OPERATIONAL SERVICES DIVISION

Contract User Guide

Short-Term Rental of Various Light Duty Vehicles

Contract #: OVM09	**Contract Renewal Duration:** 7/1/2016 to 6/30/17
MMARS #: OVM09*	**Options to Renew:** through 11/30/19
Contract Manager:	Name - Betty Fernandez- Phone 617 720 3133
	Email: Betty.Fernandez@state.ma.us
UNSPSC:	25-10-15-00-0000
Last change date: 11/3/2016	**Date:** 11/3/16

Contract Summary

This Statewide Contract for the Short-Term Rental of Various Light Duty Vehicles with Enterprise Rent-A-Car has been renewed.

Benefits and Cost Savings

- All rentals include CDW coverage
- 20 types of vehicle classes available including compact, midsize, full size 2-door, full size 4-door, minivan, SUV-Standard, SUV-Full Size, 12 - 15 passenger vans, cargo van, pick-up truck, 15' Cutaway Truck, 16' Box Truck, 24'-26' Box Truck, Hybrid Sedan
- Compact through Full Size, Minivan and SUV classes available at half-day, daily, weekend, weekly and monthly rates
- GPS and car seat can also be rented
- Additional SLP insurance and mileage overage options are available if desired

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and

elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases for services.

How to use the contract

State employees/contractors using this Contract are expected to reserve the most economical vehicle size available at the time of making the reservation. If the requested size vehicle is not available at pickup time, Enterprise will provide a larger size vehicle at the same price as the reserved vehicle.

PLEASE NOTE: Vehicle rentals occurring within the Commonwealth are not subject to sales tax for government buyers. When renting or returning vehicles outside of Massachusetts, buyer/purchasers are responsible for providing proof of tax exempt status of the state in which the vehicle was rented or returned.

Reservations must be made using Enterprise's website listed below https://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOMASS or by calling 1-800-736-8222. Active agency/entity accounts are already available on this website. If an eligible entity is not listed please contact Enterprises Account Manager, Rob Larkin, Robert.F.Larkin@ehi.com to make arrangements to obtain an account number. New accounts will be assigned an account number and a three-letter password which must be entered in order to make a reservation for the vehicle under the rates/terms of this Contract.

Any agency/entity using this Contract with a question on using the online system or require assistance in setting up a new account may contact the **Technical Support Line** at 877-858-3884 or the live online help service 24 hours.

Please note that **Hybrids** must be taken when offered to renter by the Enterprise Office. If a compact car is reserved and a hybrid car is available, users are expected to rent the hybrid car at the hybrid car rate.

Price & insurance - Pricing can be found as an attachment entitled "Enterprise Rental Rates 2015-2017 Contract Pricing" in COMMBUYS. Please click on Enterprises PO information to obtain details on the renewal award information PO-14-1080-OSD01-OSD10-00000000793.

Rates do not include any state or local fees, including VLF, convention center fee or parking surcharge, taxes, other surcharges and/or refueling options.

*All rates above include Collision Damage Waiver (CDW). Under the CDW policy, Enterprise agrees to contractually waive Renter's responsibility for all of the cost of damage to or loss or theft of the vehicle, or any part or accessory of the vehicle, and related costs regardless of fault or negligence. **CDW does not cover the following:**

- Damage or loss caused intentionally, willfully or wantonly by an authorized driver;
- Damage or loss occurring while an authorized driver operates the rental vehicle while legally intoxicated
- or under the influence of any illegal drugs or chemical as defined or determined under the law of the state in which the damage occurred;
- Damage or loss caused while an authorized driver is engaging in any speed contest;
- Damage or loss caused while an authorized driver is using the vehicle to push or tow anything or using the vehicle to carry person or property for hire, unless express authorized in the rental agreement;
- Damage or loss caused while an authorized driver is driving outside the United States or Canada, unless express authorized in the rental agreement;
- Damage or loss caused while the vehicle is driven, with the Renter's permission or accession, by anyone other than an authorized driver;
- Damage or loss incurred after the private passenger automobile was rented or an authorized driver was approved as a result of fraudulent information provided to the rental company; or
- Damage or loss incurred as a result of the commission of a felony by an authorized driver.

Definitions

- **Half-Day:** Any rental that is six (6) hours or less in duration in the same calendar day, picked up and returned during normal operating hours.
- **Daily:** One 24 hour cycle.
- **Weekly:** A seven-day, 24 hour cycle.
- **Monthly:** A thirty day, 24 hour cycle.

