



OSU Contract Summary

VENDOR:

Enterprise Rent-A-Car / National Rental Car
1-541-758-0000 (Corvallis Office)

PRODUCT/SERVICES:

Car Rental

HOW TO USE THIS CONTRACT:

Reservations may be booked through one of the methods below:

- Reserve online through our Enterprise Rent-a-Car reservation portal for OSU Log in to the [myOSU Portal](#). The booking link can be found on the Employee page, under Employee Quick Links.
- Contact our contracted travel agencies
- Call the Corvallis Enterprise office at 1-541-758-0000
- Call the Enterprise location nearest you or in the area of travel [Search for Enterprise locations](#)
- Call 24-hour Reservations at 1-800-261-7331
- Contact your Travel Coordinator or Business Center

Please Note:

When making reservations, you will need the appropriate OSU account number. If you are direct billing the rental to OSU, you will also need a valid OSU index.

Only employees and “agents” of OSU traveling on OSU business are qualified to rent under our contract. Common OSU “agents” are students and non-employee appointment types (courtesy, fellows, etc.) traveling on OSU business.

Interview candidates, guests, and independent contractors cannot rent under the State contract. We are now able to direct bill rentals for non-qualified individuals traveling on behalf of OSU, but the prices may be different and insurance coverage is not included.

PRICING:

Verify with booking agent

DELIVERY:

N/A

GENERAL INFORMATION:

Contract Start Date: 7/29/11

Implementation Date: 7/29/11

Contract End Date: 10/18/2015
With the option to renew through 10/18/2019.

ADDITIONAL INFORMATION:

- See the State of Oregon Travel and Contract Information page at <http://www.oregon.gov/DAS/EGS/PS/pages/travel-menu.aspx>
- Information For Renters (see attached)
- Vehicle Rental FAQ (see attached)
- Contact your Travel Coordinator or Business Center with questions
- For personal use rentals (not using this contract) go to http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=OSUNO NST

QUESTIONS:

For OSU contract related questions, please contact:

Donna Cain
1-541-737-3423
Donna.Cain2@oregonstate.edu

For rental related issues or concerns, contact:

Clint Fulcher
Business Rental Sales Director
Enterprise Rent-A-Car
Phone: 503-913-3188
Fax: 866-346-0667
Email: clinton.f.fulcher@ehi.com

IMPORTANT INFORMATION FOR RENTERS

➤ GENERAL RENTAL INFORMATION:

Rental Receipts: Always obtain a final rental receipt and turn it in to the appropriate person at your agency. Rental receipts are provided upon return of the vehicle. If you have returned a rental outside of normal business hours, call the renting branch the next day and have them fax you a rental receipt. Some agencies will not issue final payment for rentals until you provide them with a receipt. In the event your agency refuses to pay your rental charges, you are responsible. Receipts may also be obtained online at www.enterprise.com. Locate the PRINT RECEIPT option at the bottom of the web page.

Fuel: In the event that you are unable to re-fuel, Enterprise Rent-A-Car can pass will charge a re-fueling fee.

One-Way Rentals: although the State of Oregon Price Agreement permits one-way rentals, please note:

- one-ways must be reserved in advance. Cars taken one-way without permission are subject to additional fees and are at the discretion of the branch manager.
- the renting branch determines availability of all one-ways departing from their location
- one-way rentals may be booked online through National Car Rental
- one-way rentals through Enterprise must be reserved by calling the renting branch directly

Accidents: In case of an accident, you will be required to assist the rental branch in completing an Enterprise Rent-A-Car Loss/Damage Report. You should also file any appropriate reports with local law enforcement as well as your reporting required by your agency.

Tire Chains: Enterprise Rent-A-Car does not provide tire chains. Tire sizes vary and you are not guaranteed any specific make or model of vehicle at the time of your reservation. As such, we recommend you allow adequate time in your travel schedule to purchase chains after renting the vehicle. Although we permit you to use tire chains on our vehicles, Enterprise Rent-A-Car does not cover the cost of damage to our vehicles caused by tire chains.

➤ RENTAL BRANCH INFORMATION:

Pick-Up Service: Enterprise Rent-A-Car offers free “pick-up” service from our downtown locations (non-airport). Our staff can pick you up at work or at home. Once you are done with your rental, we also offer a complimentary ride back to your home or work. There are geographic limitations...please call your renting branch directly for availability and details.

Delivery: Delivery of vehicles is not part of the State of Oregon Rental Car Price Agreement. Our downtown locations (non-airport) may occasionally be able to deliver cars to your office. Additional fees will apply. For availability, and additional charges, please contact your renting branch directly.

Parking: Customers are not permitted to park their personal cars on Enterprise Rent-A-Car property while renting.

Branch Operating Hours: Hours will vary from branch-to-branch. Many of our downtown locations are open from 7:30 am to 6:00 pm. Many are also open for a few hours on Saturdays too. For hours of operation, please contact your rental branch directly or go to www.enterprise.com for details. Please note...rental transactions are not processed outside of branch hours. The State of Oregon Short Term Rental requires Enterprise Rent-A-Car to cover any all damages to the vehicles rented under this agreement. As such, charges start when a vehicle is released into the care/custody/control of the renter. Charges stop only when an authorized representative of Enterprise Rent-A-Car has inspected the vehicle upon return.

IMPORTANT INFORMATION FOR RENTERS

After Hours Returns: After hours return options will vary by branch in response to security issues. Our airport locations typically have drop boxes and the ability to take returns 24 hours a day. Our downtown locations are often gated out of security concerns, making after hours returns impractical. Feel free to call your rental branch...they can answer any questions you might have.

