



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: **VEHICLE RENTAL SERVICES**

CONTRACT NUMBER: CSP903910

EFFECTIVE DATES: 03/22/10 TO 06/30/12

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP903910 that opened on October 16, 2009. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

The agency listed herein is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the State agencies, State Institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Questions regarding this and/or the Services Contract may be directed to:

Therese Gallego, CPPB
therese.gallego@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Title: Vehicle Rental Services
RFP Number: CSP903910
UNSPSC Number: 25000000
OAKS Item Number: 17680

There will be no additional reimbursement for travel or other related expenses not included in the Not to Exceed Cost. The State will not be liable for any costs the Offeror does not identify in its Proposal.

All vehicle rental rates are to include: normal commercial rentals, unlimited mileage, and all other applicable charges, excluding the cost of gasoline or allowable charges. Drivers shall be at least 18 years of age and no minimum surcharge will apply, with the exception of 15 passenger vans.

Base rental price include the Liability Coverage with a combined single limit for bodily injury and property damage of at least \$1,000,000 and Loss/Damage Waiver for accidents arising out of the operation or use of the rental vehicle. The insurance coverage will indemnify, defend (in accordance with Chapter 109 of the Ohio Revised Code), and otherwise protect the Agency and their drivers against liability for bodily injury, death and property damage arising from the use of the vehicle.

The allowable charges are charges for re-fueling, optional services or features purchased by the renter, local and state sales and federal excise taxes, airport concession fees, city surcharges or city differential fees applicable in certain cities. Legislative or mandated taxes or fees, bond issues imposed by government bodies and similar charges controlled by third party(ies). Enterprise shall itemize those charges as separate line items on the rental agreement and add the charges to the base rate. Where the renting entity is not exempt from sales taxes on sales within Ohio, Enterprise shall add the sales tax on the billing invoice as a separate entry.

PRICING AND TERMS ARE VALID FOR BOTH ENTERPRISE RENT-A-CAR AND NATIONAL CAR RENTAL

<u>Vehicle description</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>30 Day Rate</u>
Economy	\$29.73	\$148.65	\$594.60
Compact	\$29.73	\$148.65	\$594.60
Intermediate	\$31.33	\$156.65	\$626.60
Standard	\$31.33	\$156.65	\$626.60
Full Size	\$34.34	\$171.70	\$686.80
Premium	\$55.00	\$275.00	\$1,100.00
Luxury	\$55.00	\$275.00	\$1,100.00
Mini Van	\$49.00	\$245.00	\$980.00
12 Passenger Van	\$94.00	\$470.00	\$1,880.00
15 Passenger Van	\$97.00	\$485.00	\$1,940.00
Small Pick Up	\$45.00	\$225.00	\$900.00
Large Pick Up	\$49.00	\$245.00	\$980.00
Cargo Van	\$39.00	\$195.00	\$780.00
Small SUV	\$50.00	\$250.00	\$1,000.00
Medium SUV	\$60.00	\$300.00	\$1,200.00

Large SUV	\$79.00	\$395.00	\$1,580.00
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City Differentials. The following city differentials apply to this contract.

Airport Locations Only

\$5.00	Charlotte	\$10.00	Atlanta
	Kansas City		Baltimore
	Milwaukee		Boston
	Minneapolis		Chicago
	New Orleans		Detroit
	Phoenix		Denver/Colorado Springs Area
	Seattle		Hartford
	St. Louis		Los Angeles Airport and Area
	State of Illinois		Philadelphia
	State of NY		Puerto Rico
			Pittsburgh
			Providence
			San Francisco Airport and Area
			State of Alaska
			State of Texas
			Washington Reagan/Dulles D.C.

Airport and Non-Airport Locations:

\$10.00	NY/NJ/CT Metro
	W. Virginia
	Wyoming
	Montana
	Nebraska (except Omaha and Lincoln)
	South Dakota
	Bemidji, MN
	Moorhead, MN
\$25.00	Westchester, Islip & Newark Airports, New York City Boroughs including JFK and La Guardia Airports

HOW TO MAKE A RESERVATION

Click on the State of Ohio Contract's Custom Reservation Link below OR call one of the toll free reservation numbers listed below:

- State of Ohio Contract Reservation Link: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=OHIO
- Enterprise Rent-A-Car Reservations: 1-800-261-7331
- National Car Rental Reservations: 1-800-222-9058

NOTE: If you call one of the 800 numbers above to make a reservation you must provide one of the following identifying customer numbers (the customer number triggers all rates and provisions associated with the program):

- For State Agencies – **XZ38X01**
- For State Cooperative Purchasing Program (COOP) members – **XZ38Z01**

HOW TO PAY FOR THE RENTAL VEHICLE

All renters reserving vehicles must have a credit card in their own name in order to rent vehicles, except if rental is being paid by direct billing (see below).

