

STATE OF MISSISSIPPI
OFFICE OF PURCHASING AND TRAVEL

Specification No.
975-10-10

SPECIFICATIONS
FOR
VEHICLE RENTAL SERVICES

Effective Date
03/10/01

Revised Date
09/03/14

1. SCOPE AND CLASSIFICATION

- 1.1 Scope. These specifications cover the minimum requirements for providing vehicle rental services to agencies of the State of Mississippi and to governing authorities within the State of Mississippi.
- 1.2 Format. The requirements set forth in Section 2 of the specifications are the minimum acceptable.

2. REQUIREMENTS

- 2.1 Use of Government Employees' Names. The successful bidder must agree not to use the names and addresses of Mississippi government employees for any purpose not directly related to, and necessary for, fulfilling the terms of the contract awarded pursuant to this request.
- 2.2 Management Reports. The contractor shall provide management reports to the State on a Quarterly basis. Samples of all reports must be provided with bid showing actual transactions.
- 2.3 Condition of Vehicle. **All vehicles, when picked up by the employee of the state or governing authority, shall be in a good working condition, clean, and the fuel tank shall be full.**
- 2.4 Service Level. The contractor(s) employees, in person or on the phone, shall provide the correct contract prices to state and governing authority employees, provided that the state or governing authority employee provides the desk person with the proper contract identification number. This does not apply to locations not participating as listed in Section 7.8 on the Vehicle Rate and Information Form.
- 2.5 Vehicle Rental Rate and Information Form. Bidders, to be considered for award of contract, must complete the Vehicle Rental Rate and Information Form. A bidder may choose to bid on any or all of the types of vehicles listed. If a bidder does not bid on a vehicle type, the price of the next larger vehicle will be used in the evaluation process. This is based on the theory that the using agency will use a larger vehicle to meet their needs. **Rates shall include unlimited mileage, CDW/LDW charges, and any city surcharges. Any additional city surcharges listed or referenced on the Vehicle Rental Rate and Information Form referenced with this proposal shall be cause for rejection.**
- 2.6 Responsibility of the Bidder - References. Bidders shall furnish references upon request of the State. It is not necessary to include these references with the bid and they will not be considered part of the bid. At the request of the State, bidders shall provide the name of the entity, contact person, contact phone number, and volume. The State reserves the right to contact any references and may use the results of those contacts to evaluate the responsibility of the bidder. The State may also use past experience with the bidder in evaluating the responsibility of the bidder.

3. DOCUMENTATION AND INSPECTION

- 3.1 The State reserves the right to request and require additional documentation on a continual and/or periodic basis to assure that all provisions of the contract specifications are being met. Any request for such information must be met within five (5) working days of the request.

4. NOTES

- 4.1 Services procured under this specification shall not deviate from those originally contracted for without written approval from the Office of Purchasing and Travel.
- 4.2 This specification shall, until revised or rescinded by the Office of Purchasing and Travel, apply to each future purchase and contract for the services described herein.
- 4.3 It is the intent of the specifications to obtain a service that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Request for Bids packet and to notify the Office of Purchasing and Travel if the Specifications, Instructions, General or Special Conditions are formulated in a manner which would unnecessarily restrict competition. Any protest or question concerning the specifications or bidding procedures must be received in writing by the Office of Purchasing and Travel not less than 72 hours prior to the time and date set for the bid opening.