

Vehicle Rentals

Commodity Class #850-007

****NO STUDENT TRAVEL ALLOWED IN 10 PASSENGER VANS OR LARGER****

Vehicle Rentals

<u>Location:</u>	<u>Phone Number</u>	<u>Vendor Number</u>	<u>Contact Information</u>
Enterprise - Gullo Ford Con	936-494-1641	27000295	Gary Headrick
Enterprise - Frazier St.	936-756-7211	27000296	Cell: 281-702-6886
Enterprise - Woodlands	281-367-7890	90007121	Fax : 866-346-0750
Enterprise -(by Sam Moon)	936-271-7477	37000168	
Enterprise- Service King	281-288-0833	37000169	

***See attached pages for specific rates & instructions for Enterprise. Bid reference: State Contract**

***State contract. Rates include CDW and SLP insurance coverage. No need to pay for additional insurance**

*** 2 day minimum on weekends (Saturday & Sunday).**

Procedures:

1. Call or go online and reserve a vehicle **IN ADVANCE**. **NEW REQUIREMENT: Enterprise billing #. See instructions on P. 3.**
Get a reservation #. Discuss terms (actual rental days charged, drop off & return of vehicle).
2. Enter a requisition with the following information in the Description field (line 1): Who, What, When, Where, Why
Reservation # & billing #, Pick Up Date & Time/ Return Date & Time; Destination, Group, Event, Driver Name, driver phone #
3. Obtain a copy of the PO from person entering the requisition and take it to rental agency when you pick up.
4. Rental Agency must have a PO or payment before you can drive off with the rented vehicle. Make sure they enter the PO # on invoice.
5. Renter must return vehicle **AND KEYS** immediately to end rental period. Failure to do this may result in extra days being charged to you. (The keys in Enterprises possession ends the rental term and basis for charges.)

***You must have an approved Purchase Order BEFORE you rent the vehicle.**

(Activity fund checks are no longer allowed. The money would need to be deposited into the AF budget account in order to create a Purchase Order)

*** Only a CISD employee can drive the rental vehicle (not parents or students)***

<u>Box Truck Rentals</u>	<u>Phone Number</u>	<u>Vendor Number</u>	<u>Email:</u>	<u>Bid reference:</u>
PV Rentals (box trucks only)	281-821-1180	35001257	rbutler@pvrentals.com	Buyboard
* see attached pages for instructions				
Enterprise - Spring Plaza	346-331-6465	40000646		
Enterprise- Humble	281-441-6128	30000478		State Contract
* see attached pages for rates. Insurance included in rates.				

The CISD warehouse has 3 20 ft box trucks for use after regular hours. See info/ request form on warehouse website.

Texas Rates for All Locations within Texas

Car Type	ENTERPRISE/ NATIONAL	
	Daily	Weekly
Compact	\$36.92	\$184.60
Intermediate	\$38.87	\$194.35
Full-size	\$41.96	\$209.80
Minivan	\$72.73	\$363.65
SUV mid-size	\$69.38	\$346.90
SUV large (Tahoe, Yukon)	\$96.24	\$481.20
SUV Premium (Suburban)	\$96.24	\$481.20

limited miles
see below
limited miles
see below

Out of State Rates

Car Type	ENTERPRISE/ NATIONAL	
	Daily	Weekly
Compact	\$36.92	\$184.60
Intermediate	\$38.87	\$194.35
Full-size	\$41.96	\$209.80
Minivan	\$72.73	\$363.65
SUV mid-size	\$69.38	\$346.90
SUV large SUV	\$96.24	\$481.20
Premium(Suburban)	\$96.24	\$481.20

Enterprise Terms

- * Hours: **Conroe**-Frazier St. Mon-Fri 7:30 am - 6:00 pm. Sat. 9:00 am - Noon. Closed Sundays
The Woodlands Mon- Fri 8:00 am - 6:00 pm Sat. 9:00 am -2 pm. Sunday 10am-2pm
Sam Moon Mon- Fri 7:30 am - 6:00 pm Sat. 9:00 am -Noon. Closed Sundays
Service King-Spring Mon- Fri 7:30 am - 6:00 pm Sat. 8:00 am -1 pm. Closed Sundays
- * **You must return vehicle with as much gas as you started the rental with!** If not, your budget will be charged for the gas at a much higher cost.
- * Daily charges based on 24 hour time period.
- * **2 day minimum(Saturday & Sunday) on weekends** (unless you can return Sunday morning)
- * **If you pick up the vehicle early in the day, you will be charged for that day.**
- * **Enterprise Mileage Charges: Vehicle types that include unlimited free miles are - Compact, Intermediate, Full-Size, Minivan and SUV mid-size**
- * **Enterprise Additional Milage Charges incurred on - Large SUV, Premium SUV, Premium, Luxury, Cargo Van, Small and Large Truck- Free miles included are - 200 miles/day, 1,200 miles/week, and 3,000 miles/month. Any add'l miles will be charged at the rate of \$0.40/mile.**
- * Renter must return vehicle and keys when trip is completed.
- * The keys in the possession of Enterprise ends rental period and basis for rental charges.
- * **Rates include Comprehensive/Collision & Supplemental Liability Protection Insurance**
- * **Effective 10-1-16 CISD will no longer reimburse toll road charges.**
- * See instructions for how to get an out-of-town vehicle reservation or online rental reservation on next page.
 If you use the CISD Account# and billing #, you do not need to use your credit card to complete transaction.

