



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

Travel Bulletin: #20-01

Effective Date: March 1, 2020

Expiration Date: February 28, 2021

SUBJECT: Commercial Car Rental (CCR) Services Contract

PURPOSE: Notice of CCR Extension; Rate Changes and Term Changes

REFERENCE: Agreement #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, 2020 through Feb. 28, 2021. The contract extension incorporates short-term and long-term rate increases for this extension period, as well as a change in contract terms.

Base and Maximum Cap Rates

Enterprise Rent-A-Car

Short-Term Rental Rates (**between 1 and 29 days**)

Effective **March 1, 2020**

Base Rate \$36.06 for Compact and Intermediate (Except in the State of New York)

Maximum Cap Rate \$54.64 (CA Major Airports)

Enterprise Rent-A-Car

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

Effective **March 1, 2020**

Base Rate \$20.04 for Compact and Intermediate

Monthly Rate \$601.00

National Car Rental is used primarily for out-of-state and international travel, and should only be used when Enterprise is not available.

An updated list of contracted vehicle rates is attached, and is also part of the contract posted at [DGS Statewide Travel Program](#) website under "Resources > Car Rental Resources for State Travel".

Contract Term Changes

Beginning March 1, 2020 employees are no longer required to justify refueling charges by a rental branch.

The amendment extending the CCR contract has removed the requirement to refuel rental vehicles out-of-pocket. Market-fuel rates will be charged for any car rental reservation that is returned with a fuel level below the amount present when picked-up. These charges will be noted on each department's monthly Enterprise statement.

Employees may still refuel vehicles before returning to an Enterprise branch and seek departmental reimbursement by providing an itemized receipt reflecting the purchase of fuel on the claim for reimbursement.

Short-Term Rental Contract Information

The 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 second 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.

The following "exceptions" require state departments to submit a [Short Term Vehicle Justification Form](#), signed by the employee's supervisor, to the State Controller's Office (SCO):

- Renting a vehicle larger than the Intermediate or Compact size
- Require accommodations for medical condition
- Renting a vehicle from a non-contracted vendor

The Short-Term Vehicle Justification Form should be attached to the invoice associated with the justification. A copy of this form is available on the [DGS Statewide Travel Program](#) website under "Resources > Car Rental Resources for State Travel".

Alternative fuel vehicles such as Hybrid Electric Vehicles (HEV), Plug in Hybrid Electric Vehicles (PEV), and Zero Emission Vehicles (ZEV) are available in limited quantities and locations throughout the state. Due to limited availability, these may not be listed at every car rental location.

Travelers requiring ZEV vehicles need to contact the branch directly to determine available inventory.

Long-Term Rental Contract Information

State Departments wanting access to the Long-Term rates pursuant to this CCR Services Contract will first need to follow the OFAM State Fleet Asset Oversight guidance (reference SAM Sec. 4100 Transportation Services, State Fleet Asset Oversight 4125).

For specifics on the OFAM Annual Fleet Acquisition Plan, refer to the OFAM [Guide to Submitting Vehicle Acquisitions](#) for the abbreviated fleet acquisition process. SAM section 4120.8 outlines the abbreviated fleet acquisition approval process for non-light duty replacement vehicles and mobile equipment (fleet assets).

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 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.

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