

State of New Jersey
Department of the Treasury
Agency Guidelines for Use of Vehicle Rental Services

Background and Purpose

The Department of Treasury has entered into a contract with Hertz for vehicle rental services offered under the terms of the National Association of State Procurement Officials (NASPO) master agreement. Rates and rental locations are attached.

The purpose of this contract is to provide State agencies with the ability to rent passenger vehicles to meet their vehicle requirements as efficiently as possible.

Contract Highlights

- Corporate-rate discounts.
- Full selection of vehicles, including hybrids and electric vehicles. (Rental rates for each vehicle class are listed on the contract pages.)
- One-way rentals up to 500 miles at no additional cost at corporate locations. Please ensure to book the rental as a one-way to see if allowed.
- Preferred customer service where Gold Service is available at no additional cost.
- Basic Emergency roadside assistance available 24 hours / 7 days a week.
- Passenger pick-up or delivery is offered, when possible. Hertz will pick up the client at home or office. Delivery is available for a charge. Please contact the location to obtain a quote for delivery.
- \$1 million liability protection.
- Full loss / damage waiver protection.
- Direct billing to agencies.

Agency Responsibility

Each agency is required to develop and promulgate internal controls to ensure proper use of the contract including cost/benefit determination (rental vs. employee reimbursement or use of assigned pool vehicles); financial approvals from agency fiscal staff, etc.

State Travel Card

Agencies will use their State travel card to reserve vehicles. Hertz will bill the using agency directly through this card. If your agency doesn't already have a travel card, please contact:

Department of the Treasury

Division of Purchase and Property

Lisa Ames

609-777-4470

Lisa.Ames@treas.nj.gov

Reservations

All vehicle rentals shall be arranged through the agency's travel coordinator or a designee authorized to use the travel card. Reservations may be made online www.hertz.com, via the toll-free telephone number 1-877-599-8916, or at branch locations.

Agencies must rent the lowest cost vehicle available, regardless of minor differences in functionality and/or features. Agencies should not select "options" that are not required for the course of business, and add to the cost of the rental. Nor, should agencies select insurance options when making reservations. Agencies should not request additional insurance. Coverage is already included in the contract. Rental rates and locations are attached.

Employee Responsibility

Employees are responsible for following their agency's internal control procedures, and should familiarize themselves with the rental contract. Employees should keep the following guidelines in mind:

- Notify the Fiscal Manager of the vehicle rental requirements in advance.
- Ensure that the rental vehicle is driven by an authorized employee on official state business.
- Only State employees and business guests are allowed to ride in the rental car.
- Employees should not accept or request additional insurance when picking up a rental car. Coverage is already included in the contract.
- Check the rental car for defects, and notify the rental agency before driving away.
- Fuel rental vehicle using the most cost effective option available at the time, and submit for reimbursement. Make every effort to return vehicle with a full tank of gas as employees may not receive full reimbursement for excessive refueling charges when other economical alternatives are available. **Please note – State issued fuel cards and credit cards cannot be used to fuel rental cars, not may rental cars be fueled at any State fuel site.**
- Promptly report accidents, breakdowns, minor mechanical disrepairs, and lost keys to Hertz using the emergency Roadside Assistance Phone # - 1-800-654-5060.

Disputes and Traffic Violations

Hertz is self-insured and complies with the minimum coverage required by the State. Employees should report accidents involving rental vehicles to Hertz and agency management as soon as possible. Agencies are also required to provide the form RM1 and supporting documents (police reports, photos) to the Division of Risk Management.

Agencies will resolve any rental disputes directly with Hertz. Agencies will also be responsible for settling any parking tickets, moving traffic violations, and EZ Pass violations incurred during the rental period.

Hertz Contact

Nadika Perera

Hertz Corporation

8501 Williams Rd.

Esteros, FL 33928

PH – 239-301-7635

Nadika.Perera@hertz.com

Please note: The Contract Compliance and Audit Unit (CCAU) will monitor this contract. Agencies which are found to deviate from this procedure will be subject to having their use of this contract revoked.

