

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. **NOTE:** 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.

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.

QUICK REFERENCE FOR RENTAL RESERVATIONS															
<p style="text-align: center; margin: 0;">ENTERPRISE & NATIONAL</p> <p>Use a State account number when making reservations (valid at Enterprise & National): <u>Account Numbers</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">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 colspan="2">XZ63OND: One-way rentals with National Car Rental only.</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>Erin Kramarich, erin.kramarich@ehi.com</p> <ul style="list-style-type: none"> • 406-896-0752 Direct • 406-860-3012 Cell <p>Reservation Number: 1-800 Rent A Car; 1-800-736-8222 (must have established account number)</p> <p>Websites: www.nationalcar.com/offer/XZ63WND (valid at both); Enterprise Emerald Club www.enterprise.com; www.nationalcar.com</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; margin: 0;">HERTZ</p> <p>Individual Enrollment:</p> <ul style="list-style-type: none"> • To enroll in the Gold Membership using a specific credit card, go to Enrollment in Hertz Individual Gold Membership • Hertz Gold Membership is included at no charge as part of the WSCA contract. The CDP # is embedded in the online application; do not enter the number in the application. • Upon first use of a Gold Membership rental, be prepared to present credit card & ID at the Hertz rental kiosk. <p style="text-align: center; font-size: small; margin: 5px 0;">*****</p> <p>Agency Enrollment 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 style="text-align: center;">Shawn Sheridan, 651-695-3359 Direct</p> <p>Reservations: 1-800-654-3131</p> <ul style="list-style-type: none"> • Use State of North Dakota Corporate Discount Account 1892010 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. <p>Emergency Road Service: 1-800-654-5060</p> <p>Website: www.hertz.com</p>
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