

State of Colorado



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September 14, 2009

CLARIFICATIONS

Annette Wandel
Budget Rent-a-Car Systems, Inc.

Ms. Wandel –

I would appreciate your timely response to the request(s) for clarification as follows:

B. Vendor Terms and Conditions/Forms

Vendor Response Box – Section III., B. Vendor Terms and Conditions/Forms

1. Affirm your understanding of, and compliance with, these requirements.

Vendor Response: Yes, Budget Truck Rental understands and complies with the requirements in this section.

2. Has your company submitted supplemental terms and conditions and/or separate forms? If so, provide the header or name of each form submitted. (Label this Exhibit B)

Vendor Response: Yes, Budget Truck Rental has submitted supplemental terms and conditions. See Exhibit B – Vendor Terms and Conditions.

EXHIBIT B

Titled: VENDER TERMS and CONDITIONS

Budget Truck Rental, LLC requires that all drivers be age 21 years or older. Driver's age 21-23 years will be charged a youthful driver surcharge of \$18.00 per day. Budget Truck Rental does not require a CDL License, however it is suggested that each state review the DOT regulations for states in which they intend to service or drive.

State Response: The State Travel Management Program's largest customer base (approx. 80 of travel spend to include vehicle rentals) is with the State of Colorado higher education institutions (e.g., University of Colorado). Therefore, the State of Colorado requests Budget Truck Rental to WAIVE the *Youthful Driver* Surcharge for business rentals originating in the State of Colorado ONLY.

Vendor Response:

J. Other Fees

Vendor Response Box - Section III., J. Special Equipment
1. Affirm that your company has submitted a roster of any Special Equipment and/or Services provided FREE or at a specified reduced rate with your offer. Indicate the title of the list. (Label this Exhibit C)
Vendor Response: Yes, Budget Truck Rental has submitted a roster labeled Exhibit C
State Response: Section III., B. Vendor Terms and Conditions/Forms The State Travel Management Program's largest customer base (approx. 80 of travel spend to include vehicle rentals) is with the State of Colorado higher education institutions (e.g., University of Colorado). Therefore, the State of Colorado requests Budget Truck Rental to WAIVE the <i>Youthful Driver</i> Surcharge for business rentals originating in the State of Colorado ONLY.
Vendor Response:

IV. Insurance Requirements
A. Standard Insurance Requirements.
(iii) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
State Response: The State Travel Management Program requested a waiver from State Risk Management (SRM) to lower the \$1,000,000 Automobile insurance requirement. As a result, SRM indicates ". . .we agree that in light of the increased costs for higher limits, you can use the \$300,000 industry standard limit in the contracts with rental car vendors." The waiver is specific to the Basic Ordering Agreements for Automobile, Cargo Box Truck, Utility Trailer, Solicitation #: BOA-JH-00001-09. Please provide updated pricing that reflects the lowering of the liability insurance requirements using Exhibit K and Exhibit L.
Vendor Response:

B. Monthly Accident Reports to Program Required
Vendor Response Box, Section V., B. Monthly Accident Reports to Program
1. Affirm your understanding of, and compliance with, all of the requirements listed in this section.
Vendor Response: Yes, Budget Truck Rental understands and will work with the State of Colorado to build the necessary reporting based on our current capabilities. Truck claims can take longer than 30 days to process, so it may be necessary to expand the timeframe to quarterly reporting.
State Response: The State Travel Management Program requests notification on a monthly basis (either electronically or telephonically) of liability & damage claims that exceed \$200 and occur in the State of Colorado. It is acceptable to provide detailed accident reports on a quarterly basis.
Vendor Response:

E. Third Party Rentals

Vendor Response Box, Section IX., E. Third Party Rentals

1. Affirm your understanding of, and compliance with, all of the requirements listed in this section.

Vendor Response: Yes, Budget Truck Rental understands and due to system constraints, is unable to comply with all the requirements in this section.

2. Through your program, will State representatives be able to conduct these types of transactions telephonically or electronically without having to appear physically at the automobile rental agency? If so, please describe the administrative process involved.

Vendor Response: Yes, Budget Truck Rental will establish a billing account for State Approved Travel Coordinators whereby the State representative will be able to continue conducting these types of transactions telephonically or electronically without having to appear physically at the Budget Rental Counter with a form of payment. The administrative process is as such: The State will need to contact a Commercial Account Manager and obtain a Credit Application, fill out form completely, submit to the Commercial Account Manager, allowing 2 to 3 days processing. The Commercial Account Manager will return the Budget Truck Rental Billing Account number to the State. The State can begin utilizing this account immediately. Once the Travel Manager receives the Budget Truck Rental Invoice, they may pay the invoice by using EFT (electronic funds transfer), check or their Central Travel Cards.

3. Please provide two to three client references for which you are currently providing similar services. Include the client company name, phone number and name of an individual who is knowledgeable about this service. (If additional pages are needed, then label this Exhibit J)

Vendor Response: Budget Truck Rental does not currently offer a 3rd Party Travel Payment Program. Budget Truck Rental will work with the State of Colorado to establish a program that is agreeable to both parties.

Exhibit J (attached) is the **Budget Truck Rental Credit Card Authorization Form** that would be required if making payment to a Budget Truck Rental Invoice by means of a Corporate Credit Card or Central Travel Card. Exhibit J-2 **Budget Truck Rental Credit Application**.

State Response: Exhibit J-2 does not meet the needs or requirements for the State of Colorado and shall not be offered to rentals under the terms of this agreement. However, Exhibit J could easily be modified & procedures developed that would be agreeable to both parties in order to meet the needs of Third-Party Billing.

Vendor Response:

E. Travel Payment Program Provider Declines Charge

Vendor Response Box, Section XII., E. Travel Payment Program Provider Declines Charge

1. Affirm your understanding of, and compliance with, all of the requirements listed in this section.

Vendor Response: No, Budget Truck Rental does not understand this section. Why would a Traveler be declined for charges under this BOA, it said traveler has been given access to the Approval Account# and provided a) Corporate Credit Card at time of rental or b) rental was requested and approved by travel manager at time of booking?

State Response: The majority of cards would not be declined however, there are circumstances in which a card would be declined to include, but not limited to, the following:

- a.) The card may be declined due to an unusual MCC code assigned to a Budget Truck Rental location;
- b.) The card account may be temporarily suspended due to a late payment; accounts are required to be paid in full within 59 days of the posting date therefore, be declined;
- c.) The account may be suspended due to inactivity and therefore, be declined.

Vendor Response: