

How to Use the FAC97 Equipment Rental Statewide Contract

Contract #: FAC97	Contract Duration: 10/1/2015 – 3/31/2017
MMARS #: FAC97*	Options to Renew: One 2-year renewal
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:	December 15, 2016

New Name: Herc Rentals

Hertz Equipment Rentals has been renamed **Herc Rentals**. All features of the contract remain the same.

Contract Summary

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

- Aerial Lifts; Forklifts; Scissor, Personnel and Boom Lifts
- Concrete and Masonry
- Trucks and Trailers
- Air Compressor and Tools
- Earthmoving
- Material Handling
- Compaction
- Generator and Light Towers
- Pumps
- Disaster Response



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
- Single vendor – Herc Rentals (formerly Hertz Equipment Rentals) with rental/service locations in MA
 - Expansive staff and support: local sales, regional, corporate, branch, field service, and government program managers
 - Ability to obtain equipment from branches in other states – 250 branches in 41 states
- Equipment delivery and pickup available
- 24/7 emergency services, maintenance and repair available, including disaster response
- Maintenance and safety training provided
- 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
- Automatic "gold-tier" pricing for all statewide contract users
- 1% prompt payment discount for payments made within 10 business days

Service Regions

This contractor offers statewide service.



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: There are 2 Price Sheets posted on COMMBUYS: one for Gold-tier pricing (for all users) and one for Platinum-tier pricing (for those entities that choose to enter an exclusive agreement with Herc Rentals). Both price sheets contain an equipment list. Users may also contact Herc Rentals directly for equipment not specifically listed on the Price Sheets.

Prompt Payment Discount: Herc Rentals offers an additional 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.

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)

Vendor Contact Information

Matthew Oliver – Herc Rentals Northeast Specialty Manager
617-276-6495

matthew.oliver@hercrentals.com

Herc Rentals Boston – After Hours On-Call Rep

617-442-4210

COMMBUYS MBPO Link (Public View)

[MBPO 16-1080-OSD03-SRC3-00000005904](#)



Where to Obtain Important Contract Information in 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. 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](#)).

The vendor has been assigned a unique Master Blanket Purchase Order as indicated in the table above. Vendor price lists are located in the attachments tab on the Master Blanket Purchase Order.

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 the Herc Rentals MBPO listed in the table above
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 in COMMBUYS” Job Aid](#).



Where to Find Complete FAC97 Contract Information on COMMBUYS

If full statewide contract details are required please refer to FAC97 files listed under the MBPO #PO-16-1080-OSD03-SRC3-00000005904 on COMMBUYS. The MBPO can be found by performing an advanced search for Contracts/Blankets and by entering the **document number** (“FAC97”) in the **contract description** field. The link returned in the search provides the entire detailed information as it relates to the statewide contract. Attachments will also include price lists and the most current version of this document, the Contract User Guide.

You may access the public version of the MBPO as well by clicking the direct link in page 3 of this user guide under the vendor’s COMMBUYS MBPO Link.

Strategic Sourcing Services Team Members

Steve Lyons Operational Services Division

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Additional Information

FAC97 has been adopted through Herc Rental’s U.S. Communities cooperative contract which was led by North Carolina State University. To find additional information about this contract please visit the U.S. Communities contract webpage at <http://www.uscommunities.org/suppliers/herc-rentals/>. Once there you may view additional information about the contract, as well as review the original contract RFP, amendments, and addendums. The initial term 3 year term of this contract runs through March 31, 2017. The contract has the option to be renewed for 2 additional years.