

June 17, 2002

MEMORANDUM

To: All State Agencies, The University and Community College System, The Court System,
The Legislative Counsel Bureau and Political Subdivisions

From: William C. Moell, Administrator

Subject: Vehicle Rental Contract Extensions

Please be advised that the Board of Examiners approved extensions for Vehicle Rental Car Contracts in May 2002. The contracts are in effect through May 31 2003, with the exception of the Hertz Corporation contract, which will be in effect through May 16, 2003.

There are two changes this year in the contracts. The Hertz Corporation has increased their rates effective July 1, 2002 and the contract for U.S. Rent a Car has not been extended and expired on May 31, 2002.

When utilizing these state contracts for out of state travel, you will be required to provide a contract/authorization number at the time of reservation. In-state travel (State Motor Pool overflow) is facilitated by Motor Pool pursuant to S.A.M. Travel 0200. However, agencies not regulated by S.A.M. or authorized to use Motor Pool may make reservations directly with the car rental companies contracted for in-state travel following the same procedures as out of state travel.

The use of these contracted companies is MANDATORY. These contracts provide for first dollar liability insurance, without having to pay an additional amount at the time of rental. In the past, the State's self-insured liability program was exposed to considerable losses relating to vehicle accidents involving rented automobiles. With these new agreements, primary liability insurance coverage is in place for \$100,000 per claim, \$300,000 per accident and \$25,000 property damage. All accidents involving rental cars should be reported to (1) the rental car agency; (2) the Attorney General's Office; and (3) Risk Management.

The agreements also provide for a FULL PHYSICAL DAMAGE WAIVER with no deductible. So, should a car be damaged during the time of the rental, there will be no charge to the State or the renter for the damage.

The following are the awarded vendors, accounts numbers, and contact/reservation numbers by service type. Rate information and frequently asked questions are available from the Purchasing Division Web site <http://purchasing.state.nv.us>

In-State Rental

Vendor	Account No.	Contact/Reservation No.
SavMor Rent A Car	None	1-800-634-6779
The Hertz Corporation	Corporate Contact	1-800-654-3131 Dan Muniz 1-602-275-9477
Dollar Rent A Car	SN7008	1-800-800-4000 Nick Barron 1-918-669-3054

Out of State Rental

Vendor	Account No.	Contact/Reservation No.
Alamo Rent A Car	161575	1-800-327-9633 Dave Smith 1-602-220-0608 #266
The Hertz Corporation	Corporate Contact	1-800-654-3131 Dan Muniz 1-602-275-9477
Dollar Rent A Car	SN7008	1-800-800-4000 Nick Barron 1-918-669-3054

If you have any questions, comments or concerns about the car rental companies, please contact Kimberlee Tarter at (775) 684-8676 or Lyn Callison at (775) 684-5461 of the Services Purchasing Section. If you have questions regarding insurance coverage or requirements, please contact Katy Mariner, Risk Management at (775) 684-8705.

WCM/LCC