



TRAVEL INFORMATION & POLICY

Subject:	Number:
Travel/Relocation Programs – Commercial Car Rental Services Contract Extension and Rental Rate Changes	TIP 13-002
	Date Issued: January 23, 2013
References:	Expires:
Department of General Services Statewide Travel Management Program Travel Bulletins 13-01, and Management Memo 13-02	Until Rescinded

Purpose: To inform the Department’s employees of the Commercial Rental Car Contact Extension, Short-Term, and Long-Term Rate Changes, and Amendment Language.

Policy: [Travel Bulletin 13-01](#) announces the extension of the Department of General Services (DGS) Commercial Rental Car contract with the Entities of Enterprise Holdings, Inc. (Enterprise Rent-A-Car/National Car Rental).

The term of this extension is January 1, 2013 through December 31, 2013. The contract extension also incorporates Short-Term and Long-Term rate changes for 2013 (attachments) and includes Enterprise’s internal policy to ground vehicles subject to a manufacturer recall.

National Car Rental is used primarily for out-of-state and international travel. Alamo Rent-A-Car locations are not used as part of the contract at this time.

Long-Term Rentals State Departments needing access to the Long-Term rates will need to follow the new DGS/Office of Fleet and Asset Management’s (OFAM) Annual State Fleet Acquisition Plan ([DGS Management Memo 13-02](#)).

OFAM is eliminating the use of the Vehicle Acquisition Request Form (OFA 160). Agencies will no longer submit individual fleet acquisition requests to DGS/OFAM. This policy applies to all emergency and non-emergency fleet assets.

Insurance The contract includes \$250,000 insurance coverage. State Departments are still required to notify DGS Office of Risk and Insurance Management at (916) 376-5300, if and when an accident in a rental car occurs.

If you have questions about this TIP, please contact Katie Kennedy at (916) 227-8652. To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie_Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.

SHORT-TERM COMMERCIAL CAR RENTAL COST TABLE
 BASE RATE WITH \$250,000 INSURANCE FOR SHORT-TERM RENTALS
 (Effective January 1, 2013)

<u>Vehicle Class Type</u>	<u>Daily</u>	<u>Weekly</u>	<u>Maximum Cap Daily</u>
Compact Nissan Versa, Toyota Yaris	\$30.78	\$123.12	\$47.20
Mid-Size/Intermediate Toyota Corolla, Nissan Sentra	\$30.78	\$123.12	\$47.20
Full-Size Chevy Impala, Nissan Altima	\$33.86	\$135.43	\$50.27
Alternative Fuel Vehicle Chevy HHR, Chevy Impala	\$33.86	\$135.43	\$50.27
FWD/Sport Utility Vehicle Ford Escape, Jeep Liberty	\$51.30	\$230.85	\$76.95
Mini Van Chrysler Town and Country, Dodge Grand Caravan	\$51.30	\$230.85	\$76.95
Pick Up Trucks Chevy Silverado, Ford F150	\$66.69	\$307.80	\$92.34

LONG-TERM COMMERCIAL RENTAL CAR COST TABLE
 BASE RATE WITH \$250,000 INSURANCE FOR LONG-TERM RENTALS
 (Effective January 1, 2013)

<u>Vehicle Class Type</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
Compact Nissan Versa, Toyota Yaris	\$17.78	\$124.48	\$533.52
Mid-Size/Intermediate Toyota Corolla, Nissan Sentra	\$17.78	\$124.48	\$533.52
Full-Size Chevy Impala, Nissan Altima	\$20.31	\$142.20	\$609.44
Alternative Fuel Vehicle Chevy HHR, Chevy Impala	\$20.31	\$142.20	\$609.44
FWD/Sport Utility Vehicle Ford Escape, Jeep Liberty	\$25.65	\$179.55	\$769.50
Mini Van Chrysler Town and Country, Dodge Grand Caravan	\$32.48	\$227.42	\$974.70
Pick Up Trucks Chevy Silverado, Ford F150	\$25.65	\$179.55	\$769.50