

**PARTICIPATING ADDENDUM  
to NASPO ValuePoint  
Nationwide Car Rental Services  
Master Agreement No. 9408  
Between  
The Subsidiaries of Enterprise Holdings, Inc.  
And  
The State of Colorado  
Contract # 148770**

**1. PARTIES AND SCOPE**

This Participating Addendum, including all of its attached exhibits and other documents incorporated by reference (the "Participating Addendum"), is entered into by and between the **Subsidiaries of Enterprise Holdings, Inc.**, set forth in Schedule 1 to the Master Agreement (the "Contractor"), and the **State of Colorado**, acting by and through the **State Purchasing & Contracts Office** (the "State"). This Participating Addendum covers usage of the **Nationwide Car Rental Services Master Agreement** led by the State of **Oregon** (the "Master Agreement"), for use by State agencies and other entities located in Colorado which are authorized by law to utilize State contracts with the prior approval of the Chief Procurement Officer. The specific Services provided under the Master Agreement are listed in **Exhibit A, §5** of this agreement.

**2. PARTICIPATION**

Agencies, political subdivisions and other entities (including cooperatives) authorized by the State's statutes to use State contracts may make purchases under this Participating Addendum as of its Effective Date. The Participating Entity hereby represents that all such entities authorized to use statewide contracts shall be bound by all of the terms and conditions of this Participating Addendum, as if each such entity were an original signatory hereto. Issues of interpretation and eligibility for participation are solely within the authority of the Chief Procurement Officer.

**3. STATE MODIFICATIONS TO MASTER AGREEMENT AND APPLICABILITY**

**A.** The Master Agreement and all its terms and conditions shall apply to this Participating Addendum. If any term of this Participating Addendum conflicts with the Master Agreement, then this Participating Addendum shall control for all transactions between the State and the Contractor under this Participating Addendum. All terms defined in the Master Agreement shall have the meaning given to them in the Master Agreement, except for those terms specifically defined differently in this Participating Addendum.

**B.** The following modifications shall be made to the Master Agreement with respect to Contractor's performance pursuant to this Participating Addendum:

**§1.a. (1)** under Master Agreement Order of Precedence, shall be modified as follows:

"A Participating Entity's Participating Addendum ("PA")."

**4. RESERVED****5. PRIMARY CONTACTS AND PERSONNEL RESPONSIBILITIES**

The primary contacts for this Participating Addendum are the individuals named in this section. Either Party may change its primary contacts or primary contacts contact information by notice submitted to the other party in writing no later than 5 days following the date on which the change occurs, without a formal amendment to this Participating Addendum. The Contractor's primary contact shall be ultimately responsible for ensuring that all Services are completed in accordance with this Participating Addendum.

**Primary Contact for the State:**

Nikki Pollack  
Colorado State Purchasing & Contracts Office

1525 Sherman Street, 3<sup>rd</sup> Floor

Denver, CO 80203

Phone: 303-866-5671

E-mail: [nikki.pollack@state.co.us](mailto:nikki.pollack@state.co.us)

**Primary Contact for the Contractor:**

Brian Smith  
Enterprise Holdings, Inc./Colorado  
Corporate Office

6828 East County Line Road

Highlands Ranch, CO 80126

Phone: 720-875-9905

E-mail: [Brian.C.Smith@ehi.com](mailto:Brian.C.Smith@ehi.com)

Each individual identified in this §5 of the Participating Addendum shall be the primary contact of the designated Party. All notices required or permitted to be given under this Participating Addendum shall be in writing and shall be delivered (i) by hand with receipt required, (ii) by certified or registered mail to such Party's primary contact at the address set forth above or (iii) as an email with read receipt requested to the primary contact at the email address, if any, set forth above. If a Party delivers a notice to another through email and the email is undeliverable then, unless the Party has been provided with an alternate email contact, the Party delivering the notice shall deliver the notice by hand with receipt required or by certified or registered mail to such Party's primary contact at the address set forth above. Unless otherwise provided in this Participating Addendum, notices shall be effective upon delivery of the written notice.

**6. RESERVED****7. ORDERS**

Any Order placed by a Purchasing Entity in the State of Colorado for a Service available under this Participating Addendum shall be deemed to be a sale (and governed by the prices and other terms and conditions) under the Master Agreement and this Participating Addendum unless the parties to the Order agree in writing that another contract or agreement applies to such Order or the terms of that Order control to the extent that they conflict with the terms of the Master Agreement or this Participating Addendum.

**8. ORDER OF PRECEDENCE AND ATTACHED EXHIBITS AND ATTACHMENTS**

All of the exhibits listed in this section are attached to this Participating Addendum and are incorporated herein by reference. In the event of a conflict or inconsistency between this Participating Addendum and any exhibits or attachment such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority:

- A. Colorado Special Provisions in §19 of Exhibit A, State Specific Terms;
- B. The provisions of this Participating Addendum;

- C. All other sections of Participating Addendum Exhibit A, State Specific Terms;
- D. Participating Addendum Exhibit B, Price List; and
- E. Exhibit C, Contractor Security Controls.

Notwithstanding anything to the contrary herein, the State and Purchasing Entities shall not be subject to any provision incorporated in any terms and conditions appearing on Contractor's or Subcontractor's website, any provision incorporated into any click-through or online agreements, or any provisions incorporated into any other document or agreement between the Parties that (i) requires the State to indemnify or hold harmless Contractor or any other party, (ii) is in violation of State law as, regulations, rules, fiscal rules, policies, or other State requirements as deemed solely by the State or (iii) is contrary to any of the provisions incorporated into **Exhibit A, §19** or the main body of this Participating Addendum.

**THE PARTIES HERETO HAVE EXECUTED THIS PARTICIPATING ADDENDUM**

<p style="text-align: center;"><b>CONTRACTOR</b> The Subsidiaries of Enterprise Holdings, Inc.</p> <p>By: _____ Title: _____</p> <p style="text-align: center;">Signature</p> <p>Date: <u>1/6/2020</u></p>	<p style="text-align: center;"><b>STATE OF COLORADO</b> <b>Jared S. Polis, Governor</b> Department of Personnel and Administration State Purchasing and Contracts Office Kara Veitch, Executive Director</p> <p>By: _____</p> <p style="text-align: center;">By: John Chapman, State Purchasing Manager</p> <p>Date: <u>Jan 13/2020</u></p>
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**ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER**

§24-30-202, C.R.S. requires the State Controller to approve all State Contracts. This Participating Addendum is not valid until signed and dated below by the State Controller or an authorized delegate.

<p style="text-align: center;"><b>STATE CONTROLLER</b> Robert Jaros, CPA, MBA, JD</p> <p>By: _____</p> <p>Name: <u>CLARK M BOLSER</u> Delegate</p> <p>Effective Date: <u>1/13/20</u></p>
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## **EXHIBIT A, STATE SPECIFIC TERMS**

### **1. AUTHORITY**

Authority to enter into this Participating Addendum exists in the Colorado Procurement Code, §24-102-202, C.R.S. and 1 CCR 101-9 R-24-102-202-01., and its associated rules.

### **2. PURPOSE**

The Parties are entering into this Participating Addendum for the Contractor to provide nationwide car rental services to State of Colorado government employees, government contract workers and individuals on official State business. The Contractor was selected as a result of the State of Oregon's solicitation, **DASPS-2262-18**.

### **3. TERM**

#### **A. Initial Term - Work Commencement**

The Parties' respective performances under this Participating Addendum shall commence on the Effective Date and shall be co-terminus with the NASPO ValuePoint Master Agreement #9408. Unless this Participating Addendum is terminated earlier, as described herein, or the Lead State cancels its participation as described in the Master Agreement (the "Term"), the term of the Participating Addendum shall follow the Master Agreement initial term and will be automatically extended beyond the initial term if the Master Agreement term is extended, per §3.B.

#### **B. Extension of Term**

If the term of NASPO ValuePoint Master Agreement is extended for any reason, the Term of this Participating Addendum shall be automatically modified to account for that extension, so long as such extension complies with the Colorado Procurement Code.

#### **C. Order Term**

Orders may only be placed prior to the expiration or earlier termination of this Participating Addendum, but may have a delivery date or performance period that extends no longer than 120 calendar days following that expiration or earlier termination date. Regardless of whether this Participating Addendum has expired or has been terminated, the Contractor shall comply with all Orders that extend past the expiration or termination, as described in this section, and all requirements of this Participating Addendum necessary to complete outstanding Orders shall survive the expiration or termination of this Participating Addendum until all Orders are complete.

#### **D. Early Termination in the Public Interest**

The State is entering into this Participating Addendum to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. A determination that this Contract should be terminated in the public interest shall not be equivalent to a State right to terminate for convenience. This subsection shall not apply to a termination of this Participating Addendum by the State for breach by Contractor, which shall be governed by §14.A.i.

##### **i. Method and Content**

The State shall notify Contractor of such termination in accordance with §5 of this Participating Addendum. The notice shall specify the effective date of the termination and whether it affects all or a portion of this Participating Addendum, and shall include, to the extent practicable, the public interest justification for the termination.

ii. **Obligations and Rights**

Upon receipt of notice for termination in the public interest, Contractor shall be subject to the rights and obligations set forth in §14.A.i.a.

iii. **Payments**

If the State terminates this Participating Addendum in the public interest, the Purchasing Entities shall pay Contractor according to their orders with the Contractor. The sum of any payment shall not exceed the maximum amount payable to Contractor under each order.

