



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

Travel Bulletin: # 16-02

Effective Date: March 1, 2016

Expiration Date: Feb. 28, 2018

SUBJECT: Commercial Car Rental (CCR) Services Contract

PURPOSE: Notification of the CCR Contract, Short-term and Long-term Rate Changes

REFERENCE: Agreement No. 5159905

<p>Overview</p>	<p>This Travel Bulletin announces the award of the Department of General Services (DGS) statewide and national Commercial Car Rental (CCR) contract with EAN Services, LLC (Enterprise Rent-A-Car and National Car Rental). International services are not available under the contract. The contract covers a period of performance from March 1, 2016 through Feb. 28, 2018 and has three optional one-year time extensions.</p> <p>The new contract provides significant cost savings through discount rental rates and insurance coverage as well as enhanced conveniences for travelers through express service locations, no one way drop charges, more availability through Concur and priority during times of emergency for responding departments.</p>
<p>Base and Maximum Cap Rates</p>	<p>State employees using the CCR contract should first select compact or intermediate vehicles over other Vehicle Car Types (VCTs). If rental of other VCTs is necessary, refer to the Exceptions section of this bulletin for instructions. Below are base and maximum cap rates (MCRs) for Compact and Intermediate VCTs. A detailed list of all VCT base and MCRs is attached and posted at: http://www.dgs.ca.gov/travel/Programs/CarRentals.aspx</p> <p>Short-term rental rates (less than 30 days) Effective: March 1, 2016 Base rate \$33.00 for compact and intermediate (except in the state of New York) MCR \$50.00 (all California airports)</p> <p>Long-term contract rentals (30 days or more) Effective: March 1, 2016 Base rate \$18.34 for compact and intermediate Monthly rate \$550.00</p> <p>The “base rate” is the amount the contractor can charge for vehicle rental, not including transactional taxes, fees and surcharges. The MCR is the maximum daily rate a contractor can charge per VCT rented at any California airport. It is comprised of the daily base rate plus fees as applicable</p>

Base and Maximum Cap Rates (Cont.)	to a specific airport, up to the maximum rate. Sales tax and refueling charges are not included in the rate.
Short-term Rentals	<p>Short-term rentals must be booked through CalTravelStore (the state’s contracted travel agency) or Concur (the online booking tool).</p> <p>The CCR services contract provides for express service defined as:</p> <p style="padding-left: 40px;">Completed rental agreement and key may be in vehicle or delivered to renter by an attendant. Driver’s license checks can be done at the gate, at the express service counter where available, by a roving employee of the contractor or in any manner consistent with industry/government laws, rules and regulations.</p> <p>Express service is available at the top 14 California airports and three high-volume, off-airport locations. A list of express service locations and all participating locations can be found at: http://www.dgs.ca.gov/travel/Programs/CarRentals.aspx</p> <p>Additional contract benefits include:</p> <ul style="list-style-type: none"> • No one-way drop charges. • No late, no-show, energy recouping or cancellation charges. • Unlimited mileage if the vehicle is returned to the renting location or other drop point authorized by the contractor at the time of pickup. • Rates are not subject to blackout dates or minimum rental period.
Long-term Rentals	<p>State departments wanting access to the long-term rates pursuant to the CCR services contract will need an approval form that has been signed by the Office of Fleet and Asset Management (OFAM) chief or delegate prior to fulfilling a new long-term vehicle reservation. In addition, long-term needs should be covered in your department’s annual Fleet Acquisition Plan or addendum process. See SAM - Transportation Services, Section 4120.</p> <p>Beginning in Fiscal Year 2012-13, state departments shall submit an electronic Fleet Acquisition Plan (FAP) to OFAM each fiscal year for all new and/or existing asset replacement needs that have not been previously approved by OFAM. The plan should include any long-term rentals or leases of fleet assets.</p> <p>SAM Section 4120.4: OFAM will accept addendums to an approved FAP from a department should fleet needs change during the course of the fiscal year due to extraordinary circumstances.</p> <p>SAM Section 4120.5: Vehicles rented or leased for over 30 consecutive calendar days or more than four consecutive work weeks (excluding weekends and holidays) are required to be approved through the department’s FAP prior to renting or leasing the vehicle. Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.</p> <p>An electronic copy of the FAP documents can be found on the DGS website located at: http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx</p>