If a State Agency or Cooperative Purchasing Program (COOP) members would like to establish credit for central (direct) billing with Enterprise Rent-A-Car and/or National Car Rental, the authorized financial contact for the agency should make a formal inquiry by sending an e-mail to Enterprise Holdings, Inc. at the following e-mail address:

#StateofOhio@ehi.com

State agencies or Cooperative Purchasing Members will receive a credit application when requesting central billing and must allow five (5) business days after return of completed credit application for new account setup.

If a State Agency is creating a purchase order for vehicle rentals that will be given to Enterprise, the Agency must reference Enterprise customer number, XZ38X01 or the agency's unique customer number if applicable in the body of the purchase order.

EMERALD CLUB PROGRAM

The Emerald Club program is a traveler loyalty program available to all State Agencies and Cooperate Purchasing Program (COOP) Members at no additional fee. Enrollment in the Emerald Club program is optional and will speed up the rental process. Emerald Club enrollment also ensures that renters receive the contracted rates and provisions associated with the State's program.

To enroll in the Emerald Club program please register online using the applicable link below:

- State Agencies renting from Enterprise/National: <https://www.nationalcar.com/offer/XZ38X01>
- Cooperative Purchasing Program (COOP) members renting from Enterprise/National: <https://www.nationalcar.com/offer/XZ38Z201>

ADDITIONAL PROGRAM INFORMATION

One Way Rentals. Enterprise will charge base rate and other allowable charges identified above for a one-way vehicle rental as if a round trip rental. Contractor shall not charge any drop fee or mileage charge for one way rentals of 500 miles or less. For one way rentals greater than 500 miles, Contractor may charge a higher daily rental differential fee.

Weekend Vehicle Returns. Some rental vehicle offices may be closed on Saturday or Sunday. If a vehicle is returned before the mid-point of the day on a Saturday or a Sunday, customer will be charged for a full day's rental.

Early Pick Up of Vehicles. Enterprise offers a Quick-Start Program for Customer business rental that originate in the State of Ohio. This service allows an employee to request a quick-start, also referred to as suspended charges. Upon request, State/STATE/IUC-PG/CO-OP Member employees needing to depart on a Tuesday through Friday before Enterprise opens may secure a rental vehicle the evening before their trip. For a fee of \$25.00, the STATE/IUC-PG/CO-OP MEMBER traveler may rent the vehicle after 4:30 p.m. the day prior to their trip and daily rental charges will begin the next morning, no later than the time at which that rental location opens. Friday pick-up: If the vehicle is needed on a Monday morning, an STATE/IUC-PG/CO-OP MEMBER employee may rent a vehicle on Friday after 4:30 p.m. with charges beginning on Sunday morning at 8:00 am for a fee of \$25.00. Saturday pickup: If the vehicle is needed on a Monday morning, an STATE/IUC-PG/CO-OP MEMBER employee may rent a vehicle on Saturday morning during Enterprise business hours and charges will begin on Monday morning at 8:00 am for a fee of \$25.00.

Quick Start Program Fee: \$25.00 for early pick up.

Gas refueling options .

Vehicles shall be provided with a full tank of gas. The following refueling options apply to this contract. Refueling rates vary by location, and the option selected.

Option A. Prepay at all Enterprise airport locations: At the time of rental pickup, renters may purchase a full tank of gas at competitive industry pre-purchase fuel prices. Customer can ask the rental agents for the Fuel Service Option (FSO) and corresponding rate.

Option B. The renter will be charged the refueling rate based on current full-service, per-gallon pricing, plus a fee of up to 50 percent.

Option C. You refuel: The renter replaces all gallons used before returning the vehicle to avoid all refueling charges.

Pick-Up Service. Enterprise is in the business of providing a signature pickup service for our customers. At no additional charge, Enterprise will offer a ride to and from the local Enterprise office. If the free pickup service is desired, the renter can contact the rental branch at least thirty (30) minutes prior to their reservation using 1-800-rent-a-car from their pickup location.

Vehicle Delivery Services. Enterprise will deliver vehicles to business locations at no charge, with the exception of 15 passenger vans. For these vans, there will be no charge for delivery to a location less than 5 miles away. After 5 miles, the delivery fees are listed below. Vehicles delivered to a Customer office or business location will be considered on rent and charges will start at the time of delivery. Vehicles delivered will be considered ready for return upon Customer contacting the rental branch. Charges will stop at the time of the call. Customer will remain responsible for vehicle condition until the vehicle is moved from its parked position. Vehicles returned to branches other than the originating branch must be pre-arranged at the time of delivery and may be subject to drop fees.

Up to \$15.00	Per rental	Delivery to business location 5.1 to 7 miles from nearest Enterprise office
Up to \$20.00	Per rental	Delivery to business location 7.1 to 9.9 miles from nearest Enterprise office
Up to \$25.00	Per rental	Delivery to business location 10 - 20 miles from nearest Enterprise office
Up to \$40.00	Per rental	Delivery to business location 20 + miles from nearest Enterprise office

Vehicle Availability. For guaranteed availability on minivans, large SUV's, 12 passenger and 15 passenger vans, seven (7) days advance reservations are required. Reservations on these categories of vehicles can be made without seven (7) days advance notice but availability will not be guaranteed. All other classes of vehicles are guaranteed with reservations.

