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General Information Bulletin

Subject: Vehicle Rental Award Update

DATE: January 21, 2020 **CL #**: 869 **GROUP #**: All

DESCRIPTION: Vehicle Rental Award Update

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The Office of General Services (OGS) currently has a vehicle rental contract in place for our Authorized Users. The contract is with the Hertz Corporation and it can be found at the following link: https://online.ogs.ny.gov/purchase/snt/awardnotes/7200123174can.htm

State Agencies are reminded that there is a statutory order of purchasing that they must follow. State Agencies should be using OGS Centralized Contracts if these contracts meet their form, function, and utility. Therefore, State Agencies should be using Hertz for vehicle rental services if this Hertz contract meets their agency's needs. If the Hertz contract does not meet their agency's needs (form, function and utility), then the agency is not obligated to use Hertz.

At that point, the agency may proceed with doing their own agency specific procurement, which includes using their discretionary spending, provided the cost is under their discretionary limits.

All Authorized Users are encouraged to obtain the best price if they need to do an agency specific contract and/or use their discretionary spending, with a vehicle rental company not currently on OGS contract. OGS is currently working on a Vehicle Rental contract with Enterprise, however, this contract is not yet in place.

OGS also recommends that for any agency specific contract for vehicle rentals, Authorized Users should use the contracted Citibank Travel Card for payment as Collision Damage Waiver (CDW) insurance is included through Citibank Visa.