated with Dealers on the contract.
 - The final PO-16-1080-OSD03-SRC02-00000006279 is for executing a Mini Bid off of VEH98.
6. To view a specific Dealer's price sheet, click on their corresponding "Contract/Blanket#."

COMMBUYS Purchase Order Instructions

Purchasing an awarded vehicle

Once your vehicle selection(s) has been made, a quote has been established from the Dealer on the VEH98 Quote Form, and proper approvals have been acquired an order maybe placed through COMMBUYS; to place a Purchase Order on of your final vehicle order in COMMBUYS initiate a Release Requisition. Instructions/Job Aid for a Release Requisition or other training can be found at [OSD Training](http://www.mass.gov/osd), the OSD training website (www.mass.gov/osd).

Additional Supplementary VEH98 specific instructions for COMMBUYS Purchase Orders:

1. If purchasing from multiple Dealers create a separate Release Requisition for each Dealer.
2. 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. Attach ALL quotes, forms and any other material acquired during this vehicle selection process items.

Soliciting Quotes for the Mini-Bid or for the Upfit of used/old vehicles

See Attachment B in the Master MBPO for detailed directions.

Delivery

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

- The pricing in this Contract includes delivery to any location in the Commonwealth.
- 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.
- 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 is free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, follow VEH98 Section 3.6.2 for corrections.
- 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.
- If there are issues email the Dealer contract manager and copy the OSD Contract Manager, Lana Gunaratne, at Lalana.m.gunaratne@state.ma.us detailing discrepancies.

Awarded Dealer List and Contact Information

The awarded Dealers are listed below. This information can be found in the “Dealer” section of the Master MBPO on COMMBUYS.com.

Dealer Name	Contact Person	Phone Number	Email
Colonial Ford, Inc.	Clay Chase	774-283-6491	cchase@buycmg.com
Colonial Imports South, Inc.	Clay Chase	774-283-6491	cchase@buycmg.com
Colonial Nissan of Medford, Inc.	Clay Chase	774-283-6491	cchase@buycmg.com
Colonial South Automotive, Inc.	Clay Chase	774-283-6491	cchase@buycmg.com
Gordon Chevrolet, Inc.	Clay Chase	774-283-6491	cchase@buycmg.com
Liberty Chevrolet	Kevin Nugent & Wayne Wardell	KN:781-287-7541 WW:781-287-7540	KN: libertychev@nedda.com WW: wmwjlh@aol.com
Manchester Honda	Craig J. Peters	860-645-3100	craig.peters@manchesterhonda.com

Milford NISSAN	Guy Bedau	774-462-3035	gbedau@milfordnissanma.com
Mirak Chevrolet	Jeff Calder & Brett Juliano	JC: 781-641-6855 BJ: 781-641-6834	JC: jcalder@mirak.motosnap.com BJ: brettjuliano@live.com
PPMR Motors Inc. dba: Central Chrysler Dodge Jeep of Raynham	Deborah Emery	508-823-0101 x4222	Demery@central.us

Prompt Payment Discount (PPD)

Dealer Name	< 10 days	< 15 days	< 20 days	< 30 days
Colonial Ford, Inc.	0.5%			
Colonial Imports South, Inc.	0.5%			
Colonial Nissan of Medford, Inc.	0.5%			
Colonial South Automotive, Inc.	0.5%			
Gordon Chevrolet, Inc.	0.5%			
Liberty Chevrolet	0.75%	0.50%	0.25%	
Manchester Honda	0.25%	0.25%	0.25%	0.25%
Milford NISSAN	1%	0.75%	0.5%	0.25%
Mirak Chevrolet	0.10%	0.075%	0.05%	0.03%
PPMR Motors Inc. dba: Central Chrysler Dodge Jeep of Raynham	0.05%	0.025%		

Additional Information:

- Vehicle specifications are available for all vehicles upon request from Dealer. Refer to the specific Dealer's options and accessories spreadsheet verify if the Dealer 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 or Kelley Blue Book.
- VEH98 Base Vehicle prices do not change unless there is a significant change in costs OR the Dealer opts to increase prices during renewals – on December 1st of each year.
- 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.

Environmentally Preferable Vehicles

OSD, in consultation with the Department of Energy Resources and the Department of Environmental Protection, is recommending the purchase of more fuel efficient gasoline vehicles or those that utilize alternative fuels. Please join our efforts and consider a “Greener” alternative on the contract and consider these Tips:

- When the option is offered, consider an eco-boost or diesel engine.
- Use resources like fuelconomy.gov to learn more about 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 \$46,649**. 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 following assumptions: 15,000 miles per year driven and fuel costs of \$3.00 per gallon; Note: this does not include maintenance costs, though overall maintenance costs have proven to be less due to the fuel-efficient technologies often incorporated into these vehicles. For example, regenerative braking is a common element of fuel efficient vehicles and involves much less wear and tear of the breaks, resulting in longer break life.)

VEH98 Passenger Cars Getting \geq 32 MPG	
Gas (7)	
Nissan Versa	35
Chevrolet Spark	34
Nissan Sentra	34
Chevrolet Cruz Eco	33
Honda Civic LX	33
Toyota Corolla	32
Toyota Yaris	32
Hybrid (6)	
Toyota Prius	50
Honda Accord Hybrid	47
Toyota Prius V	42
Ford Fusion	42
Toyota Camry	41
Ford C-Max	40
Hybrid Plug In (4)	
Ford C-Max	47
Ford Fusion	47
Toyota Prius	50
Chevrolet Volt	37
Electric (2)	
Chevrolet Spark	119
Nissan Leaf	114
Ford Focus	105

Strategic Sourcing Services Team Members

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