

**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.**

National Service for vehicle rental initiated outside of the State of Minnesota - Short Term Rentals only **V-38 (5)**

Local Service for vehicle rental initiated in the State of Minnesota - 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).

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

FIRST call for supplemental rental should be to Enterprise Rent-A-Car. Contact National ONLY if Enterprise Rent-A-Car 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 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 of Minnesota State University, Mankato, under this contract, drive the vehicles.
- The renter’s name should be included as an agent of the State of Minnesota.

TO RESERVE VEHICLES - Contract states CREDIT CARD PAYMENTS ONLY – No MAPS entry required

ENTERPRISE:

Local Mankato office: 507-388-8865 (A standing purchase order will cover the cost and the MSU department will be cross-charged.)

Rentals originating in Minnesota:

For this service reference the **Account #N2S259**

Account Name **MN-MN State of Minnesota – Mankato**

The **PIN number** is the first three letters (**MNM**)

Rentals for Out of State: 1-800-RENT-A-CAR (1-800-736-8222) or at www.enterprise.com.

For this service reference **Account #XZ19113**

Account Name **STATE OF MINNESOTA**

The **PIN number** is the first three letters (**STA**) of the account name which is **State of Minnesota**.

Be sure to verify the location and 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 this service reference **STATE OF MINNESOTA CONTRACT ID NO. XZ19113**

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

Daily Rates:

- Sedan (Malibu size) \$39.50/daily or \$197.50/wkly
- Minivan \$60.50/daily or \$302.50/wkly
- 10/12 passenger: \$137.50/daily or \$687.50/wkly (15 passengers not allowed to be rented on this contract) VANS 10 PASSENGER 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 van does not meet Federal Bus Safety Standards and they will not transport children in the twelfth grade or younger.

Unlimited mileage for each rental: All rates include Supplemental Liability Protection (SLP) of \$2,000,000 and full comprehensive and collision coverage. This waives the renter of responsibility for physical damage to the rental vehicle, up to its entire value, with no deductible. Restrictions of coverage apply as defined in the Master Rental Agreement.

All rental are subject to the following fees and taxes: 7% State Sales Tax, 6.2% rental tax and 5% fee or current published tax rates, from the renter (total of an additional 16.57% tax/fees). Since 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 Enterprise – this includes Airport Fees.

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