

## State Cooperative Contract for Vehicle Rental - Nationwide State Term Contract -374

The State, through the OMB Procurement Office, is participating in the Nationwide Vehicle Rental agreement established by the Western States Contracting Alliance (WSCA), which makes available a cooperative contract for out-of-state vehicle rentals by state employees traveling on official state business.

State agencies must use State Fleet vehicles for travel within state or originating within state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference [N.D.C.C. § 24-02-03.3](#)). The vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the State Fleet Director
- Travel out-of-state commercially requires a vehicle rental at that destination

The rental contracts were awarded to two national vehicle rental providers: **1)** Enterprise Rent-A-Car & National Car Rental and **2)** Hertz Corporation. Vehicles rented through these contacts have discounted rental rates, as well as full coverage damage waiver with \$0 deductible and liability coverage up to \$1 million without additional fees or paperwork.

- These coverage terms are not valid for rentals outside of the United States and agencies should purchase the additional equivalent coverage from the rental company.
- **Pre-payment** is not allowed under these contracts. If your rental reservation includes pre-payment, it is **not** under the State Contract. Start a new reservation and/or contact the rental company for assistance.

QUICK REFERENCE FOR RENTAL RESERVATIONS															
<p style="text-align: center;"><b>ENTERPRISE and NATIONAL</b></p> <p><b>Use a State account number when making reservations (valid at Enterprise &amp; National):</b> <u>Account Numbers</u></p> <table style="width: 100%; border: none;"> <tr><td>XZ63WND: State of ND</td><td>3 Digit Pin: STA</td></tr> <tr><td>XZ63NDS: NDSU</td><td>3 Digit Pin: NDS</td></tr> <tr><td>XZ63UND: UND</td><td>3 Digit Pin: NDS</td></tr> <tr><td>XZ63BSC: BSC</td><td>3 Digit Pin: NDS</td></tr> <tr><td>XZ63MIS: MSU</td><td>3 Digit Pin: NDS</td></tr> <tr><td>XZ63MAY: MaSU</td><td>3 Digit Pin: NDS</td></tr> <tr><td>XZ63OND: One-way rentals with National Car Rental only.</td><td></td></tr> </table> <p>If your agency needs a unique account number or is not paying by purchasing card and requires direct billing, contact the Regional Acct Rep to create an account. Allow 10 days for account setup.</p> <p><b>Erin Kramarich</b>, <a href="mailto:erin.kramarich@ehi.com">erin.kramarich@ehi.com</a></p> <ul style="list-style-type: none"> <li>• 406-896-0752 Direct</li> <li>• 406-860-3012 Cell</li> </ul> <p><b>Reservation Number:</b> 1-800 Rent A Car; 1-800-736-8222 (must have established account number)</p> <p><b>Websites:</b> <a href="https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=STATEND">https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=STATEND</a> (valid at both): Enterprise Emerald Club <a href="http://www.enterprise.com">www.enterprise.com</a>; <a href="http://www.nationalcar.com">www.nationalcar.com</a></p> <p>See <b>NOTE*</b> on next page for additional information</p>	XZ63WND: State of ND	3 Digit Pin: STA	XZ63NDS: NDSU	3 Digit Pin: NDS	XZ63UND: UND	3 Digit Pin: NDS	XZ63BSC: BSC	3 Digit Pin: NDS	XZ63MIS: MSU	3 Digit Pin: NDS	XZ63MAY: MaSU	3 Digit Pin: NDS	XZ63OND: One-way rentals with National Car Rental only.		<p style="text-align: center;"><b>HERTZ</b></p> <p><b>Individual Enrollment:</b></p> <ul style="list-style-type: none"> <li>• To enroll in the Gold Membership using a specific credit card, go to: <a href="http://link.hertz.com/link.html?id=5056573&amp;LinkType=CBLK">http://link.hertz.com/link.html?id=5056573&amp;LinkType=CBLK</a></li> <li>• Hertz Gold Membership is included at no charge as part of the WSCA contract. The CDP # is embedded in the online application; <b>do not</b> enter the number in the application.</li> <li>• Upon first use of a Gold Membership rental, be prepared to present credit card &amp; ID at the Hertz rental kiosk.</li> </ul> <p style="text-align: center;">*****</p> <p><b>Agency Enrollment</b> in the Hertz Agency Applicant Program allows users within an agency to rent vehicles and it creates an agency specific billing account number.</p> <p>If you want to set up an account or have questions, contact:</p> <p><b>Nadika Perera</b>, <a href="mailto:Nadika.Perera@hertz.com">Nadika.Perera@hertz.com</a></p> <ul style="list-style-type: none"> <li>• 239-301-7635 Direct</li> </ul> <p><b>Reservations:</b> 1-800-654-3131</p> <ul style="list-style-type: none"> <li>• Use State of North Dakota Corporate Discount Account <b>1892010</b> to make reservations <u>only if not enrolled</u> as a Hertz Individual Gold Member or if <u>not enrolled</u> in the Hertz Agency Applicant Program.</li> </ul> <p><b>Emergency Road Service:</b> 1-800-654-5060</p> <p><b>Website:</b> <a href="http://www.hertz.com">www.hertz.com</a></p>
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**\*NOTE:** Agencies that have established accounts with Enterprise authorizing direct billing will see the following when finalizing online reservations: “[Billing – I am authorized for billing privileges and am choosing to bill ST OF NORTH DAKOTA – NASPO for the rental.](#)” Select “YES” and you will be required to enter the appropriate billing information. If “NO” is selected, Enterprise holds the reservation with the agency’s intent to pay with either a P-card or personal credit card at the time of pickup.

If there is any type of damage done to a State Fleet, leased, or rental vehicle then you **MUST** complete SFN 51301 Motor Vehicle Accident Report online. The Risk Management Division has provided a ‘*Desktop Reference Incident & Accident Reporting Form Guide*’ attached to this web site referencing State Forms -SFN 50508-51301-53601.

OMB [Policy 518 – Car Rental](#), outlines the requirements for use of the rental cars and the cooperative state contracts. More information regarding vehicle use and coverage, see the [State Fleet Services Policy Manual](#) and Risk Management’s [Vehicle Coverage FAQs](#).

To view the contract and other terms and conditions that may apply to the rental, use this link [List Contracts](#) at the State Procurement’s website. Scroll down to Term Contract #374 – Vehicle Rental – Nationwide and click on [View](#).

For additional information regarding this contract, please contact the listed Contract Administrator or the State Procurement Office at 701-328-2740 or [infospo@nd.gov](mailto:infospo@nd.gov). For questions regarding coverage, please contact Risk Management at 701-328-7584, [www.nd.gov/risk](http://www.nd.gov/risk).

Exemptions to using the vehicle rental contract are allowed if agency administrators determine, in consultation with the Risk Management Division, that alternative arrangements will result in cost savings considering the availability and cost of any recommended additional insurance. Request an exemption by submitting a Term Contract Exemption Request form, [SFN 54202](#) to the listed Contract Administrator.