



# TRAVEL INFORMATION & POLICY

Subject:	Number:
Travel/Relocation Programs – Commercial Car Rental Services Contract Extension and Rental Rate Changes	TIP 14-01
	Date Issued: January 14, 2014
References:	Expires:
<a href="#">Department of General Services (DGS) - Statewide Travel Management Program - Travel Bulletin 14-01</a>	Until Rescinded

- Purpose** To inform the Department’s employees of the Commercial Rental Car Contact Extension, Short-Term, and Long-Term Rate changes for 2014 and a new vehicle class type and rates for Zero Emission Vehicles.
- Policy** DGS Travel Bulletin 14-01 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).  
  
Enterprise is used primarily for in-state travel, and National Car Rental is used primarily for out-of-state and international travel.  
  
The term of this extension is January 1, 2014, through December 31, 2014. The contract extension also incorporates Short-Term and Long-Term rate changes for 2014 (short-term rates attached) and includes a new vehicle class type and rates for Zero Emission Vehicles.
- 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](#)). For Long-Term rental rates, see [Chapter 11](#) of the Travel Guide.
- 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 Srichit Maljai at (916) 227-8948. To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

SHORT-TERM COMMERCIAL CAR RENTAL COST TABLE  
 BASE RATE WITH \$250,000 INSURANCE FOR SHORT-TERM RENTALS  
 (Effective January 1, 2014)

<u>Vehicle Class Type</u>	<u>Daily</u>	<u>Weekly</u>	<u>Maximum Cap Daily</u>
<b>Compact</b> Nissan Versa, Toyota Yaris	\$31.46	\$125.83	\$48.23
<b>Mid-Size/ Intermediate</b> Toyota Corolla, Nissan Sentra	\$31.46	\$125.83	\$48.23
<b>Full-Size</b> Chevy Impala, Nissan Altima	\$34.60	\$138.41	\$51.38
<b>Alternative Fuel Vehicle</b> Chevy HHR, Chevy Impala	\$34.60	\$138.41	\$51.38
<b>FWD/Sport Utility Vehicle</b> Ford Escape, Jeep Liberty	\$52.43	\$235.93	\$78.64
<b>Mini Van</b> Chrysler Town and Country, Dodge Grand Caravan	\$52.43	\$235.93	\$78.64
<b>Pick Up Trucks</b> Chevy Silverado, Ford F150	\$68.16	\$314.57	\$94.37
<b>Zero Emission Vehicle</b> Nissan Leaf, Chevy Volt	\$40.88	\$245.28	\$57.66

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