


Cameron County Commissioners' Court Agenda Request Form

REF 2

2-II

Date: 01/24/2024 Meeting Date Request: 01/30/2024
Department Name: PURCHASING DEPARTMENT Contact Person: ROBERTO LUNA
Phone: 544-0871 Fax: 550-7219
Department Head Name: ROBERTO LUNA Signature: 

Caption: CONSENT ITEM

CONSIDERATION AND AUTHORIZATION TO CONTINUE PARTICIPATION IN THE STATE OF TEXAS PROCUREMENT AND SUPPORT SERVICES.

- a. TEXAS PROCUREMENT AND SUPPORT SERVICES TPASS CONTRACT PURCHASING COOPERATIVE AGREEMENT #975-C1: STATE TRAVEL MANAGEMENT PROGRAM STMP – CAR RENTAL / VEHICLE LEASING

Background: (Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation).

CAR RENTAL CONTRACT 12/01/22 TO 05/21/25
#975-C1

Approved by Commissioners' Court
on 01/30/2024

**PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION
OR PLACE N/A IF IS NOT APPLICABLE:**

County Judge N/A Auditor N/A Budget N/A Legal N/A Human Resources N/A Purchasing N/A
1295 Form N/A

Fiscal Data:

Dept. Name: N/A Fund No. N/A
Funds Available: Yes No

Funds From:

Department: Yes N/A No N/A Amt. Expended: \$ N/A
General: Yes N/A No N/A Impact on future budget: Yes No
Grant: Yes N/A No N/A

Comments:

Action taken by Commissioners' Court

Approved Tabled Denied Motion made by Seconded Vote


<https://www.txsmartbuy.com>
[Contracts](#)
[SPD Applications](#)
[Help \(https://www.txsmartbuy.com/#hel](https://www.txsmartbuy.com/#hel)

Contract Details: # 975-C1

Number	975-C1
Description	Vehicle Rental Services
Category	Travel
Type	Term
Start Date	12/1/2022
End Date	5/21/2025
Purchasing Category Codes (Agencies Only)	PCC C
Purchase Orders	<p>Customers will issue an internal purchase order that references this CPA Contract Number and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member.</p> <p>Note: This contract contains line items that may be available through multiple contractors. Agencies should document its best value determination when selecting other than the lowest-priced contractor.</p>
NIGP Code(s)	97514 97586 97588
CPA Contract Management	<p>Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>TPASS Contract Management Office (TCMO) Texas Comptroller of Public Accounts (CPA) Fax: (512) 936-0040 Email: tpass_cmo@cpa.state.tx.us (mailto:tpass_cmo@cpa.state.tx.us)</p>
Contract Items and Pricing	State Travel Management Program https://comptroller.texas.gov/purchasing/programs/travel-management/rental/
Warranty Details	N/A
Adding New Products to Contract	Additional products or services of the same general category that are not already on the contract may be added by submitting an Open Market Requisition (https://comptroller.texas.gov/purchasing/forms/) to the Statewide Contract Development section at open.market@cpa.texas.gov (mailto:open.market@cpa.texas.gov).
Delivery Delays by Contractor	<p>If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order.</p> <p>Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.</p> <p>Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Master Bidders List (CMBL).</p>
Compliant Products by Contractor	<p>Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customer's F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.</p> <p>Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.</p>
Purchase Order Cancellations	<p>The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.</p>
Restocking Fee	<p>The Customer may request that a Contractor accept return of products already delivered. If the return is required through no fault of the Contractor, the Contractor may request a reasonable restocking charge. The Customer may pay a restocking charge if the CPA or Customer determines that the charge is justifiable. As a guideline, such charges shall not exceed 10% for contractors.</p>

Contractor has obtained prior written approval from the CPA Contract Manager in coordination with the Customer. The Contractor must have written confirmation from the CPA Contract Manager of the substitution before making delivery.

Contract Performance

The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM. (<https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>)

The purpose of the Vendor Performance Tracking System is to:

- Identify vendors that have exceptional performance
- Aid purchasers in making a best value determination based on vendor past performance
- Protect the state from vendors with unethical business practices
- Track vendor performance for delegated and exempt purchases

Contractors Information

VID: 11319385685

Contractor: The Hertz Corporation

Contact Name: Michael DeRosa

Email: nadika.perera@hertz.com

Phone: (239) 301-7635

Address: The Hertz Corporation 3323 N. Military Hwy Norfolk VA 23518

VID: 32039953073

Contractor: The Subsidiaries of Enterprise Holdings, Inc.

