

Contract User Guide for OVM09

OVM09 Short-Term Rental of Various Light Duty Vehicles

UPDATED: Sept. 7, 2017

Contract #:	OVM09
MMARS MA #:	OVM09*
Initial Contract Term:	November 15, 2012-November 14, 2015
Maximum End Date:	Two (2) – Two (2) year extensions to November 30, 2019
Current Contract Term:	November 15, 2015 – November 30, 2017
Contract Manager:	Betty Fernandez, 617 720 3133, Betty.Fernandez@state.ma.us
UNSPSC Codes:	25 10 15 00

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

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

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Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- 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

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for OVM09 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases for services

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

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Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by, referencing the [vendor information](#) page, where the link to the vendor MBPO's is listed.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

*It is not required in a CUG) Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.*

When contacting a vendor on statewide contract, always reference OVM09 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.



Additional Information/How to Use the Contract

State employees 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.

Product Specifications, including Environmental Standards and Requirements

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;

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- 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:** \$2.25/day for all Massachusetts rentals
- **Convention Center Surcharge:** \$10.00 (Boston, Allston, Brighton)
- **Parking Surcharge:** \$0.60

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

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Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than six (6) months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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Strategic Sourcing Team Members

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts Prompt Pay Discount (PPD)
Enterprise RAC	PO-14-1080-OSD01-OSD10-00000000793	VC6000244569 Vendor Line 1	Rob Larkin	508 294 9656	Robert.F.Larkin@ehi.com	2%-10-15 days and 1% 20 days

*Note that COMMBUYS is the official system of record for vendor contact information.

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Appendix A: Electronic Tolling Guidance/Information

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-OSD10-0000000793](#).

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