



**DEPARTMENT OF GENERAL SERVICES  
STATEWIDE TRAVEL PROGRAM  
TRAVEL BULLETIN**

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**Travel Bulletin:** #21-01

**Effective Date:** March 1, 2021

**Expiration Date:** February 29, 2024 with two (2) optional (1) one-year extensions at the discretion of the state.

**SUBJECT:** Commercial Car Rental (CCR) Services Contract

**PURPOSE:** Notice of CCR Award; Rate Changes

**REFERENCE:** Agreement #5209924

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## **Purpose**

This Travel Bulletin announces the award of the Department of General Services (DGS) Statewide Travel Program (STP) statewide and national Commercial Car Rental (CCR) contract to EAN Services, LLC (Enterprise Holdings, Inc.). The term of this contract is March 1, 2021 through February 29, 2024 with two (2) optional (1) one-year extensions at the discretion of the state (DGS). The contract awarded incorporates short-term and long-term rate increases for the new contract period.

## **Overview**

The CCR contract provides rental vehicles to all Executive Branch agencies in the state of California, as well as participating optional user agencies. Use of the CCR contract allows participating agencies access to the discounted rates, added rental benefits, and insurance. CCR contract benefits are only available via STP's contracted travel agency, CalTravelStore. Reservations must be arranged through CalTravelStore's online booking tool (Concur) or by calling a CalTravelStore agent. As EAN Services, LLC is the incumbent, agencies can expect operations to continue uninterrupted.

## **Base Rates**

Short-Term Rental Rates (**between 1 and 29 days**)

Effective **March 1, 2021**

Base Rate \$37.75 for Compact and Intermediate daily, \$158.55 weekly (Except in the state of New York)

Long-Term Contract Rentals (**30 days or more**)

Effective **March 1, 2021**

Monthly Rate for Compact and Intermediate \$634.20

National Car Rental is used primarily for out-of-state and international travel, and should only be used when Enterprise is not available.

An updated list of contracted vehicle rates is attached, and is also part of the contract posted at [DGS Statewide Travel Program](#) website under "Resources > Car Rental Resources for State Travel".

### **Employees are no longer required to justify refueling charges by a rental branch**

In 2020, the amendment extending the previous CCR contract removed the requirement to refuel rental vehicles out-of-pocket. Continuing into this new contract, market-fuel rates will be charged on all rentals returned with a fuel level below the amount present when picked-up. These charges will be noted on each department's monthly Enterprise statement.

Employees may still refuel vehicles before returning to an Enterprise branch and seek departmental reimbursement by providing an itemized receipt reflecting the purchase of fuel on the claim for reimbursement.

### **Short-Term Rental Contract Information**

The CCR Services contract continues to provide Counter Bypass service. The Entities of Enterprise Holdings Inc. provides a state of California employee Express Lane at the top 14 airport locations in California, which allows the traveler easy access to their rental vehicle.

Short-Term domestic rentals do not incur one-way drop charges.

Employees are required to provide a current driver's license and a second form of ID to ensure a smooth delivery of service when renting a vehicle. Acceptable second forms of ID can be an employer-issued identification badge, a business card, a copy of a travel itinerary booked through CalTravelStore or Concur (the online booking tool) or an authorization letter on department letterhead.

The following "exceptions" require state departments to submit a [Short Term Vehicle Justification Form](#), signed by the employee's supervisor, to the State Controller's Office (SCO):

- Renting a vehicle larger than the Intermediate or Compact size
- Require accommodations for medical condition
- Renting a vehicle from a non-contracted vendor

The Short-Term Vehicle Justification Form should be attached to the invoice associated with the justification. A copy of this form is available on the [DGS Statewide Travel Program](#) website under “Resources > Car Rental Resources for State Travel”.

Alternative fuel vehicles such as Hybrid Electric Vehicles (HEV), Plug in Hybrid Electric Vehicles (PEV), and Zero Emission Vehicles (ZEV) are available in limited quantities and locations throughout the state. Due to limited availability, these may not be listed at every car rental location. Travelers requiring ZEV vehicles need to contact the branch directly to determine available inventory.

### **Long-Term Rental Contract Information**

State Departments wanting access to the Long-Term rates pursuant to this CCR Services Contract will first need to follow the OFAM State Fleet Asset Oversight guidance (reference SAM Sec. 4100 Transportation Services, State Fleet Asset Oversight 4125).

For specifics on the OFAM Annual Fleet Acquisition Plan, refer to the OFAM [Guide to Submitting Vehicle Acquisitions](#) for the abbreviated fleet acquisition process. SAM section 4120.8 outlines the abbreviated fleet acquisition approval process for non-light duty replacement vehicles and mobile equipment (fleet assets).

### **Additional Contract Information**

The contract includes \$300,000 insurance coverage. Executive Branch agencies are still required to notify the [DGS Office of Risk and Insurance Management \(ORIM\)](#) at (916) 376-5300, if or when an accident in a rental car occurs.

Each department is responsible for reviewing their monthly billings, but the DGS Statewide Travel Program will also periodically analyze billings to ensure correct rates are being charged by the vendor.

### **Commercial Car Rental Account Manager**

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