

CS 20-667, Heavy Duty Equipment & Tool Rentals Process

Continuing Services (CS) 20-667 is **ONLY** for the rental of heavy-duty equipment & tools. Vendor will provide “as needed” heavy duty equipment & tool rentals for in-house projects for Polk County. Vendor shall provide Polk County a minimum **10%** discount off the rental retail/catalog price or rental sale price whichever is less, on purchases made by Polk County employees on behalf of the County. Invoices must be detailed and include the discount off as a separate item to ensure the discount has been applied to the rental. Excluded from the minimum **10%** discount are any fees assessed due to damage, fuel or cleanup upon return of item. This discount does not apply to employee personal purchases. Vendors will be held accountable for their adherence to the established percent discount or sale price, as applicable, or be subject to removal from the Awarded Vendor List, as defined below.

****Purchases may be made by Polk County employees utilizing their county purchasing card or through the issuance of a purchase order (PO).****

How to use the CS:

1. To use this CS you must first verify the vendor that vendor is on the Approved Vendors List (AVL) in which can be located on the County’s Procurement website:
<https://www.polk-county.net/procurement/bids/bid-details/heavy-duty-equipment-and-tool-rentals>. Divisions will also want to verify that vendor is current and active in Conga at the time of need.
2. Upon reviewing the AVL each vendor will have a specified account representative who manages all orders for the County & it will notate if the that specific vendor requires an account to be setup prior to placing orders. (If an account isn’t necessary skip to #4)
3. **Account setup:**
 - In order to use this CS an account for your division must be setup with the Vendor, if applicable. The Approved Vendors List will notate if the vendor requires sub-accounts.
 - If an account is required a primary contact for your division will be needed.
Information required will consist of:
 - Contact’s name,
 - Email address,
 - Phone number,
 - Billing address

In order to expedite any delivery request or payment concerns when request are needed.

- If an account is required and your division doesn't currently have an account setup, please contact the specified vendor account representative directly to coordinate setting up your account, if applicable.
4. Next, you will contact that individual via email or telephone to setup your order, providing the representative a primary contact name & number for all related needs to include invoicing.
 5. All requests must be followed up by a corresponding PO as confirmation of your request, unless paying via p-card.

Process when utilizing a Purchase Order:

1. In order to use this this CS you must follow the "How to use this CS" above steps.
2. A PO should be your **primary** payment method when using this CS.
3. All requests must be sent via email or telephone to the Account Representative specified for that company.
4. Upon responsive of your request from the vendor in agreeance to providing equipment needed, a corresponding PO must be issued prior to services being rendered. Only exception to this rule is in emergency situations and when this occurs the requisitioner will be allotted 24 hours to follow up with a PO or utilize their p-card.

Process when utilizing your P-Card:

1. In order to use this this CS you must follow the "How to use this CS" above steps.
2. Pcard, should be your **secondary** payment method as all order made through this CS should have a corresponding PO.
3. Request must be sent via email or telephone to the Account Representative specified for that company.
4. Payment shouldn't be made until after equipment pickup.
5. When allocating the requisitioner should be including CS 20-667 bid information in the description field and selecting the appropriate fields related to this bid. **(Small Purchase should not be selected)**