Contact Name: Jason Moore

Email: jason.c.moore@ehi.com

Phone: (609) 731-3922

Alternate Contact Name: Daniel Culver

Alternate Email: daniel.j.culver@ehi.com

Alternate Phone: (210) 825-5025

Address: 600 Corporate Park Dr. St. Louis, MO 63105



Texas Comptroller of Public
Accounts
Glenn Hegar

- Home
(<https://comptroller.texas.gov>)
- Contact Us
(<https://comptroller.texas.gov/about/contact/>)

POLICIES

- Privacy and Security Policy
(<https://comptroller.texas.gov/about/policies/privacy-security/>)
- Accessibility Policy
(<https://comptroller.texas.gov/about/policies/accessibility/>)
- Open Records Policy
(<https://comptroller.texas.gov/about/policies/open-records/>)
- Texas.gov (<https://texas.gov>)
- Search from the Texas State Library
(<https://www.tsl.texas.gov/trail/index.html>)
- Texas Homeland Security
(<https://www.dhs.gov/geography/texas>)
- Texas Veterans Portal
(<https://veterans.portal.texas.gov/>)
- Public Information Act
(<https://comptroller.texas.gov/about/policies/public-information-act.php>)
- Texas Secretary of State
(<https://www.sos.state.tx.us/>)
- HB855 Browser Statement

OTHER STATE SITES

- texas.gov
- <https://www.texas.gov/>
- Texas Records and Information Accessibility (TRAIL)
(<https://www.tsl.state.tx.us/trail/>)
- State Link Policy
(<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLinkPolicy.aspx>)
- Texas Veterans Portal
(<https://veterans.portal.texas.gov>)



Purchasing

State Travel Management Program – Car Rental Contract

Awarded Vendor(s)

- **Enterprise Rent-A-Car/National Car Rental** [comptroller.texas.gov/purchasing/programs/travel-management/rental/enterprise.php]
- **The Hertz Corporation** [comptroller.texas.gov/purchasing/programs/travel-management/rental/hertz.php]

Contract Term

12/1/2022 through 5/21/2025

Contract Information

The Statewide Procurement Division (SPD) has contracted with the vendors above to provide discounted rental car services for state travelers.

- **975-C1 Contract Details**
- **Vendor Comparison Table** [comptroller.texas.gov/purchasing/programs/travel-management/rental/vendor-comparison.php]

View General Contract Information [comptroller.texas.gov/purchasing/programs/travel-management/rental/information.php]

How to Use the Rental Car Contracts

1. Reservations for a rental car may be made through your designated travel agency or by contacting the rental car company directly. If a traveler is flying somewhere and then picking up a rental vehicle, have the travel agency book the rental car at the same time they book the airfare.
2. When making a reservation, be sure to provide the name of the state entity of which you're employed and the state entity or Texas Smartbuy Member contract rate identifier number. Upon completion of the reservation, be sure to verify the rates and get a confirmation number. When picking up the vehicle, give the rental agent the confirmation number and, again, provide the name of the state entity of which you're employed and the state agency or Texas Smartbuy Member contract rate identifier number. If you are unsure of the appropriate contract rate identifier, contact your travel coordinator. (Important: Be sure your rental is booked on the state contract rate. If not, your rental will not be covered under the contract provisions or with the appropriate insurance coverage.)
3. Make advance reservations. If you walk up to the counter at the rental car location without a confirmed reservation, there may not be cars available for rental.
4. If the vendor is sold out when you call to make the reservation, contact another contract vendor.



State Travel Management Program – Enterprise Rent-A-Car Contract

State of Texas Contact

Dan Culver [mailto:Daniel.j.culver@ehi.com]

866-398-5080

512-912-5500 - State of Texas Help Line for Enterprise Rent-A-Car or National Car Rental

512-462-0878 (FAX)

Enterprise Support Team [mailto:TXUTS@ehi.com]

Ways to Reserve:

1. 866-398-5080
2. Enterprise website
3. National website

Please utilize your State of Texas or Texas Smartbuy Membership rate identifier code. If you have questions, please contact your State Travel Coordinator.

Review comparison tables [comptroller.texas.gov/purchasing/programs/travel-management/rental/vendor-comparison.php] for all vendors' rates and other contract provisions.

To Make an Enterprise Car Rental Reservation Online:

1. After reviewing the following steps, go to the State of Texas Enterprise website.
2. Enter your location of choice and dates.
3. Enter your State of Texas agency rate identifier and click on search.
4. On the next page, enter in your three-digit pin. If you need assistance or unsure of your pin, please call 1-866-398-5080.
5. Now follow the directions on the next page on the Web site.

To Make a National Car Rental Reservation Online:

1. After reviewing the following steps, go to the State of Texas National website
2. Enter your location of choice along with dates and times.
3. Enter your State of Texas agency rate identifier in the Contract field.
4. If you have an Emerald Club number, enter in your Last Name and Emerald Club Number
5. Click on "Start Reservation"
6. Now follow the directions on the next page on the website to select your size of car and enter in your remaining information (name, phone number, etc).