4. **DEFINITIONS**

The following terms shall be construed and interpreted as follows:

- A. **"Administration Fee"** means the fee that is due to the State for the administration of this Participating Addendum, as described in §7.A. of this Exhibit A.
- B. **"Breach of Contract"** means the failure of a Party to perform any of its material obligations in accordance with this Contract, in whole or in part or in a timely or satisfactory manner. The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Contractor, or the appointment of a receiver or similar officer for Contractor or any of its property, which is not vacated or fully stayed within thirty (30) days after the institution of such proceeding, shall also constitute a breach. If Contractor is debarred or suspended under §24-109-105, C.R.S. at any time during the term of this Contract, then such debarment or suspension shall constitute a breach.
- C. **"Business Day"** means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1), C.R.S.
- D. **"Ceiling Price"** means the maximum price a Contractor or a Subcontractor may charge for a Service under this Participating Addendum.
- E. **"Chief Procurement Officer"** means the individual to whom the Executive Director of the Department of Personnel & Administration has delegated his or her authority pursuant to §24-102-202, C.R.S. to procure or supervise the procurement of all supplies and services needed by the state.
- F. **"CJI"** means criminal justice information collected by criminal justice agencies needed for the performance of their authorized functions, including, without limitation, all information defined as criminal justice information by the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy, as amended, and all Criminal Justice Records as defined under §24-72-302, C.R.S.
- G. **"Confidential Information"** means any and all information that is normally considered confidential in nature, and includes, but is not limited to, all State Records not subject to disclosure under the Colorado Open Records Act, §§24-72-200.1, et seq., C.R.S. ("CORA").
- H. **"Contract"** means this Participating Addendum, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future modifications thereto.
- I. **"Contract Funds"** means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by a Purchasing Entity for Orders placed under this Participating Addendum.

- J. **“CORA”** means the Colorado Open Records Act, §§24-72-200.1, et. seq., C.R.S.
- K. **“Effective Date”** means the date Contract is signed by the State Controller or their designee.
- L. **“Exhibits”** means the following exhibits attached to this Contract:
  - i. Exhibit A, State Specific Terms; and
  - ii. Exhibit B, Price List.
- M. **“Extension Term”** means the period defined in §3.B.
- N. **“Incident”** means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of any Renter Information (as defined below) and which could reasonably result in substantial harm to the data subject(s).
- O. **“Initial Term”** means the period of time defined in §3.A of this Exhibit A.
- P. **“Lead State”** means the State of Oregon, which is centrally administering the Master Agreement.
- Q. **“Order”** means any delivery order, purchase order, contract, agreement or other binding document used by a Purchasing Entity to order the Services described in this Participating Addendum from the Contractor, and shall include any modification to such a document. The term “Order” also includes any reservation for a rental vehicle hereunder, whether made via telephone, online reservations system or in person.
- R. **“Party”** means the State or Contractor, and “Parties” means both the State and Contractor.
- S. **“Purchasing Entity”** means any entity or organization that has been authorized by the State to place Orders with the Contractor, and may include, without limitation, agencies of the State, government supported institution of higher education within the State, political subdivisions of the State, authorized non-profit organizations and other authorized entities.
- T. **“PCI”** means payment card information including any data related to credit card holders’ names, credit card numbers, or the other credit card information as may be protected by state or federal law.
- U. **“PII”** means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in §§24-72-501 and 24-73-101, C.R.S.
- V. **“Renter Information”** means information received by Contractor, directly or indirectly, from an Eligible Renter in connection with vehicle rentals hereunder or reservations therefor
- W. **“Services”** means the services to be performed by Contractor as set forth in this Participating Addendum.
- X. **“State Confidential Information”** means any State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, PII, PCI, and State personnel records not subject to disclosure under CORA. State Confidential Information shall not include information or data concerning individuals that is not deemed confidential but nevertheless belongs to the State, which has been communicated, furnished, or disclosed by the



State to Contractor which (i) is subject to disclosure pursuant to CORA; (ii) is already known to Contractor without restrictions at the time of its disclosure to Contractor; (iii) is or subsequently becomes publicly available without breach of any obligation owed by Contractor to the State; (iv) is disclosed to Contractor, without confidentiality obligations, by a third party who has the right to disclose such information; (v) was independently developed without reliance on any State Confidential Information; or (vi) renter information received by Contractor in connection with vehicle rentals hereunder or reservations therefor ("Renter Information").

- Y. **"State Fiscal Rules"** means that fiscal rules promulgated by the Colorado State Controller pursuant to §24-30-202(13) (a), C.R.S.
- Z. **"State Fiscal Year"** means a 12-month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- AA. **"State Records"** means any State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA. State Records do not include Renter Information.
- BB. **"Traveler"** means the individual who is securing a rental for official government purposes.
- CC. **"Work"** means the Services performed pursuant to this Contract.

Any other term used in this Participating Addendum that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

## 5. STATEMENT OF WORK

Contractor shall complete the Work as described in this Participating Addendum and in accordance with any Purchasing Entity's Order. Contractor personnel shall work cooperatively with State and Purchasing Entity staff to ensure the completion of the Work.

### A. General

- i. **Rental Conditions:** No rental agreement with a Traveler or Purchasing Entity shall be construed as transferring any ownership right, title, or interest in or to any vehicle. Traveler and Purchasing Entity shall not have any right or option to purchase any rental vehicle during the term of, or upon expiration of, the rental contract.
- ii. All Travelers must possess a valid driver's license, and be at least 18 years of age.
- iii. Contractor shall ensure that all of their rental locations contain the contract prices, and they are 100% compliant with all terms and conditions of the Master Agreement and this Participating Addendum.
- iv. **Licensing Requirements:** Contractor shall secure, maintain and pay for any federal, state and local licenses required to provide the services referenced; excluding vehicle license fees.
- v. **Promotion:** Contractor shall work with the State for approval of all marketing materials prior to release. Materials may include but are not limited to email promotion.

### B. Rate Structure:

- i. Rates are not subject to blackout dates and do not require a minimum rental period.

- ii. Rates include all charges for reservations, shuttle service, collision/loss damage waiver insurance, standard roadside assistance, liability protection for U.S. rentals and other locations where required by law (and in such circumstances in the minimum amounts required by applicable law), and unlimited mileage. They do not include gasoline, optional services or features purchased by Traveler, local and state sales and federal excise taxes, airport concession fees, city surcharges or city differential fees applicable in certain cities, legislative or mandated taxes or fees, bond issues imposed by government bodies and/or similar charges controlled by third parties.
- iii. **One-Way Rentals:**
  - One-way rentals must be reserved as one-way rentals. Rates for rentals beginning and ending at airport locations are set forth in **Exhibit B (Price List)**. These rates include unlimited mileage. In addition, Contractor shall not charge any drop-off fee or mileage charge for one-way rentals from and to airport locations
  - Vehicles that are picked up and dropped off at non-airport locations within the same state, shall be subject to a drop-off fee of \$25.00. Any vehicle picked up at a non-airport location and dropped off at a non-airport location in another state, shall be subject to a drop-off fee of \$125.00
- iv. **Daily Surcharge:** Contractor may charge a daily surcharge in addition to the daily rate, per **Exhibit B (Price List)**.
- v. **Toll Fees:** Contractor's TollPass programs, where available, may be purchased at the time of the rental transaction. The TollPass program, policies and charges may be changed at any time without notice. Fees charged for the TollPass program do not include toll charges. Toll charges may be collected by Contractor or a third party, and will be billed separately from the vehicle rental charges.
- vi. **Citations or Violations:** Traveler shall pay all fines, penalties and court costs for parking, traffic, toll and other violations, including storage liens and charges.
- vii. Contractor may charge Traveler for any smoking damages caused by Traveler or Traveler's passengers while the vehicle was in the Traveler's possession.

**C. Vehicle Class and Requirements:**

- i. Contractor shall maintain an adequate number of vehicles on hand in an effort to meet the needs of Travelers who have advance reservations. Vehicles are subject to availability. If a reserved vehicle is unavailable at the time of the rental, Contractor shall provide an upgrade to the next higher vehicle class at no additional charge.
- ii. Contractor shall make every attempt to provide a non-smoking vehicle. If the vehicle smells like smoke, Traveler may request a different vehicle.
- iii. **Vehicle Classes:**
  - **Sedans:** Economy/ Compact, Intermediate/ standard, and full size
  - **Passenger Vans:** Mini Vans, 12 passenger vans, and 15 passenger vans. Traveler, who rents 10-passenger vehicle, must be at least 21 years of age. Traveler must be at least 25 years of age to rent 12 and 15 passenger vans.

- **SUV's:** Mid/Standard SUV and full size/ Premium SUV
  - **Pick-ups:** Small truck and Large Truck
  - **Other:** Premium, Crossover, Convertible, Compact Hybrid, Intermediate Hybrid, Full-size Hybrid
- iv. Maintenance and operating expenses, excluding gasoline, are the responsibility of the Contractor.
  - v. Contractor shall only provide Travelers with rental vehicles that have fewer than 40,000 miles. Contractor certifies that odometer and original miles are accurate.
  - vi. Minimum standard equipment shall include automatic transmission, power steering, power brakes, air conditioning, AM/FM radio, air bags and all season radial tires.
  - vii. Contractor shall equip and maintain all rental vehicles to meet all federal, state and local vehicle safety standards, codes, and ordinances.
  - viii. At time of vehicle pickup, Contractor shall ensure the rental vehicle proper fluid levels; coolant protected to -20 degrees; and in clean condition (inside and out). All vehicles should be in a like-new condition with no body damage or mechanical problems that impedes the safe operation of the vehicle.
  - ix. **Hybrid Vehicles:** Contractor shall provide hybrid vehicles at some of its locations.
  - x. **Alternative Fuel Vehicles:** Where available and on not less than seven (7) days advance request, Contractor shall provide a class of vehicles known as Alternative Fuel (E85, natural gas or hydrogen) or "hybrid" vehicles. Hybrid vehicles must have a federal MPG rating of at least 25 MPG.

