



How to Use This Contract

Generator Maintenance and Repair Services (72101517-25-STC)

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/state_term_contract/generator_maintenance_and_repair_services.

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:
 - 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).
 - State agencies may create a blanket requisition/purchase order to use this contract, then contact the contractor directly to request a quote and/or place an order when needed; contractor contact information is accessible from the contract webpage.
 - Create a **State Term Contract (STC) Request for Quote (RFQ)** in [MFMP](#); for additional information, open the [Solicitations and Contracts Guide](#) and go to the *STATE TERM CONTRACT (STC) REQUEST FOR QUOTE (RFQ)* section. **Please note that MFMP will not automatically add contractors to the RFQ; state agencies must manually add the required number of contractors to the RFQ.** MFMP will display all contractors on the contract, including those that may **not** be contracted to provide all of the Generator Maintenance and Repair Services in the requested Region, that are available under this contract; an RFQ should not be issued to any contractor that does not offer the Generator Maintenance and Repair Services in the Region requested in the RFQ. Please refer to the Regional Map on the contract webpage to determine the Regions that each contractor is contracted to provide.
 - **CATALOG TYPE:** None - Create a requisition using non-catalog items. In the 'Supplier' field, locate the contractor using the FEIN provided on the contract webpage; in the 'State Contract ID' field, locate the contract using the contract number shown above.
 - **COMMODITY CODE:** 72101517, 26111600; the current list of commodity codes activated in MFMP is located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes.
 - **METHOD OF PROCUREMENT:** B - State term contract with RFQ

- 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.
- This contract includes items on the **Florida Climate-Friendly Preferred Products List** located at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/florida_climate_friendly_preferred_products_list.

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?
 - In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.
 - 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.