



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 11-02

Effective Date: May 20, 2011

Expiration Date: May 20, 2013

SUBJECT: New Commercial Car Rental Contract

PURPOSE: Short-Term and Long-Term Contracts

REFERENCE: Supersedes MM #06-02

Purpose	This Travel Bulletin announces the new contract between the State of California and The Affiliates of Enterprise Holding INC. The Affiliates of Enterprise Holdings INC. is the corporate company of Enterprise Rent-A-Car, National Car Rental and Alamo Car Rent-A-Car.
Base and Maximum Cap Rates	Enterprise Rent-A-Car Short-Term Rates (less than 30 days) Effective May 20, 2011 Base Rate \$30.00 for Compact (Except for the state of New York) Maximum Cap Rate \$46.00 (CA Major Airports) Enterprise Rent-A-Car Long-Term Contract (30 days or more) Effective May 20, 2011 Base Rate \$17.33 for Compact Monthly Rate \$520.00 National Car Rental will be used primarily for out-of-state and international travel. Alamo Car Rent-A-Car locations will not be used at this time. A list of contracted vehicle rates is attached and posted at www.dgs.ca.gov/travel under "Renting a Vehicle".
Short-Term Rental Information	This new contract will continue to provide Counter Bypass service. Enterprise Holdings INC. provides a State of California employee sign with "Cal Gov" Express Lane at the top 14 airport locations in California which allows easy access to their rental vehicle. Short-Term rentals will not incur one-way drop charges for all domestic rentals. Employees will be required to provide a current driver license, State identification badge, and/or business card when renting a short-term vehicle.

Short-Term Rental Information (continued)	<p>The following "exceptions" will require State Departments to submit to the State Controller's Office (SCO) an approval form, signed by the employee's supervisor:</p> <ul style="list-style-type: none"> • Renting a vehicle larger than the Intermediate size • Renting a vehicle from a non contracted vendor • Needing physical or medical accommodations <p>The SCO form should be attached to the invoice associated with the justification. State Departments will no longer be required to receive approval from the DGS Statewide Travel Program. Periodic reviews will be conducted to ensure compliance.</p> <p>SCO Form Attached</p>
Long-Term Contract Information	<p>The Long-Term Commercial Car Rental Contract is an efficient, cost-effective solution for long-term (30 days or more) car and truck rental needs when the Office of Fleet and Asset Management (OFAM) state fleet vehicle does not meet your department needs or a vehicle is unavailable.</p> <p>To rent a Long-Term Commercial Car Rental, State Departments will be required to submit an OFAM #160, to john.musser@dgs.ca.gov. If approved, State Departments will be directed to contact Bahia Abdallah, Statewide Travel Program Specialist, for instructions.</p>
Other Contract Information	<p>This contract will include \$250,000 insurance coverage. State Departments are still required to notify the DGS Office of Risk and Insurance Management (ORIM) at (916) 376-5300, if or when an accident in a rental car occurs.</p> <p>Each State Department will be required to utilize their American Express Car Rental Business Travel Account (CRBTA) for payment.</p> <p>The DGS Statewide Travel Program will periodically review department billings to ensure the correct rates are being charged by the vendor.</p>
Commercial Car Rental Contact	<p>Enterprise Rent-A-Car and National Car Rental Corporate ID – XZCA000 Lisa Holmes, Account Manager (916) 787-4733 lisa.m.holmes@ehi.com</p>
DGS Statewide Travel Program Contract Administrator	<p>DGS Statewide Travel and Meeting Management Program Bahia Abdallah, Statewide Travel Program Specialist (916) 376-3990 bahia.abdallah@dgs.ca.gov</p>

Short-Term Rental Rates

<u>VEHICLE CLASS TYPE</u>	<u>DAILY</u>	<u>WEEKLY</u>	<u>MAXIMUM CAP DAILY</u>
Compact :	\$30.00	\$120.00	\$46.00
Mid-Size/Intermediate :	\$30.00	\$120.00	\$46.00
Full-Size :	\$33.00	\$132.00	\$49.00
Alternative Fuel Vehicle :	\$33.00	\$132.00	\$49.00
FWD/Sport Utility Vehicle :	\$50.00	\$225.00	\$75.00
Mini Van :	\$50.00	\$225.00	\$75.00
Pick Up Trucks :	\$65.00	\$300.00	\$90.00

New Long-Term Rental Rates

<u>VEHICLE CLASS TYPE</u>	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>
Compact :	\$17.33	\$121.33	\$520.00
Mid-Size/Intermediate :	\$17.33	\$121.33	\$520.00
Full-Size :	\$19.80	\$138.60	\$594.00
Alternative Fuel Vehicle :	\$19.80	\$138.60	\$594.00
FWD/Sport Utility Vehicle :	\$25.00	\$175.00	\$750.00
Mini Van :	\$31.66	\$221.66	\$950.00
Pick Up Trucks :	\$25.00	\$175.00	\$750.00

To: State Controller's Office
Division of Claim Audits
3301 'C' Street, Suite 700 (B18)
Sacramento, CA 95816

From: _____
Agency Name Division Name

RE: _____
Name of Employee(s)

Subject: SUBSTANTIATION FOR RENTING A LARGER VEHICLE, A NON CONTRACTED VEHICLE, RATE EXCEEDING INTERMEDIATE SIZE CONTRACTED RATE OR OTHER REQUEST

1. **Employees Traveling Together:**
Two or more employees traveling together with luggage and other belongings; More economical to rent one larger vehicle

2. **Employee Large in Stature:**
Please describe the circumstances and advise the make and model of vehicle rented and the make and model available for contract rate

3. **Medical Problem:** A statement from a medical doctor is on file with the supervisor

4. **Other:**
This will include specialty vehicles (Hybrids, Large Vans, etc.), vehicles utilized over the intermediate contracted rate and rentals with non contracted companies

NOTE: Crescent City, CA Car Rental Exemption –
There are only two rental car vendors in Crescent City: Hertz and Two Guys Express Auto Rental. The DGS/OFAM approval is no longer required.

Signature - Employee's SUPERVISOR Date Printed SUPERVISOR Name

SUPERVISOR Title

I hereby certify that the information listed above is true and correct.