



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Automobile Renting	Contract #: 518-020-10-1
Vendor: Avis Rent A Car	Effective Date: 9/30/2009 through 9/29/2014
OMNI Vendor ID#: 0000000865	DMBE Certified:
Address: 4500 South 129 th East Ave. Tulsa, Ok. 74169	Payment Terms: Travel Card for University Business
Contact: Billing & General Questions: Sharon McCarty Phone 800-525-7521 Ext. 32520 Sharon.mccarty@avisbudget.com .	Travel Card Can Be Used: Yes
Phone: Reservations: 1-800-338-8211 Florida/Tallahassee Operations Representatives: Paul Cheatham, 850-443-0011 paul.cheatham@avisbudget.com . Jennifer Cryer, 850-232-7192 jennifer.cryer@avisbudget.com .	Fax:
E-Mail: see above	Website: www.avis.com .
Purchasing Specialist: Geneva Miller Ph: 850-644-9723	Procure to Pay Team: Purchasing: Geneva Miller gamiller@admin.fsu.edu . Accounts Payable: Jennifer Pittman Jpittman@admin.fsu.edu .

Contract Information: For both in state and out of state rates and to view the whole contract please use the following link: <http://controller.vpfa.fsu.edu/Travel/Auto-Rental-Contract-Information>.

Note: * Avis State of Florida Contract # (AWD)-A113400 or B133414. You may rent by using your Wizard Number, but it must first be connected to one of the AWD numbers. You must **select the AWD option using the drop down arrow beside "Available Rates"**. The site automatically defaults to an option that will not give the state contracted rates which includes insurance. If you do not select the option listing, the AWD number insurance will not be included.

- Insurance is included in contracted terms:
"Primary third party liability insurance coverage is provided in the rental cost in the following amounts: \$100,000/\$300,000 bodily injury and \$200,000 property damage insurance when the vehicle is rented by an Eligible Customer for business purposes. Contractor assumes all loss damage to the AVIS car whether due to fire, accident or collision when vehicle is rented for State, or eligible customer,

business purposes. Collision damage Loss Damage is assumed by the contractor and payment of the daily CDW, Collision Damage Waiver, or LDW, Loss Damage Waiver, fee is not authorized. All drivers must have a valid driver's license and are required to drive the rental vehicle in a safe, prudent manner, in accordance to State laws, in accordance with the Avis rental terms and conditions and under provisions of State owned vehicle use. The Renter is responsible for purchasing insurance for vehicles rented for personal or leisure use or when renting a non-contract vehicles.

- Justification is required for upgrading from Compact “B” vehicle. A Compact “B” vehicle is required unless the number of passengers or the items being carried merit the use of a larger vehicle
- Return the vehicle to Avis with a full tank of gas (do not use Avis fuel option)
- The department can use its discretion as to whether the use of the AVIS Plate Pass System (to pay tolls) is warranted.
- Use seat belts and operate the vehicle in accordance with laws and conditions.
- GPS is not a reimbursement expense
- Hybrids are available for in-state rental. Include certification stating that hybrid was deemed most economical means of travel.
- Emergency Roadside Assistance available, dial the Avis hotline @ 1-800-354-2847
- AVIS offers eligible customers, state contract rates for vehicles rented for personal use or leisure. Personal use of contract, as described as a rental not reimbursed by FSU. Reference section twenty (20) page six (6) as well as page 53 and 54 of the contract.
- Special note for drivers under the age of twenty five (25), see page four item # seven (7) for special handling of billing.
- All In-State and Out-of-State rentals include 200 free miles per day and an excess mileage charge of \$0.07 per mile.

***AVIS now has a third Tallahassee location for State/University Employees at the Southwood Capital Circle Office Complex at Building 4030 Esplanade Way, Suite 100, Tallahassee, FL 32399. It's open Monday through Friday, 8am to 5pm and reservations can be made at (850)575-1860. Parking is free at the Southwood location. There is no parking available at the South Monroe AVIS location, but customer pick-up service is available for campus. Parking fees are charged when leaving a vehicle at the airport location.