**D. Contractor Provisions:**

- i. **Vehicle Downtime:** If a vehicle becomes substantially impaired or unsafe to operate, in Traveler's judgment, while in possession of Traveler, Contractor shall immediately replace the vehicle upon notification by Traveler, at no extra charge, providing the impairment or unsafe condition is not caused, in whole or in part, by the negligence or willful misconduct or intentional act of the Traveler. Contractor shall deliver the replacement vehicle to a location determined by Traveler. Contractor shall be responsible for all repairs and towing of vehicle so long as the repairs and/or towing, as the case may be, are not caused, in whole or in part, by the negligence or intentional act of the Traveler.
- ii. **Liability for Rental Vehicle:** Contractor shall hold State, Purchasing Entity and Traveler harmless from any physical damage, loss, vandalism, fire or theft of the rental vehicle provided rental vehicle was not used by the Purchasing Entity or Traveler in any manner listed in §5.I.(i) and (ii). The Contractor shall not charge the State, Purchasing Entity or Traveler any collision/loss damage waiver fee for a vehicle operated in compliance with the terms of this Participating Addendum. Contractor specifically waives any right to submit any claim against the State, Purchasing Entity or Traveler for any physical damage, loss, vandalism, fire or theft, or any other costs such as downtime, loss of revenue, administrative expenses and other expenses, of a rental vehicle provided under this

Participating Addendum, provided the rental vehicle was not used by the Traveler in any manner listed in §5.I.(i) and (ii).

- iii. **Loss of Use Fee:** A loss of use fee may be applied if Traveler uses the rental vehicle in any manner listed in §5.I.(i) and damage to the rental vehicle is caused. The one-time loss of use fee shall not exceed \$245.00 total.
- iv. **Liability Protection for Rental Vehicle:** Contractor shall include liability protection with each U.S. vehicle rental transaction to Purchasing Entity or Traveler for a vehicle operated in compliance with the terms of this Participating Addendum. This liability protection shall extend third party liability protection to Purchasing Entity or Traveler in a combined single limit amount per occurrence of not less than \$1,000,000 per accident for bodily injury, death, or property damage to others arising out of the use or operation of the rental vehicle, provided the rental vehicle was not used by the Traveler in any manner listed in §5.I.(i) and (ii).
- v. **Roadside Assistance:**
  - Standard Roadside Assistance is included in the vehicle rental; and provides assistance in connection with damage to the vehicle, glass replacement and towing (related to an accident).
  - If the vehicle needs to be towed as a result of mechanical failures, or circumstances beyond the Traveler's control, it shall be at the Contractor's expense.
  - Contractor shall provide a toll-free roadside assistance number 24 hours a day, 365 days a year. Traveler's using the Enterprise Rent-A-Car App or the National Car Rental App can also press the Roadside button
  - Contractor's Roadside Assistance Department shall work with Travelers to ensure the proper solution is found in a timely manner by utilizing Contractor's local rental office, manufacturer's programs, dealer networks or other vendors.
  - Additional Roadside Protection may be purchased at the rates set forth in **Exhibit B (Price List)**, and includes coverage for lockout service, jump-starts, tire changes, fuel delivery, key replacement and towing, for events unrelated to an accident. However Contractor's policy states this optional protection does not include replacement of lost keys or remote entry devices in California, Kansas, Nevada and New York only.

**E. Vehicle Reservations:**

- i. Contractor shall maintain a toll free, 24 hour, 365 days a year reservation phone number where Contractor's agents have access to the contract rates.
- ii. Contractor shall maintain an internet reservation system where Travelers can access the contract rates. In addition, Contractor shall make those rates available on all major Global Distribution Systems (GDS).
- iii. In order to guaranty the availability of the vehicle, Traveler must make a reservation at least 96 hours in advance. If a Traveler walks into a branch location, the rental rates shall be honored on the cars available at that time.

- iv. Travelers can also contact one of the State of Colorado's Travel Management vendors to utilize the rates under this Participating Addendum.
- v. Reserved vehicles will be held for up to 3 hours after the Traveler's estimated time of arrival, at which point in time, the vehicle will be released back into inventory and the Traveler will no longer be guaranteed a reservation.
- vi. **Short Notice Reservations:** Contractor shall not charge additional fees for reservations regardless of how far in advance the reservation is made.
- vii. **Vehicle Demand:** Contractor shall attempt to meet 100% percent of Travelers requests of confirmed reservations when 96 hours' notice is given. If a vehicle reserved at least 96 hours in advance is not available at the time of pickup by the Traveler, Contractor shall substitute a vehicle of similar or greater quality at no additional cost. Contractor shall note on the invoice that a vehicle of same or greater quality was substituted at the same or lower price.
- viii. At the time of phone reservation, Traveler must provide the State of Colorado account number or their own account number if Contractor has provided them with one. In order to secure a rental, the Traveler must provide a method of payment, acceptable to Contractor.
- ix. Family members and friends of the Traveler are not eligible to rent vehicles hereunder; however, State contract workers and/or guest speakers of the State are eligible to do so, and the State acknowledges its responsibilities for all obligations of such State Contract workers and/or guest speakers as if they were, in fact, employees of the State. At the time of vehicle pickup, the contract worker and/or guest must provide a valid driver's license, method of payment (if having secured the rental with their own credit card) and proof that they are on official State business (this proof can consist of a letter from the Purchasing Entity, or a government issued ID).
- x. Students renting or driving vehicles rented on behalf of universities or colleges must be operating the vehicle on official university/college business, or in connection with university/college-sanctioned activities.
- xi. Contractor shall waive underage and young renter fees for Travelers who are 18 through 20 years of age.
- xii. Contractor maintains the right to verify employment or other affiliation of Traveler, which would give them the right to rent as a "Traveler."
- xiii. Contractor shall offer available adaptive driving devices, including hand controls, spinner knobs, pedal extenders, and left-foot accelerators, subject to availability and vehicle compatibility.

**F. Vehicle Pick-Up and Return:**

- i. Contractor shall have rental branches at airport locations at the 2017 top 50 commercial airline airports as shown at:  
[https://www.rita.dot.gov/bts/sites/rita.dot.gov/bts/files/publications/national\\_transportation\\_statistics/html/table\\_01\\_44.html](https://www.rita.dot.gov/bts/sites/rita.dot.gov/bts/files/publications/national_transportation_statistics/html/table_01_44.html)

- ii. At airport locations with counters, Contractor personnel will be available during terminal hours of operation to meet the standard of 90% of all incoming flights. For locations without airport counters, a courtesy phone or clearly identifiable sign indicating the telephone number to call for Contractor's shuttle shall be available.
- iii. Shuttle service pickup must occur within 15 minutes of Traveler's notification to Contractor. Vehicle pickup should routinely be within a total of 30 minutes from initial contact with the Contractor.
- iv. Contractor's "We'll Pick You Up" service is available to all Travelers. With a 24-hour notice, Contractor shall pick up the Traveler at any residential or business address within the United States, and shall do so at no charge providing the Traveler is located within a 5-mile radius of the rental location. Fees may apply for this service if outside of the 5-mile radius. Any delivery of vehicles and pick-up of vehicles after the completion of a rental and any such provided service and cost associated with such will be determined by the renting location.
- v. At the time of vehicle pick-up, the Traveler must present a valid driver's license and the method of payment used to secure the rental. If the rental was secured using an agency department card, then the Traveler must provide a letter from the credit card holder, indicating they have proper authorization to pick up the vehicle.
- vi. Contractor requires Travelers to sign Contractor's standard rental agreement; however, if the terms of the rental agreement conflict with any terms in this Participating Addendum, then the Participating Addendum shall govern and control. Emerald Aisle rentals, which are available under the Emerald Club program, do not require the Traveler to sign the standard rental form.
- vii. Vehicles will be furnished with an initial quarter tank of gas (full tank at airport locations). Travelers shall return a vehicle to the Contractor with the same fuel level as the Vehicle had at time of pick up unless an alternative fuel arrangement was made at the time of vehicle pick up. Failure to do so will incur additional charges for refueling. Contractor will also provide the Traveler with accident, repair, and vehicle return instructions and, upon return of the rental vehicle to off airport locations, Contractor shall transport Traveler to the airport terminal within 30 minutes of rental car return, providing the rental location is not located on airport premises.
- viii. **Return of the Vehicle:** Traveler shall return the vehicle to the agreed return location as specified in the standard rental agreement. An hourly overtime charge at one third of the daily rental rate, up to the maximum daily rental rate, will be charged.
- ix. **Repossessing the Vehicle:** Contractor can repossess the vehicle if it is reported to be illegally parked, being used to violate the law or the terms of the rental contract, or it is reported by local law enforcement to be abandoned. Contractor can also repossess the vehicle anytime it discovers that a misrepresentation was made by the Traveler to obtain the vehicle. Contractor shall first attempt to contact the Traveler or Purchasing Entity and attempt to resolve any issues, prior to any Contractor action to repossess the vehicle.

**G. Vehicle Payment and Invoicing:**

- i. Contractor shall provide to Traveler a completed copy of the standard rental form showing total charges to be billed for the rental.
- ii. Rental receipts must clearly detail all surcharges, local taxes, concession fees, fuel charges and other charges that are not included in the contract rates.

#### **H. Travelers with Disabilities:**

- i. Contractor branch locations can provide pick-up and delivery service in either the car the customer will be renting or any other vehicle.
- ii. **Hand Controls and/or Spinner Knobs:** Hand controls are devices that attach to the gas and brake pedals of the car, and enable a physically challenged person to drive the vehicle without using their legs. Where available, hand controls are available at no additional fee.
- iii. **Service Animals:** Service animals are permitted on courtesy buses and vans, with appropriate documentation, in the following circumstances:
  - When assisting a Traveler in a wheelchair
  - When assisting a Traveler that is visually challenged
  - If the animal is in training to assist physically or visually challenged individuals
- iv. **Hearing Impaired Travelers:** Hearing impaired customers may call (866) 534-9270 for assistance. The call goes to a Customer Contact Center Agent who can communicate with the customer via Telephone Device for the Deaf. The Customer Contact Agent will then call the location on the customer's behalf to dispatch a courtesy bus to pick up the hearing impaired Traveler.

