

Date: December 04, 2017

To: Daily Fleet Rental Customers and Fueling Services Users

From: Evan Speer, Chief
Office of Fleet and Asset Management
Department of General Services

Subject: Discontinuation of Daily Vehicle Rental and Fueling Services at the State Garage in Sacramento

The Department of General Services (DGS) will be eliminating the daily rental and fueling services currently being offered through the State Garage in Sacramento. Services are being discontinued due to rising operational costs and the availability of more efficient, cost-effective ways of obtaining these services, and to meet the parking needs of state employees in the downtown Sacramento area. The State Garage currently houses the state's daily rental fleet as well as monthly state parkers. In early 2018, the State Garage will be reconfigured for use entirely as a parking facility.

The availability to make reservations for daily rental of DGS-owned vehicles through the State Garage will be discontinued as of December 31, 2017. No new reservations will be accepted; however, reservations processed prior to January 1, 2018, for rentals through the end of the year will be honored. The final business day for operation of the daily rental service is January 31, 2018, and all vehicles must be returned to the State Garage by close of business that day.

Beginning January 1, 2018, state employees who require a daily rental vehicle for state business purposes will need to use the approved vendor for the state's Commercial Car Rental Contract, EAN Services (Enterprise Rent-A-Car and National Car Rental). Enterprise reservations must be made through the online booking tool Concur at <https://www.concursolutions.com/> or by calling a CalTravelStore travel agent at 1(877) 454-8785.¹ The downtown Sacramento Enterprise is located at 1409 16th Street, Sacramento, CA 95814.

E-85 and unleaded gasoline fueling services for external state agencies will be discontinued as of December 29, 2017. Fuel on hand will be used to refuel daily rental vehicles until the supply is exhausted. Once exhausted, the fuel pumps will be decommissioned. The closest alternate location for E-85 fuel is Propel Fuel at 8090 Folsom Blvd., Sacramento, CA 95826.

¹ Drivers without established Concur travel profiles must contact their departmental Travel Coordinator to obtain department-specific information and instructions for setting up their profile in order to make Enterprise reservations.

If you have any questions, please contact Tasha Wilson, Garage Operations Manager, at (916) 653-5373 or Paul Romero, Assistant Chief of Operations and Travel Services, at (916) 928-2519.