



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

Travel Bulletin: #18-01

Effective Date: March 1, 2018

Expiration Date: February 28, 2019

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 No. 5159905, Travel Bulletin 16-02

Purpose

This Travel Bulletin announces the extension of the Department of General Services (DGS) statewide and national Commercial Car Rental (CCR) contract with EAN Services, LLC (Enterprise Holdings, Inc.).

The term of this extension is March 1, 2018 through Feb. 28, 2019 and has two additional one-year time extensions. The contract extension incorporates short-term and long-term rate increases for this extension period.

Base and Maximum Cap Rates

State employees using the CCR contract should first select compact or intermediate vehicles over other Vehicle Car Types (VCTs).

Short-term rental rates (less than 30 days)

Effective: March 1, 2018

Base rate: \$33.96 for compact and intermediate (except in the state of New York) with MCR of \$51.45 (all California airports).

Long-term contract rentals (30 days or more)

Effective: March 1, 2018

Base rate: Daily rate of \$18.87 for compact and intermediate with monthly rate \$565.95.

National Car Rental is used primarily for out-of-state and international travel and locations where there is no Enterprise available.

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

An updated list of contracted vehicle rates is attached and posted at www.dgs.ca.gov/travel under "Car Rentals".

Short-term Rental Information

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- 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 (STP). A copy of a Short-Term Vehicle Justification (SCO approval form) is available on the www.dgs.ca.gov/travel website under "Car Rentals".

Long-term Rentals

State departments wanting access to the Long-term rates pursuant to the CCR Services Contract will first need to follow the Annual Fleet Acquisition Plan (FAP) process (reference DGS Management Memo # 16-02) and can be found at; OFAM Home.

After approval of the FAP, the Office of Fleet and Asset Management, Fleet Analysis and Reporting Unit (FARSinfo@dgs.ca.gov) will notify the STP of your approval. The STP will work with Enterprise to create your Long Term Account and the requester will be contacted by an Enterprise representative to finalize your long term rental acquisition.

Additional Contract Information

The contract includes \$300,000 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 the contracted travel payment system Central Travel Account (CTA) for payment.

Each department is responsible for reviewing their monthly billings, but the DGS STP 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
(916) 787-4733
lisa.m.holmes@ehi.com

DGS Statewide Travel Program Contract Administrator

DGS Statewide Travel Program
Michele Slape,
Travel Program Manager
(916) 441-9676
michele.slape@dgs.ca.gov