

RENTAL VEHICLE CONTRACT USE INSTRUCTIONS

A competitively bid state contract for rental vehicles has been awarded to Avis Rent A Car System, Inc. for the period of January 1, 1999 to December 31, 2002.

The purpose of this contract is to provide maximum economies in the rental of automobiles for official state business. The contract also conserves energy by requiring employees to use compact class vehicles when practical. Therefore, all rentals of automobiles by state agencies are to be made under the terms, prices, and conditions of this contract, which are outlined in the enclosure.

Agencies should review rental vehicle use to help ensure compliance with the policy that class 2(B), compact vehicles, be used except when the number of passengers or the amount of materials to be transported make use of a compact class of vehicle impractical. To assure that class B, compact vehicles are reserved, they should be requested by vehicle class rather than by vehicle make and model.

The legislative or judicial branch, any county, county board of public instruction, private non-profit educational facilities as defined in Section 240.065, Florida Statutes, municipal or other local public agency or authority of the State of Florida may, if they so elect, rent automobiles under the terms, price, and conditions of this contract.

Any questions concerning this contract or problems experienced should be directed to the Department of Management Services, Division of Motor Pool, Bureau of Motor Vehicles and Watercraft Management, telephone (850) 488-4290 or Suncom 278-4290 or FAX (850) 922-6194.

Note: If a suitable vehicle meeting all the requirements is unavailable through Avis Rent A Car System, it is permissible to contact another company.