#### **I. Traveler Responsibilities:**

- i. The vehicle must not be used:
  - By a driver who is under the influence of alcohol or any prohibited drugs
  - For any illegal purpose
  - To push or tow another vehicle unless the vehicle is equipped for towing and is specified in the rental agreement
  - To carry passengers or property for hire
  - In a test, race or contest
  - By an unlicensed driver
  - By a person other than an authorized Traveler
  - Outside of the United States except where such use is specifically authorized by Contractor
  - Off paved, graded or maintained roads, or driveways (gravel and/or dirt roads maintained by a state, county or local municipality or individual property owner are considered maintained roads or driveways.)
  - By a driver who allows more passengers to occupy the vehicle than there are seatbelts or who does not require all passengers to comply with applicable seatbelt and child restraint laws

- By a driver who is under 18 years of age
  - By a driver or occupant who is smoking
  - By a driver who obtained the vehicle through fraud or misrepresentation
  - By a driver who intentionally caused damage to or loss of the vehicle
  - In live artillery fire exercises, or used in training or tactical maneuvers, or in police or other law enforcement activities, it is being understood that the Master Agreement is intended for business travel only.
- ii. **The Traveler must not:**
- Leave the keys in the vehicle while unattended. If vehicle is stolen, the Traveler must be able to produce the keys
  - Smoke in the vehicle, or allow any passengers of the vehicle to smoke
  - Use passenger vans with a capacity of 10 or more passengers to transport children in the twelfth (12th) grade or younger for school related functions
  - Be under 21 years of age to operate 10 passenger vans, or operate or use passenger vans with a capacity of 10 or more passengers in the country of Canada
  - Be under 25 years of age to operate 12- and 15-passenger vans
- iii. **Full Fuel Tanks:** Traveler will be responsible for gasoline expenses while using the vehicle. Traveler shall return a vehicle to the Contractor with a full tank of gasoline, or at the same fuel level at the time of rental pick up unless an alternative fuel arrangement was made at the time of pick up. Failure to do so will incur additional charges for refueling.
- iv. **Accidents:** The Traveler shall promptly notify the Contractor of all accidents involving any rental vehicle Traveler had in its possession, including the time, place and nature of the accident or damage, the names and addresses of parties involved, persons injured, witnesses, owners of property damaged, the place at which Contractor may examine the vehicle and such other information as may be known by Traveler, and promptly advise Contractor of all correspondence, papers, notices and documents delivered to Traveler in connection with any claim or demand involving or relating to any vehicle or its operation. Purchasing Entity and Traveler shall cooperate with Contractor in the investigation of all such claims and demands and in the recovery of damages from liable third persons.
- v. **Personal Property:** Traveler is responsible for all loss or damage to any personal property in or on the rental vehicle, in or on any service vehicle, and on Contractor's premises. Personal Effects Coverage (PEC) may be purchased at the time of rental. Price may vary based on pickup location.
- vi. If experiencing any operating problems, the Traveler may choose to return the vehicle to a Contractor branch location at his or her convenience, or request a different vehicle to be brought to a specific location as soon as possible.
- vii. **Travel Plan Changes:** Whenever possible, the Traveler will advise the Contractor a minimum of 8 hours in advance of any change in travel plans necessitating rental vehicle cancellation or delayed pickup; however, in no situation shall the State, Purchasing Entity



or Traveler be liable for payment of "no shows." Travelers will cancel reservations in the same manner they were made, if feasible.

**J. Ordering and Order Fulfillment**

- i. Contractor shall provide a complete and accurate Internal Revenue Service form W9 to the State prior to accepting an Order from any Purchasing Entity. Upon a request by a Purchasing Entity, Contractor shall provide a complete and accurate Internal Revenue Service form W9 to that Purchasing Entity. This provision shall apply only to the subsidiary of Enterprise Holdings, Inc., operating in the State of Colorado. None of the other subsidiaries party to the Master Agreement are domiciled in or registered to do business in the State of Colorado, nor are they doing business in the State.
- ii. Each Purchasing Entity may complete an Order in accordance with its own rules and policies, as available to Contractor, using the appropriate documentation for that organization to issue an Order.
- iii. Contractor shall communicate directly with each Purchasing Entity related to that Purchasing Entity's Orders.
- iv. Contractor shall ensure that all Orders it accepts have the proper information contained in them for Contractor to be able to comply with all reporting requirements of this Exhibit A.
- v. If Contractor provides for Ordering through an internet-based portal or electronic catalog, Contractor shall maintain all of Contractor's necessary hardware, software, backup-capacity and network connections required to operate that internet-based portal or electronic catalog.
- vi. Contractor's internet-based portal and electronic catalogs shall clearly designate that they are part of this Participating Addendum.
- vii. If Contractor's catalog will be either hosted on or accessed through the State's eCommerce system, when available, then Contractor shall comply with all policies, procedures and directions from the State in relation to hosting its catalog on or making its catalog accessible through that system. Contractor shall ensure that all information made available through the State's eCommerce system is accurate and complies with this Participating Addendum.

**6. PAYMENTS TO CONTRACTOR**

**A. Payments Under Orders**

- i. Contractor shall allow the State and Purchasing Entities to use a procurement card or other credit card to make payments under any Order, in addition to any other payment procedure available to the State or Purchasing Entity.
- ii. The State shall not pay any amount to Contractor under this Participating Addendum unless the State issues an Order, at which time it shall pay Contractor in accordance with that Order. The State shall not be responsible for payment under any Order that is issued by a Purchasing Entity that is not the State, and the Contractor shall seek no payment or other compensation from the State for any Work performed under any Order issued by a Purchasing Entity that is not the State.

**B. Payment Procedures****i. Invoices**

Contractor shall invoice each Purchasing Entity in accordance with that Purchasing Entity's Order. Contractor shall not invoice the State under any Order unless the State issued that Order. Contractor shall allow 45 days for the State and Purchasing Entities to pay an invoice following the receipt of the invoice, unless the State or a Purchasing Entity specifically agrees to a shorter time in an Order. State law and regulations provide that State payments made within 45 days are not considered delinquent, and unless otherwise agreed, State Purchasing Entities will pay interest on any unpaid balance beginning on the 45th day at the rate of 1% per month until paid in full; provided, however, that interest shall not accrue on unpaid amounts that are the subject of a good faith dispute regarding the obligation to pay all or a portion of the liability. Contractor shall invoice State Ordering Entities separately for accrued interest on delinquent amounts due. The billing shall reference the delinquent payment, the number of day's interest to be paid, and the applicable interest rate. (§ 24-30-202(24), C.R.S., as amended.)

**ii. Payment Disputes**

Unless different procedures are specified in an Order, if Contractor disputes any calculation, determination or amount of any payment, Contractor shall notify the Purchasing Entity issuing the Order in writing of its dispute within 30 days following the earlier to occur of Contractor's receipt of the payment or notification of the determination or calculation of the payment by that Purchasing Entity. The Purchasing Entity will review the information presented by Contractor and may make changes to its determination based on this review. The calculation, determination or payment amount that results from the Purchasing Entity's review shall not be subject to additional dispute under this subsection. No payment subject to a dispute under this subsection shall be due until after the Purchasing Entity has concluded its review, and the Purchasing Entity shall not pay any interest on any amount during the period it is subject to dispute under this subsection.

**iii. Available Funds-Contingency-Termination of Order**

- a. Purchasing Entities, except for authorized non-profit entities, are prohibited by law from making commitments beyond the term of the current Purchasing Entity's Fiscal Year. Payment to Contractor beyond the current Purchasing Entity's Fiscal Year is contingent on the appropriation and continuing availability of Contract Funds in any subsequent year (See Colorado Special Provision). If federal funds, non-State funds or funds from any other source constitute all or some of the Contract Funds, the Purchasing Entity's obligation to pay Contractor shall be contingent upon such funding continuing to be made available for payment. Orders under this Participating Addendum shall be made only from Contract Funds, and the Purchasing Entity's liability for such payments shall be limited to the amount remaining of such Contract Funds. If State, federal or other Purchasing Entity funds are not appropriated, or otherwise become unavailable to fund an Order under this Participating Addendum, the Purchasing Entity may, upon written notice, terminate the Order, in whole or in part, without incurring further liability. The Purchasing Entity shall, however, remain obligated to pay for Services that are delivered and accepted prior to the effective date of notice of termination of Order. A State Purchasing Entity Order termination shall otherwise be treated as if the Order was terminated in the public interest as described in §3.E. of this Exhibit A.

- b. The Purchasing Entity may effect such termination by giving Contractor a written notice of termination, to the Contractor's primary contact in accordance with §5 of the Participating Addendum, and by paying to Contractor any amounts which are due and have not been paid through the last day of the Fiscal Year for which appropriated funds are available. The Purchasing Entity shall endeavor to give notice of such termination not less than 30 days prior to the day of non-availability of funds, and shall notify Contractor of any anticipated termination.

**iv. Intentionally Omitted**

**7. PAYMENTS TO STATE**

**A. Travel Management Fees**

- i. Each State Fiscal Year quarter, Contractor shall, using a form as directed by the State, calculate a Travel Management Fee equal to 5% of the total sales (i.e. base rental charges and the following optional products: GPS units, satellite radio service, toll device, Personal Affects Insurance (PAI), Personal Effects Coverage (PEC), and any charges for additional roadside assistance purchased by the Traveler) made under Orders during that State Fiscal Year quarter. Contractor shall pay the State the Travel Management Fee for each State Fiscal Year quarter within 60 days following the end of that State Fiscal Year quarter.
- ii. Contractor shall remit all Travel Management Fees to the State's primary contact identified in §5 of the Participating Addendum and with the payee as "State of Colorado."

