

Agency Procedure to Request Long-Term Vehicle Rentals Using the New Long-Term Commercial Car Rental Contract, DGSOFAMCCLT07

Introduction

Beginning June 1, 2007, The Department of General Services Office of Fleet and Asset Management (DGS OFAM) entered new long-term commercial car rental contract with the Avis Budget Group.

The Long-term Commercial Car Rental Contract provides an efficient, cost-effective solution for long-term (30 days or more) car and truck rental needs for the State when these needs cannot be met by OFAM, including:

- a temporary vehicle need where it is not cost effective to purchase
- a gap prior to the delivery of a new or replacement state vehicle
- a waiting period for a requested DGS rental vehicle to be purchased and delivered.

This contract will allow State agencies to fulfill these needs without soliciting competitive bids each time a need arises.

The term of the contract will be from June 1, 2007 through May 31, 2009, with an option to extend for two additional one year terms.

The procedures for establishing accounts and renting vehicles through the contract are outlined in the following pages. The vehicles and rates included in this contract are also included.

Contract Requirements

The requirements of this new contract are as follows:

- Rental periods over 21 consecutive calendar days require prior approval from the OFAM Statewide Mobile Equipment Coordinators. Long-term rentals constitute an increase in the State fleet and are subject to analysis to ensure the most cost-effective method is utilized (SAM Section 3620). An OFA 160 must be completed and approved prior to any long term rental.
- State agencies may not rent directly from Avis and Budget locations. All State rentals will be arranged by OFAM.
- The American Express Business Travel Account (BTA) is the only authorized form of payment for rentals on this contract. State agencies must contact OFAM to obtain a supplemental Long-Term Rental supplemental BTA. OFAM will retain custody and control of all State Long-Term Rental BTAs.

The minimum rental period for this contract is 30 days. After 30 days, there are no penalties for early returns.

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Initial account set-up **The procedure described below is only necessary the first time your agency rents using this contract.** These steps may be taken either before you submit on OFA 160 requesting a long-term rental vehicle, or at the same time that you submit the OFA 160.

1. Provide your agency's American Express Business Travel Account (BTA) number to the OFAM State Equipment Coordinator.

The American Express Business Travel Account (BTA) is the sole payment mechanism for use of this contract. You must provide your agency's BTA number to the Statewide Mobile Equipment Coordinator (see page four for contact information). The Equipment Coordinator will establish a long-term rental supplemental BTA and hold that number on behalf of your agency.

If you do not know if your agency has a BTA, please note the following:

- Your Travel Coordinator or someone in your Procurement Office should be able to tell you if your agency has a BTA and provide that number to you.
- Agencies that do not have a BTA can establish one by contacting Doug Browne, American Express National Account Manager, at (530) 273-7118 or by email at doug.browne@aexp.com

2. If necessary, have your agency's designated contact person sign and return an American Express Car Rental Amendment provided by the OFAM State Equipment Coordinator.

In addition to the BTA number, your agency must have a Car Rental Amendment on file with American Express. Agencies that have used an American Express supplemental Car Rental BTA (CRBTA) should already have a Car Rental Amendment on file. If American Express determines that your agency does not have this amendment on file, the Statewide Mobile Equipment Coordinator will request that your any agency sign and submit this amendment to OFAM to be forwarded to American Express.

3. Fill out and sign separate account agreements for Avis and Budget, and return these to OFAM.

The State Equipment Coordinator will supply these forms to you by email or fax. The forms are necessary to establish accounts with Avis and Budget so that they can provide rental detail to reconcile American Express BTA billing.

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Requesting vehicles

Once your Avis and Budget Accounts are established, you may request vehicles through the following process.

1. Fill out an OFA 160, Vehicle Acquisition Request Form, and submit it to the OFAM Statewide Mobile Equipment Coordinator.

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2. The Statewide Mobile Equipment Coordinator will notify the Avis Budget Group representative that you have been approved for the requested vehicle(s), and return the approved OFA 160 to you.

3. The Statewide Mobile Equipment Coordinator will provide you with the phone number for the Avis Budget Group Representative, and with the “Authorization Number” for the rental(s).

This number will be the same as the “Request Tracking Number” located in the upper right corner of your approved OFA 160.

4. Call the Avis Budget Group Representative with details of where and when you need the vehicle(s).

The Statewide Mobile Equipment Coordinator will give you the phone number for the State’s dedicated Avis and Budget representative. The representative will arrange to have the vehicles available at the nearest Avis or Budget location, and will provide you with contact information for that location.

Contract vehicles and prices

CONTRACT VEHICLE	VEHICLE TYPE	LONG-TERM DAILY RATE:
Ford Focus, 4 Passenger-- (or alternate E-85 Flex-Fuel vehicle)	Compact Sedan	\$18.98
Toyota Prius, 4 Passenger	Hybrid Electric Sedan	\$18.98
Ford F-150, 5 Passenger--Includes E-85 Flex-Fuel	Pickup Truck	\$24.88
Ford F-150, 5 Passenger--Includes E-85 Flex-Fuel	4WD Pickup Truck	\$24.88
Toyota Sienna, 7 Passenger— (or alternate E-85 Flex-Fuel vehicle)	Mini-Van	\$26.50

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Contact information

All long-term rentals will be approved and reserved through the OFAM Statewide Mobile Equipment Coordinators:

Steve Nielsen
Statewide Mobile Equipment Coordinator
DGS Office of Fleet and Asset Management
(916) 928-7971
Steve.Nielsen@dgs.ca.gov

Stan Pochop
Statewide Mobile Equipment Coordinator
DGS Office of Fleet and Asset Management
(916) 928-7970
Stan.Pochop@dgs.ca.gov

For further information about the contract, contact:

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