



FAC97 Contract User Guide

FAC97: Equipment Rental

UPDATED: 9/22/2017

Contract #:	FAC97
MMARS MA #:	FAC97*
Initial Contract Term:	10/1/2015 – 3/31/2017
Current Contract Term:	4/1/2017 – 3/31/2019
Maximum End Date:	3/31/2019
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us
This Contract Contains:	Prompt Pay Discount, Supplier Diversity Program
UNSPSC Codes:	24-10-16-61
Notes:	<i>Contract adopted from the U.S. Communities and NJPA cooperatives</i>

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

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Contract Summary

This is a statewide contract for Equipment Rental that includes (but is not limited to) the following types of equipment:

- Aerial Lifts (boom, scissor, personnel, etc.)
- Air Compressors
- Compaction
- Concrete and Masonry (buckets, saws, mixers, etc.)
- Demolition Equipment
- Disaster Response
- Earthmoving (backhoes, bucket loaders, skidsteers, etc.)
- Generators and Light Towers
- Heating and Cooling (air conditioning, chillers, heating, etc.)
- Pumps
- Trucks and Trailers (bucket trucks, dump trucks, pickups, etc.)



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Who Can Use This Contract

Eligible Entities

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

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

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.

- Wide variety of equipment available; hundreds of makes and models from trusted manufacturers
- Service and Rental locations in Massachusetts
- Equipment delivery and pickup available
- 24/7 emergency service, maintenance, repair, and disaster response available
- Maintenance and safety training available
- Excellent option for seasonal equipment to preserve capital and avoid storage, repair, and inventory costs
- Daily, weekly, and monthly rates
- Standby agreements for power generation and disaster relief available
- 1% Prompt Pay Discount for payments made within 10 business days offered by both vendors

Similar Statewide Contracts

Buyers interested in the following categories should review the current statewide contracts as listed:

- **FAC76 MRO** – Equipment Purchases (ex: generators, pumps, lighting)
- **OVM09 Light Duty Vehicle Rental** – Vehicle Rentals
- **FAC88 Lawns & Grounds** – Lawns & Grounds Equipment Purchases (incl. Utility Vehicles)

Find Contract Documents

To find contract documents visit COMMBUYS.com and search for "FAC97" to find related Master Blanket Purchase Order (MBPO) information.



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Pricing, Quoting, and Purchasing Options

Purchase Options

Purchases made through this contract will be made on a rental fee basis.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number HLS05 when contacting the vendor for quotes or placing an order.

Pricing Options

Fixed Pricing: Contract pricing has been awarded based on daily, weekly, and monthly rates for equipment rentals.

Price Files

Both vendors have a price file uploaded to their COMMBUYS Master Blanket Purchase Order (MBPO) page. Price files reference daily, weekly, and monthly rates.

Obtaining Quotes

Contract users should always reference **FAC97** when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Service Regions

This contract offers statewide service.

Products Not Listed

If a product is not listed the buyer may contact the OSD Contract Manager to inquire whether the product may be rented through FAC97.

Performance and Payment Time Frames Which Exceed Contract Duration

This contract does not have language for payments that exceed contract duration. Buyers should not commit to any order that cannot be completed and paid for by 3/21/2019.



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How to Purchase From the Contract in COMMBUYS

P.O. FOR ONE-TIME RENTAL

1. Once a service and price is determined, the ordering process is as follows:
2. Initiate a new requisition
3. Search for “equipment” (and use “FAC97”) in the description
4. Select vendor MBPO
5. Select the zero-dollar catalog line
6. Enter “1” in the Quantity field and the total price in the Unit Cost field
7. Amend the description as needed to reflect the purchase details
8. Attach the vendor quote and/or a detailed order summary if applicable
9. Submit for approval

P.O. FOR ONGOING RENTAL

If the price is estimated for ongoing services (ie. monthly rental) then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. 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 equipment supplied 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.”

Further direction is available in the [How to Complete a Partial Receipt](#) Job Aid.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. 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.

When contacting a vendor on statewide contract, always reference **FAC97** to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.



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Cooperative Contract Information

Herc Rentals – U.S. Communities

The FAC97 contract with Herc Rentals (formerly Hertz Equipment Rentals) has been adopted through the U.S. Communities cooperative contract which was led by North Carolina State University. To find additional information about this contract or to review original contract documents such as the RFP please visit the U.S. Communities contract webpage at: <http://www.uscommunities.org/suppliers/herc-rentals/>.

United Rentals – NJPA

The FAC97 contract with United Rentals has been adopted through the National Joint Powers Alliance (NJPA) cooperative contract. To find additional information about this contract or to review original contract documents such as the RFP please visit the NJPA contract webpage at: <http://www.njpacoop.org/cooperative-purchasing/contracts-general/facility-maintenance-repair-and-operations-janitorial/091615-uri/>.

Strategic Sourcing Team Members

Dana Cerrito Operational Services Division

Steve Lyons Operational Services Division



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Vendor Information

Herc Rentals

Customer Contact:	Matthew Oliver	Jack Schoener
Email:	matthew.oliver@hercrentals.com	john.schoener@hercrentals.com
Phone:	617-276-6495	857-492-2068
After Hours Phone:	617-442-4210	
COMMBUYS MBPO*:	MBPO 16-1080-OSD03-SRC3-00000005904	
Prompt Pay Discounts:	1% in 10 days	
MMARS Vendor Code:	VC6000216371	
MMARS Vendor Line:	1	

United Rentals

Customer Contact:	Daniel Cunningham
Email:	dcunning@ur.com
Phone:	877-874-4468
COMMBUYS MBPO*:	MBPO-17-1080-OSD03-SRC3-10049
Prompt Pay Discounts:	1% in 10 days
MMARS Vendor Code:	VC6000201076
MMARS Vendor Line:	2

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

Prompt Pay Discount (PPD)

A PPD is a discount given to the buyer if payment is made within a certain time period. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.