Revised- Amendment 7 Exhibit C-Rates

Effective December 1, 2022

<u>Vehicle Type</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Sedans			
Economy/Compact	\$33.00	\$165.00	\$660.00
Intermediate/Standard	\$34.75	\$173.75	\$695.00
Full Size	\$37.50	\$187.50	\$750.00
Passenger Vans			
Mini Van	\$57.00	\$285.00	\$1,140.00
12 Passenger	\$97.00	\$485.00	\$1,940.00
SUV's			
Mid/Standard SUV (5 passenger)	\$57.75	\$288.75	\$1,155.00
Full Size / Premium SUV (7-8 passenger)	\$87.50	\$437.50	\$1,750.00
Pick- Up Truck's			
Small Pick Up Truck	\$60.00	\$300.00	\$1,200.00
Large Pick Up Truck	\$63.00	\$315.00	\$1,260.00
Other Class's Offered			
Premium	\$63.00	\$315.00	\$1,260.00
Cargo Van	\$75.00	\$375.00	\$1,500.00
Intermediate Hybrid	\$47.00	\$235.00	\$940.00
Electrical Vehicle	\$85.00	\$425.00	\$1,700.00
Convertible	Not Available	Not Available	Not Available
Compact Hybrid	Not Available	Not Available	Not Available
Jeep/ Crossover	Not Available	Not Available	Not Available
Full Size Hybrid	Not Available	Not Available	Not Available
15 Passenger Van	Not Available	Not Available	Not Available

Hertz Surcharges

State	City	Amount Per Day
California	Burbank (Airport)	\$3.00
	John Wayne (Airport)	\$3.00
	Oakland (Airport)	\$3.00
	San Jose (Airport)	\$3.00
	San Luis Obispo	\$13.00
District of Columbia (DC)	Washington	\$8.00
Illinois	Chicago	\$8.00
Massachusetts	Boston	\$8.00
Michigan	Detroit	\$8.00
Montana	Missoula	\$6.00

	Butte	\$10.00
New Jersey	Newark	\$19.00
New York	JFK, LGA, Manhattan	\$29.00
Oregon	Bend	\$10.00
	Klamath Falls	\$10.00
	Pendleton and Sun River	\$10.00
Pennsylvania	Philadelphia	\$8.00

Licensee Surcharges

<u>State</u>	<u>City</u>	<u>Amount per Day</u>
Alabama	Huntsville Airport, Huntsville South, Madison	\$15.00
Arkansas	Bentonville, Bentonville (HLE) Texarkana	\$15.00
	Little Rock	\$12.00
California	San Luis Obispo	\$12.00
Georgia	Brunswick	\$8.00
Idaho	Boise, Idaho Falls, Lewiston	\$15.00
	Hayden Lake (Aviation)	\$8.00
	Sun Valley	\$12.00
Kentucky	Paducah	\$12.00
Louisiana	Monroe (92540-01)	\$15.00
Minnesota	Duluth	\$12.00
Mississippi	Columbus	15.00
<u>State</u>	<u>City</u>	<u>Amount per Day</u>
Montana	Billings, Helena	\$15.00
	Bozeman, Great Falls	\$12.00
	Kalispell	\$8.00
New Mexico	Roswell	\$12.00
New York	Ithaca	\$12.00
North Dakota	Bismarck, Fargo, Grand Forks, Minot, and Williston	\$15.00
	Dickson	\$12.00
Ohio	Columbus AP (Airport)	\$12.00
	Dayton and Vandalia	\$8.00
Oregon	Medford and Redmond	\$8.00
Pennsylvania	Erie	\$15.00
	Latrobe, Williamsport	\$8.00
	State Collage and State College HLE	\$12.00
South Dakota	Aberdeen and Rapid City	\$12.00

