



## TO MAKE A RESERVATION

**AZUMANO TRAVEL**

**800-289-2959**

<http://azumano.com/oregon>

email: [salem@azumano.com](mailto:salem@azumano.com)

**Enterprise Reservations 800-261-7331**

**Roadside Assistance 800-307-6666**

**Website <http://www.enterprise.com>**

- Enter your corporate account number
- And then your 3 digit pin
- Book online even faster with our Express Lane. Just enter your information once, and then you will be on the fast track to making reservations.
- Repeat renters? Just give them your phone number, and all your information will be pre-populated into the contract.
- Direct web-links from your intranet page are also available.

**You will be asked the following:**

- **Do you have any Corporate Account Numbers\***
  - **46OR002: \* (State)**
  - **46OR003: \* (ORCPP) Oregon Cooperative Purchasing Program**
  - **46OR004: \* (OUS) Oregon University System**
  - **46OR005: \* University of Oregon**
  - **46OR006: \* Oregon State University**
  - **46OR007: \* Portland State University**
  - **46OR008: \* Oregon Institute of Technology\***
  - **46OR009: \* OHSU\***

**\* If your agency, university/college or department has a regular need and needs an individual account number, please contact Dani Kelley at (503) 612-8134. If you are unsure which number to use please use:**

- **Basic State Number 46OR002 \*State\***

(If using this number you will have to have a credit card and valid driver's license in the renters name)

Points to remember when renting:

- You will be given a Confirmation Number (either over the phone, fax or e-mail), please take this confirmation number with you to the Enterprise Counter.
- Decline Damage Waiver and Liability coverage since it is included in the State rate (Corporate Account Number must be on contract).
- Please walk around vehicle and check for unmarked scratches/ or marks and bring to counter’s attention before you depart.
- All accidents require a Police Report and communication back to Enterprise within 24 hours of the accident; this complies with the terms of the rental agreement.
- To save employee time, Enterprise offers a Free Pick Up and Return Service. Should an employee need a car at the office or home, Enterprise Rent-A-Car will come pick them up and return them when they are done with the rental. They generally have an office only 10-15 minutes away from your office or home.

## Enterprise Rent a Car Program

For use by all State of Oregon, Washington and Idaho Agencies, Political Subdivisions and Non-Profit Corporations, Participating Institutions of Higher Education (College & Universities, Community & Technical Colleges).

This is designated as MANDATORY use for all locations (with exception to State motor pools).

### DAILY RATES AT ALL ENTERPRISE LOCATIONS    Effective 10/1/06- 7/31/08

CAR CLASS	Daily Rate	Weekly Rate	Hourly Rate	
Compact	<b>\$29.00</b>	<b>\$172.00</b>	<b>\$8.00</b>	<b>Including Hybrid*</b>
Intermediate	<b>\$30.00</b>	<b>\$177.00</b>	<b>\$8.00</b>	<b>Including Hybrid*</b>
Full Size	<b>\$32.00</b>	<b>\$193.00</b>	<b>\$8.00</b>	
SUV and Off Road	<b>\$56.00</b>	<b>\$327.00</b>	<b>\$14.00</b>	
12 Passenger Van	<b>\$70.00</b>	<b>\$413.00</b>	<b>\$17.00</b>	
Cargo Van	<b>\$43.00</b>	<b>\$252.00</b>	<b>\$11.00</b>	

**\* When Available**

**Daily surcharges: States of Alaska and New York, \$18.00 per day**

**LDW AND LIABILITY COVERAGE REQUIRES THE USE OF CORPORATE ACCOUNT NUMBER.**

If the terms of the rental agreement are violated, LDW and Liability coverage will not apply. *Must be booked at State rates, promotional rates do not apply.*

**ADDITIONAL CONDITIONS AND INFORMATION**

**Age Requirements** Drivers must have a valid Drivers License and Credit Card and be at least 18 years of age at participating locations. *21 years of age required at other locations, see State website for additional details.*

**Method of Payment** State issued corporate card, credit cards, personal credit cards, ghost accounts or direct billing within Oregon and Washington are approved method of payments. You must be set up with an Enterprise account number for direct bill. Contact Dani Kelly at (503) 612-8134 to establish a direct bill account.

**Concession Fees** Airport Concession Fees are a separate charge not covered under the Contract Agreement.

**Marketing** Enterprise Offices throughout Oregon will be discussing the bid and distributing information to the State's offices and agencies beginning in August '04.

**LDW Coverage and Liability**

Domestic U.S. (50 States) Includes LDW and Liability for all business rentals, **at corporate rates charged, at all participating locations (for details, see State contract).**

Accident Claims All accidents require a police report and communication back to Enterprise within 24 hours of the accident; this complies with the terms of the rental agreement.

One Way Program One way rentals are available at participating locations and are subject to approval of the locations involved.  
ONE WAY DROP FEE (7 Days advance reservations required)  
0-25 \$0.00  
26-50 \$0.00  
51-100 \$0.00  
101-250 \$0.50 per mile  
251- 500 \$0.50 per mile  
501-1000 \$0.25 per mile  
1001 - 2000 \$0.15 per mile

**One Way Drop Fee is Actual Miles Driven**

**No Additional Drop Fees Apply Between:**

- Portland and Eugene
- Portland and Salem
- Seattle and Olympia
- Seattle and Spokane
- Spokane and Pullman
- Seattle and Port Angeles

Oregon Customer Service Representatives: Alisha March (541) 758-6387

Jim Arscott (541) 741-8125

Direct Billing Questions Stacie Carey (503) 612-8194

## ADDITIONAL INFORMATION

### Unlimited Mileage

Unlimited Mileage at all locations. Round Trip Rentals Only

### Fuel Charges

The vehicle goes out with a full tank of gas. To avoid fuel charges from the rental location, travelers are urged to re-fuel (top off the tank) the rental vehicle prior to return.

### Inclement Weather

It is recommended that travelers reconsider traveling in inclement weather due to safety hazards. If you must use chains, and you do not know how to install them, please seek qualified assistance. Inappropriate application of chains can result in a safety hazard and financial liability issue to the State.

### Reservations

Require a 24-hour advance booking and 7 calendar days in advance for one way rentals and specialty vehicles. A confirmed reservation shall be guaranteed vehicle availability including no added cost if upgraded vehicle is provided due to confirmed class not being available. Applies at locations noted in (A) of the state contract.

**ENTERPRISE ACCOUNT  
REPRESENTATIVE  
OREGON  
Beth Wheeler  
Beth.wheeler@erac.com  
8:00 AM – 5:30 PM  
503-612-8133**

**STATE CONTACT**  
State Procurement Analyst  
Dept. of Administrative Services  
**Tim Hay – OR**  
**Tim.Hay@state.or.us**  
**503 378 4650**

**STATE CONTACT**  
State Procurement Officer  
Dept. of General Administration  
**Neva Peckham**  
**Npeckha@ga.wa.gov**  
**360 902 7425**

**RENTAL AGREEMENT MUST HAVE THE STATE CORPORATE ACCOUNT NUMBER ON IT  
Do not allow promotional rates to be accepted by a State traveler/rental.**

**This deems the terms and conditions of the contract NULL & VOID. (For example, they will not have any insurance coverage)**