INSTRUCTIONS FOR ENTERPRISE RENTAL RESERVATION:

By phone: call 1-800-RENT-A-CAR and give agent the **Enterprise Billing # and the CISD Account #**

*** Contact Katy LaBorde in Purchasing for Billing number and Account #.**

Online: Go to www.enterprise.com, enter the location, date and time and the account # and click "continue"

A box will pop up requesting the PIN to be entered. Choose the vehicle, and click on "continue to review"

Enter your name, ph#, and email . Confirm that this is a business rental, click "yes".

It will ask if you are authorized and choosing to bill your company. Click "yes". This will prompt you to enter the billing number in a new field that opens. Enter **Billing Account #** and click on "continue".

On the next screen, click on "reserve now" to complete the reservation. Next, have the campus secretary create a requisition.

When you have a PO # go back into the reservation system and enter the PO # (not requisition #) in the PO# field.

Once you complete the reservation, you will need to simply give your name, reservation confirmation number, purchase order, and drivers license when picking up the vehicle. You will NOT need a personal credit card.

Enterprise Airport Location Surcharges

Albuquerque, NM	None	Orlando, FL	\$2.00/day
Atlanta, GA	\$7.00/day	San Diego, CA	\$7.00/day
Baltimore, MD	\$7.00/day	San Jose, CA	\$5.00/day
Denver, CO	None	Shreveport, LA	None
Los Angeles, CA	5.00/day	Washington, DC	\$7.00/day
New York City, NY	\$18.00/day (including ISLIP, JFK, LaGuardia and Newark Airports)		

** *Enterprise does not impose a surcharge on rentals originating **OFF AIRPORT**. With the exceptions of the Enterprise Airport Location Surcharges provided below, the prevailing surcharge that Enterprise imposes at **AIRPORT** locations is **\$9 per day**. Enterprise does not impose a surcharge on large SUV's.***

BOX TRUCK RENTALS

Enterprise Truck Rental Rates

Truck Size/Description	Day	Week	Month	Mileage Rate
* 3/4 Ton Truck	\$88.00	\$484.00	\$1,580.00	0.29
1 Ton Truck	\$98.00	\$539.00	\$1,750.00	0.29
12-16 foot Box Truck	\$99.00	\$544.00	\$2,000.00	0.29
12-16 foot Stake Bed	\$99.00	\$544.00	\$2,000.00	0.29
20-26 foot Box Truck	\$109.00	\$599.50	\$2,350.00	0.29
20-26 foot Stake Truck	\$109.00	\$599.50	\$2,350.00	0.29
1 Ton dually Truck	\$123.00	\$676.50	\$2,200.00	0.29

Enterprise Truck Rental Humble Vendor # 27001516 ph# 281-441-6128

Enterprise Truck Rental - Spring Plaza Vendor #40000646 ph#346-331-6465

**All State of Texas contract rentals feature Special Delivery.
Call to see if delivery to your location can be worked out.**

Contract rates are billed on a 24-hour day. Collision Damage Waiver (CDW) and supplemental Liability coverage are included in all rates. The liability limits of the coverage is \$100k/\$300k/\$50k.

* This truck includes 150 miles at no additional charge

PV Rentals- Aldine Westfield (only Box Truck rentals allowed)

vendor #35001257

ph#281-821-1180

email: rbutler@pvrentals.com

Truck Size/Description	Day	Week	Mileage Rate
16 ft Box Truck	\$79.95	\$463.95	\$0.40
24 ft Box Truck	\$95.95	\$556.95	\$0.40

You must purchase the LDW and supplemental Liability Insurance (SLI).

***Will deliver the vehicle to your location for a fee:** Woodlands approx. \$15 each way Conroe - approx.\$20 each way.

Call or email vendor for a quote on the truck rate, other fees, mileage, ins., and the delivery charges, if applicable.

Add a line for mileage at \$.40 per mile. Determine your distance and add this charge to the PO.

You must return vehicle with as much gas as you started the rental with! If not, your budget will be charged \$5.95 per gallon.

Enter the requisition following steps 1-5 on page 1. Attach the vendor's quote to the requisition.