Month or More Rental Plan. For monthly rentals (30 days or more), Enterprise will offer a Month or More price discount as set forth herein. To initiate the Month or More Rental Plan, Customer shall call 1-800-209-3602. Notwithstanding any initiation by Customer of a Month or More Rental Plan, Customer understands and agrees that any such vehicle rental(s) will be invoiced on normal terms (every 29 days) and subject to the then applicable Rental Agreement and shall, under no circumstances, be considered a vehicle lease. The monthly rates are further discounted as follows:

1. \$25 off the second consecutive full 30 days.
2. An additional \$25 off the third consecutive full 30 days.
3. An additional \$25 off the fourth consecutive full 30 days. The maximum total discount available is \$75 per rental.

Daily or weekly rates apply, as applicable, to rental increments of less than 30 consecutive days. Rentals for over three months are not permitted by state agencies. State agencies shall contact the Office of Fleet Management if requesting a rental for over three months.

Signature on File. As part of any rental transaction in which Enterprise delivers possession of a rental vehicle to an Eligible Renter or agent of Customer, other than the Eligible Renter intended as renter, the transaction will be subject to the following terms and procedures supplemental to those provided in the Rental Contract:

1. Customer's name will appear as "renter" on the Rental Contract;
2. The notation "Signature on File" will substitute for the signature or initials of the Eligible Renter intended as renter in each applicable part of the Rental Contract;
3. Customer will be responsible for designating the Eligible Renter intended as renter, as authorized to accept possession of the rental vehicle, and for procuring a written receipt from such Eligible Renter confirming delivery of possession of the rental vehicle;
4. Customer will not allow use of the rental vehicle by any Eligible Renter under the age of 18 or as provided by law, or use by any Eligible Renter other than for business use, or use by any Eligible Renter not possessing a valid driver's license issued by the state in which the Eligible Renter resides;
5. Customer will be responsible for ensuring compliance with California Vehicle Code Sections 14604-14609 and any other state's comparable law by assuming Enterprise's responsibility to compare the signature of the Eligible Renter to whom the vehicle is to be rented to the signature of such Eligible Renter on his or her driver's license. For clarification purposes, this requirement applies only to rentals originating in California; and
6. If the rental vehicle is a passenger van with seating for over 10 occupants, Customer will be responsible for distributing to all Eligible Renter drivers copies of the Large Van Addendum to the Rental Contract.

Requirements for 15 Passenger Vans.

1. Vans with a seating capacity of 10 or more rented pursuant to this Agreement (a) are not available to be rented from a rental facility located in, and may not be used or operated outside of the United States and (b) do not meet United States Federal Bus Safety Standards and may not be used to transport children in the twelfth (12th) grade or younger, other than family members, for school related functions.
2. All drivers of 15 passenger vans must be at least 21 years old.
3. IUC-PG drivers between the ages of 21-24 will be assessed an additional \$15 per day charge unless the following criteria can be met:
 - a) The Customer must have a managed and documented Risk Management/Driver Training Program in place which shall specifically include training regarding the use and operations of large vans.
 - b) The Customer must maintain an approved driver list and reference it allowing only those authorized approved drivers access to keys or vans.
 - c) The Customer must provide a copy of the "Restricted Use of Passenger Vans with Seating for over 10 Occupants" Addendum to each approved driver for review, and document the date on which this was completed. Enterprise shall also provide the document at time of rental
 - d) The Customer must agree that the van will not be used at any time to transport children in the twelfth (12th) grade or younger, other than family members, for school related functions.
4. Enterprise reserves the right to revoke privileges to Customer's authorized drivers at any time for failure to meet these terms.

Additional Terms and Conditions.

1. Rates are valid for 24 months following the effective date of the agreement.
2. The terms of this contract take precedence over Enterprise's Standard Rental Form.
3. For rentals commencing in Manhattan all day Friday through 12:59 p.m. Sunday and for rentals commencing at JFK and LaGuardia airports between the hours of 1:00 p.m. Friday through 12:59 p.m. Sunday, current published rates, less a discount will apply.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

0000178037
Enterprise Holdings, Inc.
600 Corporate Drive
St. Louis, MO 63105

BID CONTRACT NO.: CSP903910-1 (06/30/12)

TERMS: Net 30 Days

NOTE THAT CONTRACT IS VALID FOR ENTERPRISE RENT-A-CAR AND NATIONAL CAR RENTAL LOCATIONS.

If you have any questions for Enterprise Holdings, Inc. regarding rates, reservations or billing, please submit your questions via e-mail to the following address: #StateofOhio@ehi.com

CONTRACTOR'S CONTACT (CORPORATE):

Rita Bolzan-Pompeo
Enterprise Holdings, Inc.
Business Rental Program
3720 Lacon Road
Hilliard, OH 43026

Office: (248) 524-3269
Fax: (918) 948-6647
E-Mail: Rita.bolzan@ehi.com