Mileage Caps

- ½ day, daily, weekly and monthly rates include unlimited mileage for compact, intermediate, standard and hybrid
- Monthly mileage caps over 2500 miles are $0.20/mile after
- For 15', 16', 24'-26' Trucks only there is a charge of $0.29/mile

Fuel Charges

Renters will be charged for their fuel usage. Vehicles will be provided with full tanks of fuel. Renters may return the vehicle with the same amount of fuel and not be charged a fee or return the vehicle with less fuel and only be charged for the fuel that they used. The charge would be an average of the prevailing pump price in Massachusetts, which is determined and updated weekly.

Late Returns

- There is a grace period of 29 minutes beyond the check-in time (printed on the rental agreement) during which the renter will not incur any additional charges.
- At one hour, there will be an hourly charge of 1/3 of the daily rate per hour, which will be charged until the hourly charge reaches the daily rate. At this time, a new rental day would begin as of the original contract time.

Other Charges

- **Vehicle Licensing Fee:** $2.40/day for all Massachusetts rentals
- **Convention Center Surcharge:** $10.00 (Boston, Allston, Brighton)
- **Parking Surcharge:** $0.60

All Electronic Tolling in MA

- Toll Pass Devices are available for rent at select locations only –
  - Boston Logan Airport and all downtown Boston locations, Brookline and Brighton.
  - Somerville and Cambridge

Massachusetts rental customers will be given 4 options:

- Avoid all toll roads, tunnels and bridges
- Bring their personal Toll Pass Device and use it in Enterprise vehicles – Users should verify that the device will work in any state they plan to be travelling in.
- Rent a Toll Pass Device (TPD) from any of our three brands for $3.95 per rental day, up to 5 days max $19.75. The fee will be applied on your rental ticket as a separately stated charge. **This is the best option if you are travelling outside of Massachusetts, as Massachusetts is the only 100% AET state nearby.** Please see select locations listed above.
- This will allow you to go through any Northeast toll road, tunnel or bridge and pay separately for the cost of the toll. This toll will be collected up to 90 days after the rental ends and will be charged on the same payment method used for the rental. This will be collected by the toll collection company as described in the attached brochure available on COMMBUYS website and we will only be given the portion of the collected amounts
- If not renting a Toll Pass Device from Enterprise and do not have a personal TPD. There will be no fee on the rental ticket as customer did not opt in at the start of the rental.
- If the customer travels through a toll in Massachusetts the Enterprise License plate will read and Enterprise will receive the notification of a toll. At this point, you will have auto opted-in to the Toll Pass program and you will be charged a $3.95 toll pass auto opt-in fee similar to the renting of a Toll Pass Device, but the difference is that you will be charged on a USAGE DAY BASIS. For each day you go through a toll, you will be charged $3.95 up to a maximum of 19.75/rental and this will be charged, along with the toll, on the same payment method used for the rental. This will be collected by the toll collection company as described in the attached brochure available on COMMBUY website and we will only be given the portion of the collected amounts.

Additional information as it relates to MA Tolls is available on COMMBUYS under vendor PO attachments. To bring you directly to vendor attachments please click on PO-14-1080-OSD01-OSD10-00000000793.

Prompt Pay Discounts

Under this Contract, there will be Prompt Pay Discounts as follows:

- 2% discount for payment issued within 10 days
- 2% discount for payment issued within 15 days
- 1% discount for payment issued within 20 days

All pricing WILL remain firm through November 30, 2017.

Vendor List and Contract Information

Please refer to Price & Acquisition - *A market basket price sheet is available for the vendor on COMMBUYS website https://www.commbuys.com/bso/ please refer to instructions below for how to obtain the contract information in COMMBUYS.*

Contractor Information

VC6000244569 - Vendor Line 1	**Click on COMMBUYS link for details:** PO-14-1080-OSD01-OSD10-00000000793

Enterprise Rent-A-Car - SDP, EPP, PPD
3A Enterprise Road
Billerica, MA 01801
Contract Manager: Rob Larkin
Phone: 508-294-9656
Email: Robert.F.Larkin@ehi.com
Prompt Pay Discount Offer: 2%-10,

Prompt Pay Discount Offer: 2%-10-15 days and 1% 20 days

Additional Information

Comments and Complaints:

Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager, noted above, and copied to the OSD Contract Manager, Betty Fernandez, at Betty.Fernandez@state.ma.us.

Strategic Sourcing Services Team Members

Betty Fernandez	OSD	Betty.Fernandez@state.ma.us
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Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There is one (1) vendor on this contract which has been assigned a unique Master Blanket Purchase Order (PO) PO-14-1080-OSD01-OSD10-00000000793. Vendor prices are located with each line item identified with the Master Blanket Purchase Order.

How to place an order

Once a price has been obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use OVM09) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter quantity of line item
- Enter the total price
- Add additional items if needed as required
- Submit for approval