**8. REPORTING – NOTIFICATION**

**A. Volume Reporting**

The State will use a centralized method of tracking volume. Contractor shall provide a quarterly volume report to the State's primary contact identified in §5 of this Participating Addendum within 60 calendar days following the end of the State Fiscal Year quarter that the report covers. The quarterly volume report shall be submitted in a form as directed by the State, which may be modified by the State from time to time. The quarterly volume report shall contain, at a minimum, all of the following:

- i. A summary volume report that includes, but is not limited to, all of the following for the quarter that the report covers:
  - a. The total sales by each type of Purchasing Entity under this Participating Addendum.
  - b. The total of the list price of all items purchased by each type of Purchasing Entity under this Participating Addendum.
  - c. The total estimated price savings for each type of Purchasing Entity under this Participating Addendum, calculated as the total list price of all items purchased by each type of Purchasing Entity minus the total spent for that type of Purchasing Entity.
  - d. The amount of the total quarterly Travel Management Fee due to the State.
  - e. Any additional summary information as requested by the State if available by Contractor.
- ii. A detail report that includes, but is not limited to, all of the following for each sale that occurred during the quarter that the report covers:
  - a. The name of the Purchasing Entity to whom the sale was made;

- b. The rental check out and check in date;
- c. Vehicle type reserved descriptions, vehicle type driven description, vehicle type charged descriptions, charge days, and the total amount charged; and
- d. Any other detail information as requested by the State, if available to Contractor.

**B. Additional Operational Reporting**

Upon request by the State, the Contractor shall provide operational reporting that includes all detailed and summary transaction, historical or payment information related to the State or any of the Participating Entities as reasonably requested by the State. The Contractor shall provide all such additional reports within 60 Business Days following the State's request for that information, unless the State agrees to a longer period in writing.

**C. Litigation Reporting**

If Contractor is served with a pleading or other document in connection with an action before a court or other administrative decision making body, and such pleading or document relates to this Participating Addendum or may affect Contractor's ability to perform its obligations under this Participating Addendum, Contractor shall, within 10 days after being served, notify the State of such action and deliver copies of such pleading or document to the State's primary contact identified in §5 of the Participating Addendum .

**D. Performance Outside the State of Colorado or the United States, §24-102-206, C.R.S.**

To the extent not previously disclosed in accordance with §24-102-206, C.R.S., Contractor shall provide written notice to the State's primary contact in accordance with §5 of the Participating Addendum and in a form designated by the State, within 20 days following the earlier to occur of Contractor's decision to perform Services outside of the State of Colorado or the United States, or its execution of an agreement with a Subcontractor to perform Services outside the State of Colorado or the United States. Such notice shall specify the type of Services to be performed outside the State of Colorado or the United States and the reason why it is necessary or advantageous to perform such Services at such location or locations, and such notice shall be a public record. Knowing failure by Contractor to provide notice to the State under this section shall constitute a breach of this Participating Addendum. This section shall not apply if the Participating Addendum Funds include any federal funds. The State acknowledges that vehicle rental services will be provided hereunder in other states, and Contractor's requirement to provide written notice as set forth above is, therefore, satisfied.

**9. CONTRACTOR RECORDS**

**A. Maintenance**

Contractor shall maintain a file of all documents, records, communications, notes and other materials relating to the Work (the "Contractor Records") performed by the Contractor and any Subcontractors, that are required to ensure proper performance of that Work. Contractor shall maintain Contractor Records until the last to occur of: (i) the date 3 years after the date this Participating Addendum expires or is terminated, (ii) final payment under this Participating Addendum is made, (iii) the resolution of any pending Contract matters, or (iv) if an audit is occurring, or Contractor has received notice that an audit is pending, the date such audit is completed and its findings have been resolved (the "Record Retention Period").

**B. Inspection**

Contractor shall permit the State to audit, inspect, examine, excerpt, copy and transcribe Contractor Records during the Record Retention Period. Contractor shall make Contractor Records available during normal business hours at Contractor's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than 30 Days' notice from the State, unless the State determines that a shorter period of notice, or no notice, is necessary to protect the interests of the State.

**C. Monitoring**

The State, in its discretion, may monitor Contractor's performance of its obligations under this Participating Addendum using procedures as determined by the State. The State shall monitor Contractor's performance in a manner that does not unduly interfere with Contractor's performance of the Work.

**D. Final Audit Report**

Contractor shall promptly submit to the State a copy of any final audit report of an audit performed on Contractor's records that relates to or affects this Participating Addendum or the Work, whether the audit is conducted by Contractor or a third party.

**E. Periodic Business Reviews**

- i. The State may schedule periodic business reviews to review Contractor's performance under this Participating Addendum.
- ii. Contractor shall use commercially reasonable efforts to ensure personnel assigned to the Participating Addendum are available for these meetings with the State as scheduled by the State.
- iii. Contractor's primary contact designated in §5 of this the Participating Addendum shall be reasonably available for all regularly scheduled meetings between Contractor and the State, unless the State has granted prior, written approval otherwise.

**10. CONFIDENTIAL INFORMATION-STATE RECORDS**

**A. Confidentiality**

Contractor shall keep confidential, and cause all Subcontractors to keep confidential, all State Records, unless those State Records are publicly available. Contractor shall not, without prior written approval of the State, use, publish, copy, disclose to any third party, or permit the use by any third party of any State Records, except as otherwise stated in this Participating Addendum, permitted by law or approved in Writing by the State. Contractor shall provide for the security of all State Confidential Information in accordance with this Participating Addendum and all applicable laws, rules, policies, publications, and guidelines. If Contractor or any of its Subcontractors will or may receive the following types of data, Contractor or its Subcontractors shall provide for the security of such data according to the following: (i) the most recently promulgated IRS Publication 1075 for all Tax Information and in accordance with the Safeguarding Requirements for Federal Tax Information attached to this Contract as an Exhibit, if applicable, (ii) the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, if applicable, (iii) the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, and Criminal Justice Information Services Security Policy for all CJI, if applicable. Contractor shall immediately forward any request or demand for State Records to the State's primary contact as identified in §5 of the Participating Addendum.

**B. Other Entity Access and Nondisclosure Agreements**

Contractor may provide State Records to its agents, employees, assigns and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns and Subcontractors who require access to perform their obligations under this Participating Addendum. Contractor shall ensure all such agents, employees, assigns, and Subcontractors sign agreements or are subject to confidentiality obligations by policy or otherwise containing nondisclosure provisions at least as protective as those in this Participating Addendum, and that the nondisclosure provisions are in force at all times the agent, employee, assign or Subcontractor has access to any State Confidential Information.

**C. Use, Security, and Retention**

Contractor shall use, hold and maintain State Confidential Information in compliance with all applicable laws and regulations in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all State Confidential Information wherever located. With regard to Renter Information, Contractor will maintain an information security program, which includes appropriate technical and organizational measures to maintain a level of security and confidentiality of Renter Information appropriate to the risk of harm which might result from any unauthorized or unlawful processing, accidental loss, destruction, damage or theft of Renter Information. As a minimum, these measures shall be in accordance with applicable privacy and data security laws and shall be aligned with industry standards. No more than on an annual basis, and on request, Contractor shall share (a) Contractor's Standard Information Gathering (SIG) self-assessment questionnaire to answer most common questions regarding Contractor's security program and (b) a Payment Card Industry Data Security Standards attestation of compliance for purposes of enabling the State to evaluate Contractor's security control effectiveness. Upon the expiration or termination of this Participating Addendum, Contractor shall return State Records provided to Contractor or destroy such State Records and certify to the State that it has done so, as directed by the State. If Contractor is prevented by law or regulation from returning or destroying State Confidential Information, Contractor warrants it will continue, as described above, to safeguard the confidentiality of, and cease to use, such State Confidential Information.

**D. Incident Notice and Remediation**

If Contractor becomes aware of any Incident, it shall notify the State in the most expedient time possible and without unreasonable delay (allowing Contractor appropriate time, as applicable, to notify law enforcement, conduct an internal investigation and contain the Incident). In any case, in the event an Incident triggers the Colorado data breach notification statutes, Contractor will notify all impacted State renters not later than thirty days after the date of determination that an Incident occurred. Unless Contractor can establish that neither Contractor nor any of Contractor's agents, employees, assigns nor Subcontractors are the cause or source of the Incident, Contractor shall be responsible for the cost of notifying each person who may have been impacted by the Incident. After an Incident, Contractor shall take steps to reduce the risk of incurring a similar type of Incident in the future in accordance with Contractor's security policies.

**E. Data Protection and Handling**

Contractor shall ensure that all State Records in the possession of Contractor or any Subcontractors are protected and handled in accordance with the requirements of this Contract, including the requirements of any Exhibits hereto, at all times.

**F. Safeguarding PII**

If Contractor will or may receive PII under this Contract, Contractor shall provide for the security of such PII, which shall include the controls listed on **Exhibit C (Contractor Security Controls)**. Contractor shall maintain security procedures and practices consistent with §§24-73-101 *et seq.*, C.R.S.

**11. CONFLICTS OF INTEREST**

**A. Actual Conflicts of Interest**

Contractor shall not engage in any business or activities, or maintain any relationships that conflict in any way with the full performance of the obligations of Contractor under this Participating Addendum. Such a conflict of interest would arise when a Contractor or Subcontractor's employee, officer or agent were to offer or provide any tangible personal benefit to an employee of the State, or any member of his or her immediate family or his or her partner, related to the award of, entry into or management or oversight of this Participating Addendum.

**B. Apparent Conflicts of Interest**

Contractor acknowledges that, with respect to this Participating Addendum, even the appearance of a conflict of interest shall be harmful to the State's interests. Absent the State's prior written approval, Contractor shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Contractor's obligations under this Participating Addendum.