	Sioux Falls	\$15.00
Washington State	Pasco	\$8.00
	Pullman	\$15.00
	Spokane	\$12.00
Wisconsin	Appleton and Green Bay	\$15.00
Wyoming	Casper, Cody, Gillette and Jackson	\$12.00

- **There may be additional charges as listed in the Master Agreement, if applicable to the Request for Services.**

Country	Division	Area/loc	Area Num	Location Name	Owner	Physical Address (Street)	Physical Address (City)	Physical Address (State/Province)	Physical Address (Postal Code)
US	Hertz AP	190211	1902	Newark AP	Corporate	BLDG 23 NEWARK INT'L AIRPORT	NEWARK	NJ	07114
US	Hertz Local	593701	5932	AUGUSTA HLE	Corporate	24 ROUTE 206	AUGUSTA	NJ	08722
US	Hertz Local	591202	5912	JOES TOWING AUTO HLE	Corporate	300 MIDSTREAMS ROAD	Brck	NJ	08724
US	Hertz Local	794018	7940	MANNA'S SERVICE CENTER	Corporate	15 FINDERNE AVENUE	BRIDGEWATER	NJ	88070009
US	Hertz Local	590224	5902	CHEERY HILLSAW MILL HLE	Corporate	6 MARLTON PINE	CHERRY HILL	NJ	08034
US	Hertz Local	591902	5919	NATIONWIDE AGRNT	Corporate	917 US 130	EAST WINDSOR	NJ	08570
US	Hertz Local	595402	5934	BRANNING EAST BRUNSWICK	Corporate	1120 ROUTE 18 NORTH	EAST BRUNSWICK	NJ	08816
US	Hertz Local	794207	7942	TECH MONDELEZ DELIVERY	Corporate	200 DEFOREST AVE	EAST HANOVER	NJ	07936
US	Hertz Local	796601	7966	BUNTON'S BOXES EWING HLE	Corporate	1536 LOWER FERRY RD	EWING	NJ	08628
US	Hertz Local	794276	7942	FAIRFIELD HLE	Corporate	113 CLINTON ROAD	FAIRFIELD	NJ	07004
US	Hertz Local	791225	7912	BECTON DICKSON	Corporate	ONE BECTON DRIVE	FRANKLIN LAKES	NJ	07417
US	Hertz Local	790601	7906	FREEHOLD HLE	Corporate	658 PARK AVE	FREEHOLD	NJ	07728
US	Hertz Local	790901	7909	FORT LEE HLE	Corporate	1402 BERGEN BLVD	FORT LEE	NJ	07024
US	Hertz Local	593202	5932	HACKETTSTOWN HLE	Corporate	115 E PLANE ST	HACKETTSTOWN	NJ	78407011
US	Hertz Local	591901	5919	HAMILTON SQUARE HLE	Corporate	1164 ROUTE 33	HAMILTON SQUARE	NJ	08690
US	Hertz Local	591305	5913	HACKENSACK HLE	Corporate	375 RIVER ST	HACKENSACK	NJ	07601
US	Hertz Local	796706	7967	HIGHLAND PARK HLE	Corporate	1159 BARTAN AVENUE	HIGHLAND PARK	NJ	08904
US	Hertz Local	791322	7913	HOBOKEN	Corporate	1404 WILLOW AVE	HOBOKEN	NJ	07030
US	Hertz Local	596402	5964	Newport Mill HLE	Corporate	49 Mill Drive West	Jersey City	NJ	07307
US	Hertz Local	791111	7911	HARBORSIDE FIN CNTR HLE	Corporate	135 GREENE STREET	JERSEY CITY	NJ	07302
US	Hertz Local	591212	5912	LAKEWOOD HLE	Corporate	1093 OCEAN AVENUE	LAKEWOOD	NJ	08701
