



# How to Use This Contract

## Industrial Equipment and Tool Rental (518-410-19-ACS)

Contractor information, pricing, and contract documents are located on the contract webpage at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_contracts\\_and\\_agreements/alternate\\_contract\\_source/industrial\\_equipment\\_and\\_tool\\_rental](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/industrial_equipment_and_tool_rental).

### State Agencies

- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract.
- Agencies must ensure that an RFQ is issued to a minimum of 25 contracted vendors on contract for Industrial Equipment and Tool Rental. Some contractors may not be contracted to provide all of the ["services", "service categories", "job titles", "products", "regions", etc.] that are available under this contract; the selected vendors must offer the ["services", "service categories", "job titles", "products", "regions", etc.] requested in the RFQ. Please refer to the contract webpage, [Pricing section] to determine the ["services", "service categories", "job titles", "products", "regions", etc.] that each contractor is contracted to provide:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. If available, MFMP catalogs can be used in lieu of requesting a quote from the contractor(s).
  - Create a requisition/purchase order in [MFMP](#); for additional information, open the [MFMP Buyer Guide](#) and go to the *REQUISITIONS* section.
  - **CATALOG TYPE:** [Line item](#) - Browse the catalog by category or supplier, or search the catalog by supplier name, contract number, or keyword; adjust the 'Qty' field as needed, then click the 'Add to Cart' button to add the item(s) to the requisition.
  - **COMMODITY CODE:** Select the most appropriate eight-digit commodity code under 72141700; the current list of commodity codes activated in MFMP is located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/commodity\\_codes](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes).
  - **METHOD OF PROCUREMENT:** C - Alternate contract source
- Please use the appropriate contractor's FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor's FEIN when recording purchasing card (PCard) payments in FLAIR.

### Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

## Frequently Asked Questions

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.
- What should I do if I have an issue with the contractor?
  - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

## Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing's MFMP webpage located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).