

Minnesota State University, Mankato owned vehicles are to be used for all state business when possible. If a vehicle rental is required the following information will assist you in your supplemental vehicle rental needs.

Local Service for vehicle rental initiated in the State of Minnesota for Short and Long Term Rental **V-33(5)** – Due to the high liability exposure for the service of this contract, state agencies are required to use the contract unless an exception is granted by the AMS (Acquisition Management Specialist)

National Service for vehicle rental initiated outside of the State of Minnesota-short term rentals only **V-38 (5)**

Both **ENTERPRISE RENT-A-CAR** (Parent Company) and **NATIONAL CAR RENTAL** may be used on this contract. All prices, terms and conditions are applicable to both companies. When stated, “Enterprise” refers to Enterprise Rent-A-Car and National Car Rental.

“FIRST CALL” should be to Enterprise. Contact National ONLY if Enterprise is unavailable to provide the rental.

Requirements:

- Must be an employee of a State agency, MnSCU or a member of the State’s Cooperative Purchasing Venture (CPV) program
- Possess a valid driver’s license issued by the state of which the person (renter) resides
- Renting for business purposes only
- Use assigned customer number (Local: Account #N2S259/Pin# MNM or Out of State: XZ19113/Pin# STA) when making the reservation
- Driver must be 21 years of age or older and must be 25 years of age if renting and operating 10 to 12 passenger vehicles. Under no circumstances may personnel that are not employees drive the vehicles.
- The renter’s name should be included as an agent of the State of Minnesota

Procedures to RESERVE VEHICLES

ENTERPRISE Rent-A-Car:

Mankato or In-State: 507-388-8865 **MN-State UNIV – Mankato**, account number **N2S259**. The PIN# is **MNM** (represents MN-State UNIV – Mankato). Be sure to check the locations hours of service. Customer may use Minnesota State University Wells Fargo department credit card for approved travel expense for Enterprise vehicle rental and fuel.

Out of State: 1-800-RENT-A-CAR (1-800-736-8222) or at www.enterprise.com. For reservations, reference to the account name of **State of Minnesota**, Account Number **XZ19113**, the PIN# is **STA**. Be sure to check the locations hours of service.

NATIONAL CAR RENTAL: (Secondary only if Enterprise is unable to provide car rental) 1-800-CAR-RENT (1-800-227-7368) or at www.nationalcar.com. For reservations, reference to the account name of **MN-State UNIV – Mankato**, account number **N2S259**.

There is no PIN number required when using National Car Rental. Be sure to check the locations hours of service.

Daily Rates (Unlimited Mileage):

- Sedan (Malibu size) \$38/daily or \$195.00/wkly
- Minivan \$55.00/daily or \$275.00/wkly
- 10/12 passenger: \$100.00/daily or \$550.50/wkly (**15 passengers not allowed to be rented on this contract**).
- **VANS THAT ARE 10 PASSENGERS OR LARGER HAVE THE FOLLOWING RESTRICTIONS: THE VAN WILL NOT OPERATE OR BE USED IN CONNECTICUT, THE DISTRICT OF COLUMBIA, FLORIDA, IOWA, MAINE, MASSACHUSETTS, NEW YORK, RHODE ISLAND, OR OUTSIDE OF THE UNITED STATES.**
- The 12 or 15 passenger vans do not meet Federal Bus Safety Standards. These vehicles are not to be used to transport children in the twelfth grade or younger.

All rentals are subject to the following fees and taxes: In Minnesota - 7% State Sales Tax, 6.2% rental tax and 3% fee or current published tax rates, from the renter (total of an additional 16.2% tax/fees). Since some rentals on the state contract will originate outside of the State of Minnesota, any taxes or fees applicable to the rental in which ever state the rental originates will be paid by the renter and collected by Enterprise – this includes airport fees. **No** additional insurance is needed if these state contracts are used, appropriate insurance is included.

Invoices will be issued directly to the Renter and must be paid with agency or personal credit card at the time of the rental.