US	Hertz Local	592202	5922	LAWRENCEVILLE, NJ	Corporate	2062 BRUNSWICK PIKE	LAWRENCEVILLE	NJ	08648
US	Hertz Local	590802	5908	LEBANON	Corporate	1366 ROUTE 22	LEBANON	NJ	08833
US	Hertz Local	795927	7959	MIDDLETOWN HLE	Corporate	973 ROUTE 35	MIDDLETOWN	NJ	07248
US	Hertz Local	793720	7937	CLASERNE SVC CNTR HLE	Corporate	40 CLAREMONT AVENUE	MORTCLAIR	NJ	07042
US	Hertz Local	794330	7943	HEADQUARTERS PUZZA HLE	Corporate	460 HEADQUARTERS PLAZA	MORRISTOWN	NJ	07960
US	Hertz Local	590501	5905	NORTH BERGEN HLE	Corporate	6801 KENNEDY BLVD	NORTH BERGEN	NJ	07047
US	Hertz Local	795501	7955	NORTH BRUNSWICK HLE	Corporate	2006 US HIGHWAY 1 NORTH	NORTH BRUNSWICK	NJ	89024418
US	Hertz Local	791220	7912	PARAMUS HLE	Corporate	92 ROUTE 17 NORTH	PARAMUS	NJ	76522716
US	Hertz Local	590438	5904	PARK RIDGE	Corporate	225 BRAE BLVD	PARK RIDGE	NJ	76560000
US	Hertz Local	590806	5908	PHILLIPSBURG HLE	Corporate	135 S 5TH ST	Phillipsburg	NJ	08865
US	Hertz Local	596748	5967	PARK RIDGE MARRIOTT	Corporate	300 BRAE BLVD	PARK RIDGE	NJ	76561890
US	Hertz Local	190930	1909	Hertl Brewery	Corporate	102 CARNEGIE CTR RT 1	PRINCETON	NJ	08540
US	Hertz Local	590638	5906	BRANNING PRINCETON HLE	Corporate	875 STATE ROAD	PRINCETON	NJ	08540
US	Hertz Local	794133	7941	POWDER MILL TOWING	Corporate	299 LITTLETON ROAD	PARISPPARY	NJ	07654
US	Hertz Local	595102	5951	TEANECK N HLE	Corporate	1560 TEANECK ROAD	TEANECK	NJ	07666
US	Hertz Local	795119	7951	TOM'S RIVER HLE	Corporate	1772 HIGHWAY 9	TOM'S RIVER	NJ	87551208
US	Hertz Local	591601	5916	TOTOWA HLE	Corporate	79 UNION BLVD	TOTOWA	NJ	07502
US	Hertz Local	795901	7959	TURNERSVILLE AUTO MALL	Corporate	3400 ROUTE 42	TURNERSVILLE	NJ	08012
US	Hertz Local	793503	7935	UNION HLE	Corporate	2105 ROUTE 22	UNION	NJ	07083
US	Hertz Local	596701	5967	UPPER SADDLE RIVER HLE	Corporate	228 ROUTE 17 NORTH	Upper Saddle River	NJ	07458
US	Hertz Local	592001	5920	VINELAND HLE	Corporate	215 SOUTH DULSEA DRIVE	VINELAND	NJ	08360
US	Hertz Local	797116	7971	AAA VODRHEES	Corporate	700 LAUREL OAK RD	VODRHEES	NJ	08013
US	Hertz Local	591101	5911	HAOPION INN HLE	Corporate	370 ROUTE 9 N	WOODBRIDGE	NJ	07095
US	Hertz Local	590449	5967	WOODCLIFF LAKE	Corporate	200 TICE BLVD	WOODCLIFF LAKE	NJ	7677686
US	Franchisee	9372210	93722	Clifton DOWNTOWN HLE	Franchisee	593 BROAD ST.	CLIFTON	NJ	07103-1692
US	Franchisee	9376310	93763	Passaic DOWNTOWN HLE	Franchisee	275 MAIN AVENUE	PASSAIC	NJ	07055
US	Franchisee	9377310	93773	Lyndhurst DOWNTOWN HLE	Franchisee	290 Grant Ave.	LYNDHURST	NJ	07071