

How to Use the FAC97 Equipment Rental Statewide Contract

Contract #: FAC97	Contract Duration: 10/1/2015 – 3/31/2019
MMARS #: FAC97*	Options to Renew: None
Contract Manager:	Stephen Lyons – 617-720-3373 steve.lyons@state.ma.us
This contract contains:	Prompt Payment Discount, Supplier Diversity Program
UNSPSC:	24-10-00
Last change date:	May 12, 2017

Contract Renewal and Update

FAC97 has been renewed through 3/31/2019. FAC97 has also been updated to include 2 vendors, Herc Rentals and United Rentals. Please see contact information

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.)



Who Can Use This Contract?

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

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

Benefits and Cost Savings

- 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 payment discount for payments made within 10 business days offered by both vendors

Service Regions

This contractor offers statewide service.

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)



Pricing and Purchase Options

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

Reference the Statewide Contract

In order to ensure that you receive all the benefits and savings associated with the statewide contract, **you must always reference the statewide contract and the document number FAC97** when placing an order with the Contractor.

Product Lists and Pricing

Price files: Each vendor has a price file uploaded to their assigned COMMBUYS Master Blanket Purchase Order (MBPO) page. Price files contain products and their daily, weekly, and monthly rates.

Prompt Payment Discount: Each vendor offers a 1% discount for invoices that are paid within 10 days.

Quotations and Negotiation: Eligible Entities may issue requests for quote or negotiate with the contractor in order to enhance the value of the contract.

Vendor Contact Information

Herc Rentals

United Rentals

Matthew Oliver, Northeast Specialty Manager	Daniel Cunningham, Government Sales Specialist
617-276-6495	877-874-4468
matthew.oliver@hercrentals.com	dcunning@ur.com
617-442-4210 (After Hours On-Call Rep – Boston)	877-874-4468 (24 hour Government Service Center)
MBPO 16-1080-OSD03-SRC3-0000005904	MBPO-17-1080-OSD03-SRC3-10049
Jack Schoener, Account Manager	
857-492-2068	
john.schoener@hercrentals.com	



FAC97 on COMMBUYS

Please note that POP UP blockers must be turned off to see COMMBUYS content.

This contract has been set up as a zero dollar line item catalog in COMMBUYS for both vendors. When you create your Release Requisition in COMMBUYS you will need to change the dollar amount to the quoted dollar amount you will pay for your Purchase Order. You should also edit the item description at this time to include the quote number, product information, or any other type of note you wish to add to the order. Instructions for “How to Create a Release Requisition and Purchase Order” can be found on a Job Aid in the COMMBUYS section of the OSD website ([Job Aids for Buyers](#)).

How to Place an Order in COMMBUYS

P.O. FOR ONE-TIME RENTAL

Once a service and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for “equipment” (and use “FAC97”) in the description
3. Select vendor MBPO (referenced on page 3 of this guide)
4. Select the zero-dollar catalog line
5. Enter “1” in the Quantity field and the total price in the Unit Cost field
6. Amend the description as needed to reflect the purchase details
7. Attach the vendor quote and/or a detailed order summary if applicable
8. 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.



Where to Find FAC97 Contract Information on COMMBUYS

If full statewide contract details are required please refer to FAC97 files listed under the vendor MBPO pages on COMMBUYS. The MBPO page for each vendor can be found by performing an advanced search for Contracts/Blankets and by entering the document number “FAC97” in the **contract description** field. The links returned from the search will provide the detailed information as it relates to the statewide contract with each vendor. Attachments will include price lists and the most current version of this document, the Contract User Guide.

You may access the public version of each vendor’s MBPO by clicking the direct links in page 3 of this user guide.

Strategic Sourcing Services Team Members

Steve Lyons Operational Services Division

Dana Cerrito Operational Services Division

Additional Information for the Herc Rentals contract

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/>.

Additional Information for the United Rentals contract

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/>.