State Travel Management Program – Hertz Corporation Car Rental Contract

State of Texas Contact

Nadika Perera [mailto:nadika.perera@hertz.com]

Phone: 239-301-7635

Hiral Patel [mailto:hiral.nelson@hertz.com]

Phone: 314-225-7619

Review comparison tables [comptroller.texas.gov/purchasing/programs/travel-management/rental/vendor-comparison.php] for all vendors' rates and other contract provisions.

Two Ways to Reserve

1. 800-654-3131 (US, Puerto Rico and Canada)
800-704-4473 (International)
2. Hertz website

Rate Identifier Code

To obtain your rate identifier code for the Hertz State of Texas program, please contact Nadika Perera at nadika.perera@hertz.com [mailto:nadika.perera@hertz.com] or by calling 239-301-7635.

Any Texas Smartbuy Member must contact Nadika Perera for a rate identifier code.

Please provide the following:

Formal Name of Account:

Account Address:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

To Make an Online Reservation:

1. After reviewing the following steps, log-on to the "Hertz" Website.
2. Enter rental location, pickup and return day & time, select age.
3. Click "Enter a Discount or Promo Code."
4. Enter your Hertz State rate identifier code. A box will appear where you should choose booking for "Business" or "Leisure" and click "yes". The system will automatically quote the State of Texas rate that has been negotiated.
5. Click "Book as Guest."
6. Select Car type, and then the system will advance to choose extras.
7. DO NOT accept the optional coverages, Loss Damage Waiver, Liability and other optional services set by State guidelines, click submit.
8. Enter Name, email address and if you have flight information, click submit.
9. A screen will appear with your confirmation, and you will also receive an email with your confirmation.



CAMERON COUNTY PURCHASING

1100 E. MONROE STREET
BROWNSVILLE, TX 78520
(956) 544-0871

Roberto Luna, CPM, CTCD, CTCM
Purchasing Agent

Car Rental Instructions

Please review updated information from the TCPA website by clicking on the backup to the bid tabulation.

Enterprise – reservations can be made by logging in to enterprise.com or by calling 800-Rent-A-Car (7368-2227)

- This company requires a pin code when making the reservation.
(Code can be obtained from the Purchasing Dept.)
- A Purchase Order Number will be required for budgetary purposes.
- Immediately following the trip the card must be returned to our department.
(An internal receipt will be issued by our department to show proof of return.)
- All invoices must be turned in to the Purchasing Department at the time the card is being returned. *(Please make sure the receipt is signed by an authorized employee from your department.)*

Note: When making your reservations please inquire as to allowable number of miles and the coverage of mileage charges.

For additional information or concerns please contact Miguel Mendo at 956 544-0871 or by email at Miguel.mendo@co.cameron.tx.us



Thank you for choosing Enterprise Rent-A-Car's Car Rental Billing Program. Below you will find a brief description of how to use your new program along with some helpful tips. I have also listed your billing number, which has been set up to rent with Enterprise Rent-A-Car on a nationwide level.

Cameron County

CD #: _____

Billing #: _____

Enterprise Rent-A -Car

- To set up a rental reservation by **phone** simply call 1-800-RENT-A-CAR and give the booking agent the **Billing Number#** _____ as well as your company Corporate Discount number (CD# _____).
- To set up a rental reservation by **TMC** simply instruct your booking agent to Include your **Billing Number #** _____ in their "ID" field as well as your Corporate Discount number (CD# _____).
- To set up a rental reservation **online**, go to www.enterprise.com, enter the location, date and time and your **Account#** _____ for the rental and click "Continue" to search for available vehicles. A box will pop up requesting your PIN (____) to be entered. Choose the car class that's preferred. The next screen will be the Extra's screen, click on "Continue to review" button. On the next screen, put in the renter's name, phone and email address. Underneath that, it will ask you to confirm if this is a business rental, click "yes". It will then ask you if you are authorized and choosing to bill your company for this rental. Click "Yes". This will prompt you to enter the billing number in a new field that opens. Enter your **Billing Account#** _____ and click on "continue". On the next screen, click on "Reserve Now" to complete the reservation.

Once you have placed the reservation either by phone, TMC or online, your employee will need to simply give their name, confirmation number from the reservation, and present a valid driver's license when picking up the vehicle...they will **NOT** need a personal credit card in order to complete this transaction.

We recommend providing these numbers only to those individuals in charge of making reservations for your company...it should not be given to all employees. Any employee or previous employee making a reservation via internet or phone, using this billing number for an unauthorized rental will be the responsibility of your company.

We hope you find this information helpful and look forward to providing you with the best direct bill solution available. If you have any questions regarding your nationwide rental program, please let me know.

Name: Courtney Dowell
Email: Courtney.l.dowell@ehl.com
Phone: 512-912-5306