

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**

Offeror to complete blocks 12, 17, 23, 24, & 30

1. REQUISITION NUMBER PAGE 1 OF

2. CONTRACT NO. <b>AG-04H1-B-11-6036</b>	3. AWARD/EFFECTIVE DATE <b>6/30/11-6/29/12</b>	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL a. NAME <b>Leif Shjeflo</b>		b. TELEPHONE (No Collect Calls) <b>(541) 504-7380</b>		8. OFFER DUE DATE/ LOCAL TIME 4:30 PM

9. ISSUED BY (MAIL OFFERS TO) CODE  
**Fire & Aviation Contracting Team  
Redmond Air Center  
1740 SE Ochoco Way  
Redmond, OR 97756**

FAX NUMBER: (541) 278-3750

10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET-ASIDE ___ % FOR <input checked="" type="checkbox"/> SMALL BUSINESS. <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) <input type="checkbox"/> SOLE SOURCE NAICS: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED. <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER <b>UNDER DPAS (15 CFR 700)</b> 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	12. DISCOUNT TERMS
---	---	--------------------

15. DELIVER TO: CODE

16. ADMINISTERED BY CODE  
**Same as Block 9**

17a. CONTRACTOR/OFFEROR CAGE **03870** FACILITY CODE  
**EAN Holdings, LLC  
DBA: Enterprise Rent-a-Car  
20400 SW TETON  
TUALATIN, OR 97062**

TELEPHONE: 541-210-1008 DUNS:  
FAX: 503-467-5547 831602862

18a. PAYMENT WILL BE MADE BY CODE  
**SEE ATTACHED SUPPLEMENTAL PROVISIONS**

18b. **SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK**

IS CHECKED:  SEE ADDENDA

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p><b>THE EFFECTIVE PERIOD IS 6/30/2011 TO 6/29/2012</b></p> <p>SEE ATTACHED SCHEDULE, THE FOLLOWING ARE INCLUDED BY REFERENCE:</p> <p>A. GENERAL AND PACIFIC NORTHWEST INTERAGENCY SUPPLEMENTAL GENERAL PROVISIONS – ATTACHED AND APPLICABLE TO THIS AGREEMENT.</p> <p>B. WAGE DETERMINATION #1995-0221 REVISION 21 DATED 03/30/09 – ATTACHED AND APPLICABLE TO THIS AGREEMENT.</p>				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 AND ADDENDA  ARE  ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 AND ADDENDA  ARE  ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ORIGINAL TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION (BLOCK 5), DATED (BLOCK 30c) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR 	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) <b>SABRINA ROKOVITZ - VP/bm</b>	31b. NAME OF CONTRACTING OFFICER <b>Leif Shjeflo CONTRACTING OFFICER</b>
30c. DATE SIGNED <b>4/6/11</b>	31c. DATE SIGNED <b>6/6/11</b>

## SCHEDULE

	<u>DAILY RATE</u>	<u>VEHICLE TYPE (examples)</u>
CCAR – Compact Car	\$48.00	Nissan Versa, Hyundai Accent
SCAR – Standard Car	\$52.00	Pontiac G6, Chevy Malibu
FCAR – Full Size Car	\$56.00	Chevy Impala, Toyota Camry
SFAR – Medium SUV 4X4	\$77.00	All 5 passenger SUV's
SPAR – Small Truck 4X4	\$82.00	Dakota, Colorado
PPAR – ½ Full Size Truck 4X4	\$87.00	Ram, Silverado
MVAR – Mini Van	\$77.00	Grand Caravan, Town and Country
FFAR – Large SUV 4X4	\$113.00	All 7 Passenger SUV's
XVAR – Cargo Van	\$67.00	Ford, Chevy
SVAR – 12/15 Pass Van	\$125.00	Ford, Chevy
Rates charged on the calendar day		

## TERMS AND CONDITIONS

**ACCOUNT NUMBER:** FGX4603

**Enterprise Rent-A-Car will be referred to as "Enterprise" throughout this document.**

**SPECIAL PROVISIONS:** This agreement has been established for use within Forest Service Region 6, Washington and Oregon.