**C. Disclosure to the State**

If a conflict or the appearance of a conflict arises, or if Contractor has reason to believe a conflict may exist but is uncertain whether a conflict or the appearance of a conflict has arisen, Contractor shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration. Failure to promptly submit a disclosure statement or to follow the State's direction concerning the actual or apparent conflict constitutes a breach of this Participating Addendum.

**12. INSURANCE**

Contractor shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Participating Addendum and until all orders for Services or both have been delivered and accepted, regardless of whether this Participating Addendum has expired or has been terminated. Insurance companies as approved by the State shall issue all insurance policies required by this Participating Addendum.

**A. Workers' Compensation**

Workers' Compensation insurance as required by state statute, and employers' liability insurance covering all Contractor or Subcontractor employees acting within the course and scope of their employment. Insurance must stay in place and in effect even if the contract terms expires, until all product or terms of the contract are completed and satisfied up to 120 days after contract term expires.

**B. General Liability**

Commercial general liability insurance for the acts and omissions of Contractor's employees covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- i. \$3,000,000 each occurrence;
- ii. \$15,000,000 general aggregate;
- iii. \$3,000,000 products and completed operations aggregate; and
- iv. \$50,000 any 1 fire.

**C. Automobile Liability**

Automobile liability insurance, which may be self-insured, covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

**D. Cyber Liability**

Liability insurance covering all loss of State Confidential Information and Renter Information, such as PII, PCI, and CJI, and claims based on alleged violations of privacy rights through improper use or disclosure of protected information with minimum limits as follows:

- i. \$1,000,000 each occurrence; and
- ii. \$2,000,000 general aggregate.

**E. Crime Insurance**

Crime insurance including employee dishonesty coverage with minimum limits as follows:

- i. \$1,000,000 each occurrence; and
- ii. \$1,000,000 general aggregate.

**F. Additional Insured**

The State shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Contractor and Subcontractors.

**G. Primacy of Coverage**

Coverage required of Contractor and each Subcontractor shall be primary over any insurance or self-insurance program carried by Contractor or the State.

**H. Cancellation**

The above insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on non-payment of premiums, without at least 30 days prior notice to Contractor and Contractor shall forward such notice to the State in accordance with §5 of the Participating Addendum within 7 days of Contractor's receipt of such notice.

**I. Subrogation Waiver**



All insurance policies secured or maintained by Contractor or its Subcontractors in relation to this Participating Addendum shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

**J. Public Entities**

If Contractor is a "public entity" within the meaning of the Colorado Governmental Immunity Act, §§24-10-101, *et seq.*, C.R.S. (the "GIA"), Contractor shall maintain, in lieu of the liability insurance requirements stated above, at all times during the term of this Participating Addendum such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. If a Subcontractor is a public entity within the meaning of the GIA, Contractor shall ensure that the Subcontractor maintain at all times during the terms of this Participating Addendum, in lieu of the liability insurance requirements stated above, such liability insurance, by commercial policy or self-insurance, as is necessary to meet the Subcontractor's obligations under the GIA.

**K. Certificates**

Contractor shall provide to the State certificates evidencing Contractor's insurance coverage required in this Participating Addendum within 7 Business Days following the Effective Date. Contractor shall provide to the State certificates evidencing Subcontractor insurance coverage required under this Participating Addendum within 7 Business Days following the Effective Date, except that, if Contractor's subcontract is not in effect as of the Effective Date, Contractor shall provide to the State certificates showing Subcontractor insurance coverage required under this Participating Addendum within 7 Business Days following Contractor's execution of the subcontract. No later than 15 days before the expiration date of Contractor's or any Subcontractor's coverage, Contractor shall deliver to the State certificates of insurance evidencing renewals of coverage. At any other time during the term of this Participating Addendum, upon request by the State, Contractor shall, within 7 Business Days following the request by the State, supply to the State evidence satisfactory to the State of compliance with the provisions of this §12.

**13. BREACH OF CONTRACT**

In the event of a Breach of Contract, the aggrieved Party shall give written notice of breach to the other Party. If the notified Party does not cure the Breach of Contract, at its sole expense, within 30 days after the delivery of written notice, the Party may exercise any of the remedies as described in §14 for that Party. Notwithstanding any provision of this Participating Addendum to the contrary, the State, in its discretion in order to protect the public interest of the State, need not provide notice or a cure period and may immediately terminate this Participating Addendum in whole or in part or institute any other remedy in this Participating Addendum; or if Contractor is debarred or suspended under §24-109-105, C.R.S., the State, in its discretion, need not provide notice or cure period and may terminate this Contract in whole or in part or institute any other remedy in this Contract as of the date that the debarment or suspension takes effect.

**14. REMEDIES**

**A. State's Remedies**

If Contractor is in breach under any provision of this Participating Addendum and fails to cure such breach, the State, following the notice and cure period set forth in §13, shall have all of the remedies listed in this section in addition to all other remedies set forth in this Participating

Addendum or at law. The State may exercise any or all of the remedies available to it, in its discretion, concurrently or consecutively.

**i. Termination for Breach**

In the event of Contractor's uncured breach, the State may terminate this entire Participating Addendum or any part of this Participating Addendum. Contractor shall continue performance of this Participating Addendum to the extent not terminated, if any.

If after termination by the State, the State agrees that Contractor was not in breach or that Contractor's action or inaction was excusable, such termination shall be treated as a termination in the public interest, and the rights and obligations of the Parties shall be as if this Participating Addendum had been terminated in the public interest under §3. E.

**ii. Remedies Not Involving Termination**

The State, in its discretion, may exercise one or more of the following additional remedies:

**a. Suspend Performance**

Suspend Contractor's performance with respect to all or any portion of the Work pending corrective action as specified by the State without entitling Contractor to an adjustment in price or cost or an adjustment in the performance schedule. Contractor shall promptly cease performing Work and incurring costs in accordance with the State's directive, and neither the State nor any Purchasing Entity shall be liable for costs incurred by Contractor after the suspension of performance.

**b. Removal**

Demand immediate removal of any of Contractor's employees, agents, or Subcontractors from the Work whom the State deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable or whose continued relation to this Participating Addendum is deemed by the State to be contrary to the public interest or the State's best interest.

**B. Contractor's Remedies**

If the State is in breach of any provision of this Participating Addendum and does not cure such breach, Contractor, following the notice and cure period in §13 and the dispute resolution process in §15 shall have all remedies available at law and equity. If a Purchasing Entity is in breach of a provision of an Order, Contractor shall have all remedies available to it under that Order and available at law and equity.

**C. Purchasing Entity's Remedies**

**i.** If Contractor is in breach under any provision of an Order by a Purchasing Entity, the Purchasing Entity shall have all of the remedies listed in that Order, all remedies listed in §14.A.ii above, all remedies listed here in §14.C and all other remedies available by law or equity. The Purchasing Entity may exercise any or all of the remedies available to it, in its discretion, concurrently or consecutively.

**ii. Intentionally Omitted**

**iii. Payments and Damages**

**a.** Notwithstanding anything to the contrary, Purchasing Entities shall only pay Contractor for accepted Work received as of the date of termination. A Purchasing Entity may withhold any amount that may be due Contractor as the Purchasing Entity

deems necessary until Contractor corrects its Work or to protect itself against loss including, without limitation, loss as a result of outstanding liens.

- b. Notwithstanding any other remedial action by the State, Contractor shall remain liable to the State or appropriate Purchasing Entity for any damages sustained by the State or Purchasing Entity in connection with any breach by Contractor, and the Purchasing Entity may withhold payment to Contractor for the purpose of mitigating the Purchasing Entity's damages.
- c. A Purchasing Entity may deny payment to Contractor for Work not performed, or that due to Contractor's actions or inactions, cannot be performed or if they were performed are reasonably of no value to the state; provided, that any denial of payment shall be equal to the value of the obligations not performed.

## **15. DISPUTE RESOLUTION**

### **A. Order Disputes, Termination and Resolution**

- i. If a dispute related to an Order arises between Contractor and a Purchasing Entity, Contractor shall meet with the Purchasing Entity to attempt to resolve the issue. If Contractor is unable to resolve the issue with the Purchasing Entity, then Contractor may request assistance from the State by submitting a request in writing, which includes the pertinent information about the dispute and the assistance sought by Contractor, in accordance with §5 of the Participating Addendum. Nothing in this section shall be interpreted as limiting the rights or obligations of Contractor, the State or any Purchasing Entity under this Contract of any Order.
- ii. A Purchasing Entity may terminate an Order if it determines that Contractor was in breach of that Order. Termination of an Order shall not terminate any other Order or this Participating Addendum.

### **B. Initial Resolution**

Except as herein specifically provided otherwise, disputes concerning the performance of this Participating Addendum which cannot be resolved by the designated Participating Addendum primary contacts, as identified in §5 of the Participating Addendum, or through a dispute on an Order shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager designated by Contractor for resolution.

### **C. Resolution of Controversies arising under this Participating Addendum**

If the initial resolution described in §15.B. fails to resolve the dispute within ten (10) Business Days, Contractor shall submit any alleged breach of this Participating Addendum by the State to the Procurement Official of the State Purchasing and Contracts Office as described in in §24-101-301(30), C.R.S. for resolution in accordance with the provisions of §§24-109-101.1 through 24-109-505, C.R.S., (the "Resolution Statutes"), except that if Contractor wishes to challenge any decision rendered by the Procurement Official, Contractor's challenge shall be an appeal to the Executive Director of the Department of Personnel and Administration, or their delegate, under the Resolution Statutes before Contractor pursues any further action as permitted by such statutes. Except as otherwise stated in this Section, all requirements of the Resolution Statutes shall apply including, without limitation, time limitations.

## **16. RESERVED**

**17. OBLIGATIONS AND RIGHTS IN THE EVENT OF TERMINATION OF ORDER OR CONTRACT**

To the extent specified in any termination notice, Contractor shall not incur further obligations or render further performance past the effective date of such notice, and shall terminate outstanding orders. However, Contractor shall complete and deliver to Purchasing Entities all Work not cancelled by the termination notice, and may incur obligations as necessary to do so within this Participating Addendum's terms. At the request of the State, Contractor shall assign to the appropriate Purchasing Entity all of Contractor's rights, title, and interest in and to such terminated orders.