Alternative Fuel Vehicles	Alternative fuel vehicles such as Hybrid Electric vehicles (HEVs), Plug-in Hybrid Electric Vehicles (PHEVs), and Zero-Emission Vehicles (ZEVs) are available in limited quantities and locations throughout the state. Vehicles, when available, may be booked through CalTravelStore or Concur (the online booking tool).
Emergency Vehicles	Reservations for emergency vehicles by recognized public agencies as ordered in a state of California governor-declared “Proclamation of a State of Emergency” shall be made directly with the contractor.
User Requirements	<p>For all vehicle rentals, employees are required to provide a current driver license and a second form of identification to ensure a smooth delivery of service when renting a vehicle. Acceptable second forms of identification can be an employer-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.</p> <p>Excluding alternative fuel vehicles, employees shall return a vehicle with the same level of fuel it had when it was picked up.</p>
Exceptions	<p>The following exceptions require state departments to submit an approval form, signed by the employee’s supervisor, to the State Controller’s Office (SCO):</p> <ul style="list-style-type: none"> • 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. <p>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. The Short-term Vehicle Justification Form (SCO approval form) is available on the www.dgs.ca.gov/travel website under “Car Rentals”.</p>
Additional Contract Information	<p><u>Insurance:</u> The contract includes \$300,000 in insurance coverage. State employees 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.</p> <p><u>Billing and Payment:</u> At the completion of each rental, the contractor will provide an itemized receipt of services that will contain all charges for the vehicle.</p> <p>Each state and optional user will be required to utilize his or her contracted travel payment system Car Rental Business Travel Account (CRBTA) for payment.</p> <p>Each state and optional user is responsible for reviewing monthly billing reports, but the DGS Statewide Travel Program will also periodically analyze billing reports to ensure accuracy of the contractor’s charges.</p>

Commercial Car Rental Contact	EAN Services, LLC Lisa Holmes, Account Manager (916) 787-4733 lisa.m.holmes@ehi.com
DGS Statewide Travel Program Contract Administrator	DGS Statewide Travel Program Georgia Kattenhorn, Travel Program Specialist (916) 376-3990 georgia.kattenhorn@dgs.ca.gov
Attachments	Short-term Rental Rate Sheet Long-term Rental Rate Sheet

**STATE OF CALIFORNIA
SHORT-TERM RENTAL COST TABLE
EFFECTIVE MARCH, 1, 2016**

VEHICLE CLASS TYPE:	DAILY	WEEKLY	MAXIMUM CAP RATE DAILY
Compact	\$33.00	\$132.00	\$50.00
Mid-Size/Intermediate	\$33.00	\$132.00	\$50.00
Full-Size	\$35.00	\$140.00	\$53.00
Mini Van	\$56.00	\$224.00	\$78.00
Four Wheel Drive (4WD)/Sport Utility Vehicle	\$56.00	\$224.00	\$78.00
Pick Up Truck	\$70.00	\$280.00	\$94.00
Hybrid Electric Vehicle	\$42.00	\$168.00	\$62.00
Plug-In Hybrid Electric Vehicle / Zero Emission Vehicle	\$42.00	\$168.00	\$62.00

***Note:** The State of New York is exempt from the Base Rate listed above. Such rates are subject to open market rates quoted at time of actual car rental.*

**STATE OF CALIFORNIA
LONG-TERM RENTAL COST TABLE
EFFECTIVE MARCH, 1, 2016**

VEHICLE CLASS TYPE (VCT):	DAILY	WEEKLY	MONTHLY
Compact	\$18.34	\$128.38	\$550.00
Mid-Size/Intermediate	\$18.34	\$128.38	\$550.00
Full-Size	\$20.00	\$140.00	\$600.00
Mini Van	\$31.67	\$221.69	\$950.00
Four Wheel Drive (4WD)/Sport Utility Vehicle	\$26.34	\$184.38	\$790.00
Pick Up Truck	\$26.34	\$184.38	\$790.00
Hybrid Electric Vehicle	\$24.17	\$169.19	\$725.00
Plug-In Hybrid Electric Vehicle / Zero Emission Vehicle	\$24.17	\$169.19	\$725.00

Note: The State of New York is exempt from the Base Rate listed above. Such rates are subject to open market rates quoted at time of actual car rental.