

Contract User Guide for FAC112

FAC112: Equipment Rental

UPDATED: July 15, 2020

Contract #:	FAC112
MMARS MA #:	FAC112*
Initial Contract Term:	October 21, 2019 – October 20, 2022
Maximum End Date:	One (2) year extension to 2024
Current Contract Term:	October 21, 2019 – October 20, 2022
Contract Manager:	Brendan McCue, 617-720-3146, Brendan.McCue@mass.gov
This Contract Contains:	MBE/MWBE/WBE
UNSPSC Codes:	24-10-00-00 Material handling machinery and equipment
Notes:	<i>Contract adopted from the Omnia (formerly U.S. Communities) and Sourcewell cooperatives</i>

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Contract Summary

This is a Statewide Contract for Equipment Rental. This contract covers the rental of the below listed items (and many others). Pricing on the contract is ceiling not to exceed and buyers can negotiate lower costs. When contacting a vendor on statewide contract, always reference FAC112.

- 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.)
- Portable Potties
- Tents, chairs and tables (accessed through third party suppliers)

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.

Additional benefits and cost savings include:

- Wide variety of equipment available; hundreds of makes and models from trusted manufacturers
- Multiple 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
- Prompt Pay Discount for payments made within 10 business days offered by both vendors



Find Bid/Contract Documents

- To link directly to the MBPO for FAC112 visit [Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-17711](#) and [Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-17713](#).
- OSD is participating in the OMNIA and Sourcewell corporative contracts and information on these contracts may be found at <https://www.omniapartners.com/publicsector/contracts/supplier-contracts/herc-rentals-inc> and <https://www.sourcewell-mn.gov/cooperative-purchasing/091615-uri> respectively.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

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

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. Vendors must disclose to purchasing entities when using subcontractors prior to entering into an agreement.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Pricing Options

Contract pricing is based on daily, weekly, and monthly rates for equipment rentals. Product pricing may be found in each Vendors' MBPO. Each vendor has an attachment labeled Price Sheet which includes pricing for all services offered under the contract. Please reference the vendor information page below, where links to all the vendors MBPO's are provided.

Price Files

Price files can be downloaded for each vendor on COMMBUYS. A link for each vendor's COMMBUYS page can be found in the [vendor information](#) section at the end of this document.

Purchasing

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

Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. For more details please see the [Best Value Procurement Handbook](#).



Quoting

Contract users should always reference “**FAC112**” when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

How to Purchase from the Contract in COMMBUYS

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@mass.gov.

When contacting a vendor on statewide contract, always reference FAC112 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. Select Contract/Blanket or Catalog from the drop-down menu.

Purchase Order for One-Time Rental

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

1. Initiate a new requisition
2. Search for “equipment” (and use “FAC112”) in the description
3. Select vendor MBPO
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

Purchase Order for Ongoing Rental

If the price is estimated for ongoing services (for example monthly rental), you may enter a Purchase Order 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:

“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.

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Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Related Statewide Contracts

Buyers looking to purchase related equipment or vehicles should review other available statewide contracts as listed below. A contract user guide exists for each contract on the [Contract User Guides](#) website for review.

- **FAC100/105 MRO Contracts** – Equipment/Tool Purchases/Rentals (ex: generators, pumps, lighting, etc.)
- **OVM09 Light Duty Vehicle Rental** – Short term Vehicle Rentals
- **FAC88 Lawns & Grounds** – Lawns & Grounds Equipment Purchases (incl. Utility Vehicles)
- **FAC104 Landscaping Products** – Parks & Playground Equipment

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information/FAQs

Geographical Service Area

This contract offers statewide service.

If the Needed Product or Service Can Not be Found

If a product or service cannot be found in the vendors' product/price listing, it is recommended to contact the vendor directly to inquire if it is available for rental on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings. Vendors will need prior approval from the contract manager to make any additions.

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 the end of contract date.



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	PPD Discounts
Herc Rentals Inc.	Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-17711	Tyler Lowell	214-673-9471	Tyler.Lowell@HercRentals.com	2% in 10 days
United Rentals	Master Blanket Purchase Order PO-20-1080-OSD03-SRC3-17713	Peter Carey	617-839-7927	pcarey@ur.com	1% in 10 days
Sunbelt Rentals	Master Blanket Purchase Order PO-20-1080-OSD03-SRC01-19174	Heli Howe	516-418-0888	Heli.howe@SunbeltRentals.com	1% in 10 days

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

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