**18. STATEWIDE CONTRACT MANAGEMENT SYSTEM**

If the maximum amount payable to Contractor under this Contract is \$100,000 or greater, either on the Effective Date or at any time thereafter, this section shall apply to the extent applicable to Contractor or the services provided by Contractor hereunder. Contractor agrees to be governed by and comply with the provisions of §§24-102-206, 24-106-103, 24-106-106, and 24-106-107, C.R.S. regarding the monitoring of vendor performance and the reporting of contract information in the State's contract management system ("Contract Management System" or "CMS"). Contractor's performance shall be subject to evaluation and review in accordance with the terms and conditions of this Contract, Colorado statutes governing CMS, and State Fiscal Rules and State Controller policies.

**19. GENERAL PROVISIONS**

**A. Assignment**

Contractor's rights and obligations under this Participating Addendum are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Contractor's rights and obligations approved by the State shall be subject to the provisions of this Participating Addendum.

**B. Subcontracts**

Contractor shall not enter into any subcontract in connection with its obligations under this Contract without providing notice to the State. The State may reject any such subcontract, and Contractor shall terminate any subcontract that is rejected by the State and shall not allow any Subcontractor to perform any work after that Subcontractor's subcontract has been rejected by the State.

**C. Binding Effect**

Except as otherwise provided in §19.A., all provisions of this Participating Addendum, including the benefits and burdens, shall extend to and be binding upon the Parties' respective successors and assigns.

**D. Authority**

Each Party represents and warrants to the other that the execution and delivery of this Participating Addendum and the performance of such Party's obligations have been duly authorized.

**E. Captions and References**

The captions and headings in this Participating Addendum are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Participating Addendum to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

**F. Counterparts**

This Participating Addendum may be executed in multiple, identical, original counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute the same agreement.

**G. Entire Understanding**

This Participating Addendum represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Participating Addendum. Prior or contemporaneous additions, deletions, or other changes to this Participating Addendum shall not have any force or effect whatsoever, unless embodied herein.

**H. Digital Signatures**

If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Contract by reference.

**I. Modification**

Except as otherwise provided in this Participating Addendum, any modification to this Participating Addendum shall only be effective if agreed to in a formal amendment to this Participating Addendum, properly executed and approved in accordance with applicable Colorado State law and State Fiscal Rules. Modifications permitted under this Participating Addendum, other than contract amendments, shall conform to the policies issued by the Colorado State Controller.

**J. Statutes, Regulations, Fiscal Rules, and Other Authority**

Any reference in this Participating Addendum to a statute, regulation, State Fiscal Rule, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Effective Date of this Participating Addendum.

**K. Severability**

The invalidity or unenforceability of any provision of this Participating Addendum shall not affect the validity or enforceability of any other provision of this Participating Addendum, which shall remain in full force and effect, if the Parties can continue to perform their obligations under this Participating Addendum in accordance with the intent of this Participating Addendum.

**L. Survival of Certain Contract Terms**

Any provision of this Participating Addendum that imposes an obligation on the Contractor or a Purchasing Entity after termination or expiration of this Participating Addendum shall survive

the termination or expiration of this Participating Addendum and shall be enforceable by the other Party.

**M. Taxes**

The State is exempt from federal excise taxes under I.R.C. Chapter 32 (26 U.S.C., Subtitle D, Ch. 32) (Federal Excise Tax Exemption Certificate of Registry No. 84-730123K) and from State and local government sales and use taxes under §§39-26-704(1), *et seq.*, C.R.S. (Colorado Sales Tax Exemption Identification Number 98-02565). The State shall not be liable for the payment of any excise, sales, or use taxes, regardless of whether any political subdivision of the State imposes such taxes on Contractor. Contractor shall be solely responsible for any exemptions from the collection of excise, sales or use taxes that Contractor may wish to have in place in connection with this Participating Addendum. Contractor shall honor any tax exemption that any Purchasing Entity has, and shall not charge any Purchasing Entity any excise, sales, or use taxes from which that Purchasing Entity is exempt.

**N. Third Party Beneficiaries**

Except for a Purchasing Entity and/or the Parties' respective successors and assigns described in §19.A, this Participating Addendum does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Participating Addendum and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Participating Addendum are incidental to this Participating Addendum, and do not create any rights for such third parties.

**O. Waiver**

A Party's failure or delay in exercising any right, power, or privilege under this Participating Addendum, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

**P. CORA Disclosure**

To the extent not prohibited by federal law, this Participating Addendum and the performance measures and standards required under §24-106-107, C.R.S., if any, are subject to public release through the CORA.

**Q. Standard and Manner of Performance**

Contractor shall perform its obligations under this Participating Addendum in accordance with the highest standards of care, skill and diligence in Contractor's industry, trade, or profession.

**R. Licenses, Permits, and Other Authorizations**

Contractor shall secure, prior to the Effective Date, and maintain at all times during the term of this Participating Addendum, at its sole expense, all licenses, certifications, permits, and other authorizations required to perform its obligations under this Participating Addendum, and shall ensure that all employees, agents and Subcontractors secure and maintain at all times during the term of their employment, agency or subcontract, all license, certifications, permits and other authorizations required to perform their obligations in relation to this Participating Addendum.

**S. Indemnification**

**i. General Indemnification**

Contractor shall indemnify, save, and hold harmless the State, its employees, agents and assignees (the "Indemnified Parties"), against any and all costs, expenses, claims, damages, liabilities, court awards and other amounts (including attorneys' fees and related costs) incurred by any of the Indemnified Parties in relation to any negligent act or omission by Contractor, or its employees, agents, Subcontractors, or assignees in connection with this Participating Addendum. Notwithstanding anything to the contrary in the Colorado Special Provisions, the State hereby acknowledges and represents that responsibility for payment and all other obligations with respect to the rental of vehicles hereunder is the Purchasing Entity's, including, without limitation, third party liabilities for damages and injuries arising out of the use or operation of a vehicle rented hereunder.

**ii. Confidential Information Indemnification**

Disclosure or use of State Confidential Information by Contractor in violation of §10 may be cause for legal action by third parties against Contractor, the State, or their respective agents. Contractor shall indemnify, save, and hold harmless the Indemnified Parties, against any and all claims, damages, liabilities, losses, costs, expenses (including reasonable attorneys' fees and costs) incurred by the State in relation to any negligent act or omission by Contractor, or its employees, agents, assigns, or Subcontractors in violation of §10.

**T. Additional Terms**

Any additional terms and conditions on any invoice, statement, Contractor time sheet, website, electronic license or use agreement or any other form, including, without limitation, terms regarding indemnification, limitation of liability, cancellation fees, choice of law and binding arbitration shall be void and unenforceable except to the extent that they are specifically included in this Participating Addendum or an Order. The signature of any employee of a Purchasing Entity on any such form shall be effective to establish completion of Services and shall not make any term of that form enforceable.

**20. COLORADO SPECIAL PROVISIONS (COLORADO FISCAL RULE 3-3)**

These Special Provisions apply to all contracts except where noted in italics.

**A. STATUTORY APPROVAL. §24-30-202(1), C.R.S.**

This Contract shall not be valid until it has been approved by the Colorado State Controller or designee. If this Contract is for a Major Information Technology Project, as defined in §24-37.5-102(2.6), then this Contract shall not be valid until it has been approved by the State's Chief Information Officer or designee.

**B. FUND AVAILABILITY. §24-30-202(5.5), C.R.S.**

Financial obligations of the State payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

**C. GOVERNMENTAL IMMUNITY**

Liability for claims for injuries to persons or property arising from the negligence of the State, its departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28

U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

**D. INDEPENDENT CONTRACTOR**

Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of the State. Contractor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this Contract. Contractor shall (i) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (ii) provide proof thereof when requested by the State, and (iii) be solely responsible for its acts and those of its employees and agents.

**E. COMPLIANCE WITH LAW**

Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

**F. CHOICE OF LAW, JURISDICTION, AND VENUE**

Contractor agrees that Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. All suits or actions related to this Contract shall be filed and proceedings held in the State of Colorado and exclusive venue shall be in the City and County of Denver

**G. PROHIBITED TERMS**

Any term included in this Contract that requires the State to indemnify or hold Contractor harmless; requires the State to agree to binding arbitration; limits Contractor's liability for damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with this provision in any way shall be void ab initio. Nothing in this Contract shall be construed as a waiver of any provision of §24-106-109 C.R.S.

**H. SOFTWARE PIRACY PROHIBITION**

State or other public funds payable under this Contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Contractor hereby certifies and warrants that, during the term of this Contract and any extensions, Contractor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Contractor is in violation of this provision, the State may exercise any remedy available at law or in equity or under this Contract, including, without limitation, immediate termination of this



Contract and any remedy consistent with federal copyright laws or applicable licensing restrictions.

**I. EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST. §§24-18-201 and 24-50-507, C.R.S.**

The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this Contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.

**J. VENDOR OFFSET AND ERRONEOUS PAYMENTS. §§24-30-202(1) and 24-30-202.4, C.R.S.**

Subject to §24-30-202.4(3.5), C.R.S., the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (i) unpaid child support debts or child support arrearages; (ii) unpaid balances of tax, accrued interest, or other charges specified in §§39-21-101, et seq., C.R.S.; (iii) unpaid loans due to the Student Loan Division of the Department of Higher Education; (iv) amounts required to be paid to the Unemployment Compensation Fund; and (v) other unpaid debts owing to the State as a result of final agency determination or judicial action. The State may also recover, at the State's discretion, payments made to Contractor in error for any reason, including, but not limited to, overpayments or improper payments, and unexpended or excess funds received by Contractor by deduction from subsequent payments under this Contract, deduction from any payment due under any other contracts, grants or agreements between the State and Contractor, or by any other appropriate method for collecting debts owed to the State.

