



FAC131: Equipment Rentals

UPDATED: September 24, 2024

Contract #:	FAC131
MMARS MA #:	FAC131*
Initial Contract Term:	August 28, 2024 – June 11, 2028
Maximum End Date:	Three (1) year extensions to 2031
Current Contract Term:	August 28, 2024 – June 11, 2028
Contract Manager:	Amanda Ferdinand, (617) 720-3166, amanda.ferdinand@mass.gov
This Contract Contains:	MBE/MWBE/WBE Environmentally Preferable Products
UNSPSC Codes:	24-10-00-00 Material handling machinery and equipment
Notes:	<i>Contract adopted from Sourcewell cooperative.</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 including equipment for construction and related maintenance of facility operations. This contract covers the rental of the items listed below (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 FAC131. This contract replaces FAC112 for United Rentals.

Contract Categories

This contract includes the following categories of rental products/services and many others

- Aerial Lifts (boom, scissor, personnel, etc.)
- Air Compressors
- Compaction
- Concrete and Masonry (buckets, saws, mixers, etc.)
- Demolition Equipment
- Disaster Response
- Earthmoving (backhoes, bucket loaders, skid steers, 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
- Electric powered equipment options
- 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

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Find Bid/Contract Documents

- To link directly to the MBPO for FAC131 visit [Master Blanket Purchase Order PO-25-1080-OSD03-SRC02-33662](#).
- OSD is participating in the Sourcwell corporative contract and information on this contract may be found at <https://www.sourcwell-mn.gov/cooperative-purchasing/040924-uri>.

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 [Eligible Entities Which May 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.

Supplier Diversity Requirements

When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

Small Business Award Preference: In accordance with the Supplier Diversity Office's SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department's best value criteria as defined in the RFR or RFQ.

SDP Commitment: Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more

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diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder’s level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder’s SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder’s company size during the evaluation of the ancillary SDP commitments and total prior year spending.

Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder’s SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder’s SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> • Notify at least two small businesses capable of providing the product or service of the opportunity, if available.

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	<ul style="list-style-type: none">• Include SBPP contract language and place it prominently within the RFQ. See SDO Template Language.• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria.• Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria.• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.• See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance.
More than \$250,000/year	<ul style="list-style-type: none">• Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available.• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.• See the Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams for additional guidance. <p>Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</p>

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

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

Contract pricing is based on awarded Master Agreement contract line-item pricing. Purchases made through this contract will be direct, rental services.

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 Pricing 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.

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Product/Service Pricing and Finding Vendor 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. Purchases made through this contract will be made on a rental fee basis.

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 OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference "FAC131" 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.

How To Purchase From The Contract

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "FAC131 RFQ" when entering information in the Description field.

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

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

Obtaining Quotes

Contract users should always reference FAC131 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 *Request Quotes From Vendors on Statewide Contracts* job aid.

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 "FAC131") 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

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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.”

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. “FAC1310000000000000”

Environmentally Preferable Products (EPP)

This contract may include energy efficient equipment and those that use alternative fuels (e.g. compressed natural gas, battery electric) which offer an opportunity for reduced fuel usage, reduced or zero-emissions, reduced maintenance chemicals all contributing to reduced environmental and health impacts. Please reference the [EPP Products and Services Guide for additional information](#).

For more information about battery electric equipment, visit the [EPP Commercial Battery Powered Landscape Equipment Webpage](#). Some of the benefits of using battery electric equipment includes:

Environmental benefits:

- Helping the Commonwealth meet its environmental goals in climate change, clean air, and toxics use reduction.
- Reduction in carbon emissions, toxic exposure, air pollution, hazardous waste and spills.
- Reduction in noise pollution and nuisance complaints.
- Reduction in wildlife and habitat exposure to toxic emissions, excessive noise, and ground-sourced particulates.
- Does not contribute to smog.

Health benefits:

- Reduction in worker exposures to toxic emissions, excessive noise, excessive vibrations, and ground sourced particulates.
- Reduction in public exposure to toxic emissions, excessive noise, and ground-sourced particulates.

Cost benefits:

- Avoided fuel costs
- Lower maintenance costs and reduction in maintenance chemicals
- The possibility for extended work hour options and holiday operation due to lower noise levels.

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Contract Exclusions and 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.

- **FAC124/FAC119 Contracts** – Equipment/Tool Purchases/Rentals (ex: generators, pumps, lighting, etc.)
- **VEH110 Light Duty Vehicle Rental** – Short term Vehicle Rentals
- **FAC116 Lawns & Grounds Equipment** – Lawns & Grounds Equipment Purchases (incl. Utility Vehicles)
- **FAC122 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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

All pricing quoted must reflect a Purchasing Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose and includes all costs to the Purchasing Entity's requested delivery location. Regardless of the payment method chosen by the Purchasing Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing.

All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Contractor must permit the Equipment and Products to be returned within a reasonable time at no cost to the Participating Entity or the Purchasing Entities. The Purchasing Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Purchasing Entity will notify the Contractor as soon as possible and the Contractor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Purchasing Entity. Contractor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Additional Information/FAQs

Geographical Service Area

This contract offers statewide service.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. 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

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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.

If the Needed Product 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.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

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.

Contract Information – “Master Agreement” and “Participating Addendum”

This contract was not procured through an OSD-conducted RFR. OSD joined a contract procured via Sourcewell, a multistate consortium. The vendor’s MBPO on COMMBUYS includes their “Participating Addendum” executed by OSD and the Vendor. The vendor has a “Master Agreement” with Sourcewell incorporating legal and other terms. The Participating Addendum amends that Master Agreement and includes terms specific to Massachusetts, as well as modifying or deleting terms which conflict with Commonwealth laws and requirements.



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Contract User Guide for FAC131

Strategic Sourcing Team Members

- Tanya Reeves, OSD
- Amanda Ferdinand, OSD
- Sean Corbin, OSD

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record (All contract documents)	PO-25-1080-OSD03-OSD03-34052	N/A	Amanda Ferdinand	617-720-3166	amanda.ferdinand@mass.gov			
United Rentals	PO-25-1080-OSD03-SRC02-33662	N/A	Peter Carey	617-839-7927	pcarey@ur.com	1% 10 days	N/A	1%

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

** [The Master Contract Record MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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