



**DEPARTMENT OF GENERAL SERVICES  
STATEWIDE TRAVEL MANAGEMENT PROGRAM  
TRAVEL BULLETIN**

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**Travel Bulletin:** #15-03

**SUBJECT:** Commercial Car Rental (CCR) Services Contract Extension and Amendment

**PURPOSE:** Notification of the CCR Contract Extension, Short-Term and Long-Term Rate Changes

**REFERENCE:** Agreement # 5119901, Travel Bulletins 11-02, 13-01, 15-01

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### **Purpose**

This Travel Bulletin announces the extension of the Department of General Services (DGS) Commercial Car Rental (CCR) Services contract with The Entities of Enterprise Holdings, Inc. (Enterprise) which is the corporate company of Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car.

The term of this extension is January 1, 2016 through June 30, 2016 or award and execution of a replacement contract whichever occurs first.

### **Base and Maximum Cap Rates**

Enterprise Rent-A-Car

Short-Term Rental Rates (**less than 30 days**)

Effective **January 1, 2016**

Base Rate \$31.93 for Compact and Intermediate (Except in the State of New York)

Maximum Cap Rate \$48.95 (CA Major Airports)

Enterprise Rent-A-Car

Long-Term Contract Rentals (**30 days or more**)

Effective **January 1, 2016**

Base Rate \$18.45 for Compact and Intermediate

Monthly Rate \$553.44

National Car Rental is used primarily for out-of-state and international travel.

Alamo Rent-A-Car locations are not used as part of the contract at this time.

There have been no changes to the rates. Lists of current rates are posted at [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel) under "Renting a Vehicle".

### **Short-Term Rental Information**

The extended CCR Services contract continues to provide Counter Bypass service. The Entities of Enterprise Holdings Inc. provides a State of California employee Express Lane at the top 14 airport locations in California which allows the traveler easy access to their rental vehicle.

Short-Term domestic rentals do not incur one-way drop charges.

Employees are required to provide a current driver license and a second form of ID to ensure a smooth delivery of service when renting a vehicle. Acceptable 2<sup>nd</sup> forms of ID can be an employee issued identification badge, a business card, a copy of a travel itinerary booked through CALtravelstore or Concur (the online booking tool) or an authorization letter on department letterhead.

Employees are required to return the vehicle with the same level of fuel it had when it was picked up.

The following “exceptions” require State Departments to submit an approval form, signed by the employee’s supervisor, to the State Controller’s Office (SCO):

- Renting a vehicle larger than the Intermediate size
- Renting a vehicle from a non-contracted vendor
- Needing physical or medical accommodations
- Refueling charges incurred at rental branches

The SCO approval form should be attached to the invoice associated with the justification. State Departments are no longer required to receive approval from the DGS Statewide Travel Program. A copy of a Short-Term Vehicle Justification (SCO approval form) is available on the [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel) website under “Renting a Vehicle”.

### **Long-Term Contract Information**

State Departments wanting access to the Long-Term rates pursuant to the CCR Services Contract will first need to follow the new Annual Fleet Acquisition Plan process (reference DGS Management Memo # 13-02).

“Beginning in Fiscal Year 2012-13, state departments shall submit an annual fleet acquisition plan to the DGS/OFAM if the department desires to acquire any new or replace any existing fleet assets in the following fiscal year.<sup>2</sup> This includes any long-term rentals/ leases.<sup>3</sup> Individual fleet acquisition requests will no longer be accepted. However, DGS/OFAM will accept supplemental fleet acquisition plans from departments should fleet needs change during the course of a fiscal year.

DGS/OFAM is hereby eliminating the use of the OFA 160 form; agencies will no longer submit individual fleet acquisition requests to DGS/OFAM. This policy applies to all emergency and non-emergency fleet assets.

<sup>2</sup> [See Management Memo 13-01 \(State Fleet Asset Oversight\) for a list of fleet assets.](#)

<sup>3</sup> Long term rentals/leases include fleet assets in the agency's control for over 30 consecutive calendar days or more than four (4) consecutive work weeks (excluding weekends and holidays).

For specifics of the new OFAM Annual Fleet Acquisition Plan, a copy of Management Memo # 13-02 detailing the process has been posted on the [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel) website under "Renting a Vehicle".

### **Additional Contract Information**

The contract includes \$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.

Each State Department will be required to utilize their contracted travel payment system Car Rental Business Travel Account (CRBTA) for payment.

Each department is responsible for reviewing their monthly billings, but the DGS Statewide Travel Program will also periodically analyze billings to ensure correct rates are being charged by the vendor.

### **Commercial Car Rental Contact**

Enterprise Rent-A-Car and National Car Rental  
Lisa Holmes, Account Manager  
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### **DGS Statewide Travel Program Contact**

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