**K. PUBLIC CONTRACTS FOR SERVICES. §§8-17.5-101, et seq., C.R.S.**

Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this Contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this Contract, through participation in the E-Verify Program or the State verification program established pursuant to §8-17.5-102(5)(c), C.R.S., Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a Subcontractor that fails to certify to Contractor that the Subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor (i) shall not use E-Verify Program or the program procedures of the Colorado Department of Labor and Employment ("Department Program") to undertake pre-employment screening of job applicants while this Contract is being performed, (ii) shall notify the Subcontractor and the contracting State agency or institution of higher education within three days if Contractor has actual knowledge that a Subcontractor is employing or contracting with an illegal alien for work under this Contract, (iii) shall terminate the subcontract if a Subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (iv) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to §8-17.5-102(5), C.R.S., by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the contracting State agency, Institution of Higher Education or political subdivision, a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program.

If Contractor fails to comply with any requirement of this provision or §§8-17.5-101, et seq., C.R.S., the contracting State agency, institution of higher education or political subdivision may terminate this Contract for breach and, if so terminated, Contractor shall be liable for damages.

**L. PUBLIC CONTRACTS WITH NATURAL PERSONS. §§24-76.5-101, et seq., C.R.S.**

Contractor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that Contractor (i) is a citizen or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of §§24-76.5-101, et seq., C.R.S., and (iii) has produced one form of identification required by §24-76.5-103, C.R.S. prior to the Effective Date of this Contract.

## EXHIBIT B, PRICE LIST

### A. Pricing

- i. The price lists contain Ceiling Prices. Contractor may offer lower prices to Purchasing Entities, and Purchasing Entities may negotiate lower prices with Contractor, without the review or approval of the State.
- ii. Changes in product and pricing must be approved by the Lead State and shall be effective when published on the dedicated state website.

### B. Rates

Vehicle Type	Daily Rate	Weekly Rate	Monthly Rate
<b>Sedans</b>			
Economy/Compact	\$34.65	\$173.25	\$693.00
Intermediate/Standard	\$36.49	\$182.44	\$792.75
Full Size	\$39.38	\$196.88	\$787.50
<b>Passenger Vans</b>			
Mini Van	\$68.25	\$341.25	\$1,365.00
12 Passenger	\$128.10	\$640.50	\$2,562.00
<b>SUV's</b>			
Mid/Standard SUV	\$65.10	\$325.50	\$1,302.00
Full Size / Premium SUV	\$90.30	\$451.50	\$1,806.00
<b>Pick- Up Truck's</b>			
Small Pick Up Truck	\$73.50	\$367.50	\$1,470.00
Large Pick Up Truck	\$78.75	\$393.75	\$1,575.00
<b>Other Class's Offered</b>			
Premium	\$86.10	\$430.50	\$1,722.00
Jeep/ Crossover	\$68.25	\$341.25	\$1,365.00
Convertible	\$86.10	\$430.50	\$1,722.00
Compact Hybrid	\$51.45	\$257.25	\$1,092.00
Intermediate Hybrid	\$51.45	\$257.25	\$1,092.00
Full Size Hybrid	\$56.70	\$283.50	\$1,134.00
15 Passenger Van	\$147.00	\$735.00	\$2,940.00

Vehicle Type	Enterprise/National Airport – One-Way Daily Rates	Mileage
<b>Sedans</b>		
Economy/Compact	\$87.15	Unlimited
Intermediate/Standard	\$87.15	Unlimited
Full Size	\$87.15	Unlimited
<b>Passenger Vans</b>		
Mini Van	\$152.25	Unlimited
12 Passenger	Not Available	Not Available
<b>SUV's</b>		
Mid/Standard SUV	\$152.25	Unlimited
Full Size/Premium SUV	\$173.25	Unlimited
<b>Pick-Up Truck's</b>		
Small Pick-Up Truck	\$152.25	Unlimited
Large Pick-Up Truck	Not Available	Not Available

Other Class's Offered		
Premium	\$135.45	Unlimited
Jeep/Crossover	Not Available	Not Available
Convertible	Not Available	Not Available
Compact Hybrid	\$135.45	Unlimited
Intermediate Hybrid	\$135.45	Unlimited
Full Size Hybrid	\$135.45	Unlimited
15 Passenger Van	Not Available	Not Available
Misc. Other Fees		
Additional Roadside Protection		\$5.99 per day
Personal Accident Insurance/Personal Effects Coverage		\$5.13 - \$13.00 per day, subject to change

### Enterprise Surcharges

Surcharge Amount	National and Enterprise Airport Surcharge Locations
\$3.00 per day	Richmond, VA
\$5.00 per day	Augusta, GA; Harrisburg, PA; Phoenix; Sacramento, Scranton, PA; State of Illinois (excluding Chicago); State of Tennessee (excluding Nashville); State of South Carolina (excluding Myrtle Beach); Rochester (ROC); Buffalo (BUF); Syracuse (SYR)
\$7.00 per day	Albany (ALB); Westchester (HPN); Stewart (SWF); ISLIP (ISP); Burlington (BTV)
\$10.00 per day	State of Alaska; Atlanta; Burbank; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excluding LAX); Minneapolis/ST. Paul; Monterey; Nashville; Oakland; Pittsburg; Providence; common Wealth of Puerto Rico; Rapid City; San Diego; San Francisco (including the convention center); San Jose; State of Texas
\$12.00 per day	Baltimore; Boston; Detroit; Philadelphia; Washington, DC.
\$15.00 per day	Chicago; Hawaii; Los Angeles International Airport (LAX); Newark (EWR)
\$23.00 per day	LaGuardia (LGA), Kennedy (JFK)

Surcharge Amount	Enterprise Brand Home City Surcharges
\$7.00 per day	Long Island Metro, Westchester Metro (including Greenwich and Stamford CT); Burlington Metro (VT)
\$10.00 per day	State of Alaska; commonwealth of Puerto Rico; Boston home city: Bemidji and Moorhead, MN; State of Nebraska (excluding Omaha and Lincoln); State of Wyoming (excluding Cheyenne, Laramie, and Jackson); San Francisco downtown
\$12.00 per day	Washington, DC area
\$15.00 per day	Chicago Home City; Hawaii Home-City
\$23.00 per day	NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Stanton Island)
National Licensee Differential	Location
\$6.00 per day	Wisconsin (Appleton Airport, Green Bay Airport, January 1-December 31st)
Item	Rate
Smoking/damage cleaning	Actual Cost
Vehicle Drop-off and Pick-up Service	If available, to be determined by location
One time Loss of Use Fee	A onetime loss of use fee of up to and not to exceed \$245.00 will be charged only if damage occurs while the Traveler is using the vehicle improperly as set forth in Section 2.8 of the Master Agreement and damage to the rental vehicle is caused thereby. (up to \$245.00 is loss fee, this fee is one time charge, not to exceed amount and not a per day charge)
15-Passenger Van	Only available at Enterprise locations

## **EXHIBIT C, CONTRACTOR SECURITY CONTROLS**

### **A. Access control to systems**

Measures to prevent unauthorized access to IT systems used to process Renter Information, including the following technical and organizational measures for user identification and authentication:

- Password procedures (including minimum length, forced change of password)
- No access for guest users or anonymous accounts
- Individual user account assignments (e.g., no shared accounts)
- Central management of system access and access logs kept for one year
- Access to IT systems subject to approval from business owners/managers and IT system administrators
- Promptly change or remove access to IT systems upon change in job function or termination of employment

### **B. Access control to data**

Measures to prevent authorized users from accessing Renter Information, beyond their authorized access rights and to prevent the unauthorized input, reading, copying, removal modification or disclosure of Renter Information. These measures shall include:

- Differentiated access rights
- Access rights defined according to duties
- Automated log of user access via IT systems and access logs kept for one year
- Measures to prevent the use of automated data processing systems by unauthorized persons using data communication equipment

### **C. Disclosure control**

Measures to prevent the unauthorized access, alteration or removal of Renter Information, during transfer, including:

- Adequate monitoring systems to detect, analyze and contain suspicious activity targeted at or associated with, directly or indirectly, Renter Information, and/or the systems, processes and technology associated with the storage, transmittal, or processing of Renter Information,
- Encryption of portable devices
- Creating an audit trail of all data transfers with access logs kept for one year
- Encryption of data transmitted over public networks

### **D. Security Training**

Prior to receiving access to Renter Information, provide to employees annual security awareness training that is reflective and appropriate for then current security trends, threats, and best practices.

### **E. Employee background check**

Where permitted by law, perform and ensure successful completion/clearance of background checks for each employee and agent assigned to perform work at Contractor's premises and/or with access to Renter Information ("Applicable Personnel"). Said background checks shall be

conducted prior to the Applicable Personnel performing work at Contractor's premises and/or accessing any Renter Information.

**F. Input control**

Logging data management and maintenance activities and creating an audit trail of whether data has been entered, changed or removed (deleted) and by whom. These measures should include:

- Logging user activities on IT systems with log files kept for one year
- Measures to verify and establish to which bodies Renter Information have been or may be transmitted or made available using data communication equipment
- Measures to verify and establish which Renter Information have been input into automated data processing systems and when and by whom the data have been input

**G. Availability control**

Measures to protect Renter Information against accidental destruction or loss, including:

- Measures to restore installed systems, in the case of interruption
- Uninterruptible power supply (UPS)
- Business continuity procedures
- Remote storage
- Up-to-date and actively running anti-virus/firewall systems

**H. Security Testing**

Carry out regular penetration tests and vulnerability scanning and remedy any critical findings arising out of such security testing and/or independent audits within 30 days and any non-critical findings within 90 days.