STATE OF MISSISSIPPI

CATALOG NO.
975-14

VEHICLE RENTAL SERVICES
IN-STATE

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
701 WOOLFOLK BUILDING, SUITE A
501 NORTH WEST STREET
JACKSON, MISSISSIPPI 39201

1. AUTHORITY

1.1 This certifies that a contract has been executed between the Office of Purchasing and Travel, an Office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractor pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the commodities specified herein.

2. APPLICATION

2.1 All rentals made by state agencies for services included under the provisions of this contract shall be rented from the contractor receiving the award unless the agency determines that utilization of this contract is not in the best interest of the agency and obtains approval to rent from another source.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the service offered herein may be extended to governing authorities. However, governing authorities, by provisions of Section 31-7-12, Mississippi Code, may use the state contract or follow the provisions set forth in 31-7-13(a), (b), Mississippi Code of 1972, Annotated.

The term governing authorities, shall be defined as to mean boards of supervisors, governing boards of all school districts, all boards of directors of public water supply district, boards of directors of master public water supply districts, municipal public utility commissions, governing authorities of all municipalities, port authorities, commissioner and boards of trustees of any public hospitals and any political subdivision of the state supported wholly or in part by public funds of the state or political subdivisions thereof.

3. RESTRICTION

3.1 During the term of this contract no rental of the above-designated services from the designated contractor shall be made at a rate in excess of that established by the price set out in this contract.

4. OTHER INFORMATION

4.1 Purpose: The purpose of this catalog is to establish a contract with contractors who shall provide vehicle rental services.

4.2 Attached Information: To assist travelers in utilizing this contract we have attached one document as follows:

A. Car Rental Contract Information - Vendor, contract number, rates, identification number, etc.

4.3 When a rental car is used in lieu of a personal automobile for official state business within the state, only the actual cost of the rental car can be claimed for reimbursement when such rental is less expensive than the current mileage calculation. <u>The Bureau of Financial Control requires that the user show the comparison of the total rental car expense to the total mileage expense.</u> Reimbursement for the lesser of the two expenses shall be shown on the travel reimbursement voucher. This reservation does not require the use of a state contract travel agency and may be made by the employee/agency.

4.4 An intermediate rental car is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger car will be required in order to carry out the state's business. A statement from the employee explaining why a larger vehicle was required must accompany any Expense Voucher which includes the rental of any vehicle with a cost greater than the intermediate vehicle.

4.5 Charges for rental cars shall be allowed only when there is a demonstrated cost savings, including compensated employee time, over other modes of transportation, such as buses, subway, and taxis, and not for the convenience of the employee. The State WILL NOT reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to/from restaurants, while on official business travel. Only the rental car which is consistent with the size requirement of the business task to be performed will be reimbursed.

4.6 The car rental contract for all rentals which originate outside the State of Mississippi will be with the vendor listed below.

4.7 The rental car contract includes unlimited mileage (unless otherwise specified), and free CDW/LDW insurance. The option to purchase insurance should always be declined and will not be reimbursed. All rentals require either a corporate or personal credit card. Be prepared to show proper identification when picking up rental vehicle.

4.8 Fill the car with gasoline prior to return. Otherwise, you may be charged for a full tank of gasoline even if the tank is 3/4 full when returned.

4.9 Exception to Waiver Requirement: You must use a state contract vendor. If a state contract vendor location is not available to you and a non-contract vendor will honor the state contract price, including insurance and unlimited mileage, an eWaiver will not be required to be submitted to the Office of Purchasing and Travel. If they will not honor the contract price (including insurance and unlimited mileage) you must submit an eWaiver to our office.

5. CONTRACT ADMINISTRATION

5.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601-359-3647.

6. CONTRACTOR IDENTIFICATION

6.1 The Vehicle Rental Services contract has been awarded to this vendor. Pricing and information for this contractor is provided on the following pages.

Vanguard Car Rental USA
Contract Number: 8200015367
Smart Number: 1130-15-C-SWCT-00493
Corporate ID Number: XZ55012

	Daily	Weekly
Sub-Compact	$ 39.50	$ 217.25
Compact	$ 39.50	$ 217.25
Intermediate	$ 37.50	$ 217.25
Full Size	$ 45.00	$ 247.50
Luxury	$ 70.00	$ 385.00
Medium-Size Sport Utility	$ 61.00	$ 335.50
Mini-Van	$ 65.00	$ 357.50

Contract Administrator: Natalee Perkins
219 Woodgate Drive South
Brandon, MS 39042
601.825.1186 – phone

natalee.d.perkins@ehi.com – email
http://www.ehi.com - website