➤ BILLING INFORMATION:

Account Numbers: Your agency/department may have a unique account number programmed with all billing preferences. This account number is hidden—branches are not able to look it up for you. This is a required fraud prevention measure.

In the event you arrive at the rental counter and your rental was not reserved with the proper billing account number, you will be required to provide a credit card in your name to secure the rental.

Please remember – rental agents may not be able to look up your account number in their computer system --it is hidden from their view intentionally. This protects both your agency and Enterprise Rent-A-Car from fraud.

Your agency has been provided with the proper information to rent and reserve rentals to be direct billed.

Contact your agency/department with any questions about your specific billing program and proper reservation procedures.

➤ RESERVATION INFORMATION:

Call Rental Branch directly: you must provide the rental branch with your agency's account number. Rental agents may not be able to access your account information without the account number.

Note – specialty vehicles and one-way reservations must be made by calling branch directly.

1-800-Rent a Car (1-800-736-8222): you must provide the agent with your agency's account number. Agents are not able to access your account information without the account number.

Vehicle Rental Frequently Asked Questions

How does the Car Rental Program work? Through a joint agreement with the Western States Contracting Alliance, the State has secured discounted, contract rates with Enterprise Rent a Car and National Car Rental (Price Agreement No 9950). The Price Agreement contains the account code that must be given to the reservation clerks in order to guarantee the state rates. Enterprise and National have provided our employees a variety of payment options.

Note: When renting a car from Enterprise or National, be sure to inform them of the State's Corporate Number. This number will give the Enterprise or National location you are renting from all of the information related to the States' contract pertaining to rental rates, insurance requirements and other information. No non-state employees may rent vehicles using these agreements.

Who can rent and operate vehicles under the State Price Agreements for vehicle rental services?

Any State Employee or Agent of the State may operate the vehicles. There is sometimes confusion whether or not non-state employees can operate the vehicles provided under the Enterprise/National Agreements. Whenever a vehicle is rented by the state, that rental vehicle falls under the same rules and statutes that apply to state owned vehicles. They are as follows:

Agent means: A person or legal entity appointed in writing by a State agency to perform specific work. An agent is not an independent contractor. Agents, paid or unpaid, are subject to the direction and control of the agency. An agency may not call people "agents" for the primary purpose of justifying their transportation in a State vehicle.

Employee means: A person employed by the State of Oregon to do State business for whom the State withholds income tax, provides workers compensation coverage, and pays the workers' compensation hour-tax. Under this definition, workers provided by a temporary employment services agency and Department of Corrections inmates are not employees.

Vehicle use and storage: No person shall drive, operate or use, authorize or permit any person to drive, operate or use any motor vehicle as defined in ORS 283.305 for any purpose except for Official State business as defined in ORS 283.305 and by the rules of the Oregon Department of Administrative Services.

In other words, when reserving a vehicle that is to be operated by a non-state employee, you need to ask the question whether that person would be allowed to operate a state owned vehicle as an agent or employee as defined above. If the answer is no, then that person should NOT be driving a vehicle under these price agreements. The Price Agreements state that the "traveler" is a person who is authorized to travel by a participant, however, per ORS 283.305, the Traveler must fall into either the Agent or Employee definition. No other individuals are authorized to operate the vehicles under our Price Agreements with Enterprise/National.

The primary reason is the liability involved for the person driving the vehicle, the Contractor and the State. Our Price Agreements include full damage and liability insurance coverage and if a person was involved in an accident operating a rental vehicle, and it was discovered that the person was not a state employee or agent of the state, the state could ultimately end up being responsible for a non-state employee or non-state agent accident.

Is it mandatory that I use the Car rental program? Yes. If you are in one of Enterprise or National cities, you must use the program. If you are in a city and there is no Enterprise or National location there, you may use another provider; just remember to purchase the insurance when renting from another car rental company.

Why do I need a credit card when renting a car? The car rental companies, nationwide, require this of ALL customers. This is for their protection when renting a car to an individual. However, Enterprise or National will provide agencies that have a documented need with agency direct billing accounts.

All charges are accumulated and billed to the agency's account. In this case, a credit card will not be required as Enterprise/National has the agency's account information on file.

Do I need to buy the extra insurance when renting a car? NO. The Enterprise/National contract covers ALL damage occurred while using the car rental contract. Also, the State's insurance will cover any leased or rented vehicle operated by State Employees while on official business.

What is the insurance coverage for renting cars in Foreign Countries? The Insurance coverage the State of Oregon provides for car rentals in foreign countries varies from country to country. Please call DAS Risk Management at (503) 378-5515 to verify the type of coverage's that are available for the countries you are traveling to and to determine if you will need to purchase additional insurance from the car rental company.

What is the mileage limit under the Car rental program? Unlimited miles, although you must pick up and drop off the car at the same location (usually the airport you flew into).

What if I need to drop the car off at a different location? You can do a one way rental program, but you will be charged a per mileage charge from the origin point to the destination. There are select cities where no one-way charges are provided, please review the contract for these cities. A 7 day advanced reservation is required to do this. It is critical that you get the 7 day reservation in, it will reduce the per mileage fee between the two locations.

Do I need to be over 25 to rent a Car? NO. The State contact allows drivers 18 and older to rent a vehicle.

Car Rental Confirmation Numbers. It is recommended that you take the Car Rental Confirmation Number with you when you are going to pick up the rental. This will expedite the rental process.

Please walk around vehicle before departing from rental location. If there are any marks/scratches/damage on vehicle please bring to the counter's attention and have them sign off on it.

I need to rent a car, who do I call to make a reservation? You can call Enterprise/National or contact your Travel Coordinator. You may also make reservations online.

Updated 02/2013