**ORDERING:** A copy of the Resource Order, which includes the Incident/Fire Name and Number, Government Point of Contact (i.e. Individual, Ground Support Unit Leader, Host Unit, local Forest Dispatch Office or Buying Team) and phone number shall be provided to Enterprise by fax to (503) 467-5547 for each vehicle ordered. The Resource Order Number and Incident/Fire Name shall be on the vehicle's original commercial rental agreement as well as the Vehicle Identification Number (VIN). **Enterprise's Commercial Rental Agreement Form along with a copy of the Resource Order shall remain in the jockey box of the vehicle at all times.**

**If the vehicle is reassigned to a different/new incident the Government shall fax a new Resource Order to (503) 467-5547 and place a copy of the new incident Resource Order in the jockey box, along with the existing documentation.**

**GOVERNMENTS RESPONSIBILITIES AND PAYMENT PROCEDURES:** The Government will track rental vehicles exactly the same as all other contract resources assigned to an incident. When the vehicle arrives at an incident a pre-use inspection shall be done and prior to demobilization a post-use inspection shall be done. Daily shift tickets will be prepared and turned into finance daily. Finance will prepare an Optional Form 286 Emergency Equipment – Use Invoice (OF-286), which will be used for payment processing (see below for "Detail Fee" instructions). The OF-286 shall be faxed to Enterprise for review and signature prior to processing the payment package (See Contact and Fax Number Below). The I-BPA payment package shall be completed by the government and sent to the appropriate payment center (see payment office below) in accordance with the paying agency guidelines upon demobilizing from an incident or when reassigning the vehicle to a different/new incident. The government shall assign a new Resource Order and put a copy in the jockey box in accordance with the Ordering Section above.

**RESERVATION PROCESS:** the government shall not call rental branches directly to reserve nor arrange for delivery of reserved vehicles under this I-BPA. Two (2) reservation phone numbers have been established for all reservations and delivery requests—the correct phone number to call depends on where the government needs to pick-up the vehicles.

All rentals picked up from or delivered by Enterprise Rent-A-Car Locations in **Oregon and/or SW Washington (excluding NE Oregon) - (541) 210-1008**

All rentals picked up from or delivered by Enterprise Rent-A-Car Locations in **Washington and/or NE Oregon (excluding SW WASHINGTON) - (509) 727-3479**

Please note – these phone numbers are not answered 24 hours a day. Please leave a message and your call will be returned.

**DELIVERY AND PICKUP:** The government is responsible for arranging pickup and return of vehicles rented for an incident as well as the pre-use and post-use inspection. Enterprise **may** be able to deliver larger order vehicles to an incident (or if an incident is not located near an office servicing the area) by calling the correct reservation phone number. Enterprise will make the determination if they have the available resources to deliver and/or pick up vehicle(s). A delivery fee of \$15.00 + \$0.45 per mile, per vehicle from point of hire (renting branch) to incident (drop-off) location applies only if Enterprise delivers vehicle(s) and shall be added to the invoice (OF-286). The same applies if Enterprise picks up the vehicle(s) upon demobilization from the incident. The government will give Enterprise a reasonable amount of time to deliver or pick up the vehicles once ordered or upon demobilization if Enterprise has the personnel available to facilitate delivery and pick up. The government will attempt to have the vehicle(s) cleaned for inspection purposes prior to demobilization from an incident, however this may not be possible in all cases.

**OTHER:** if government needs to return vehicle to location other than point of hire (renting branch) call reservation phone number (above). Reservation Specialist shall determine if this is an option, and what fees will be assessed. In order for Incident Management Team (IMT) member(s) to take a vehicle out of area, their resource orders must allow for rental of a vehicle.

**The IMT member renting the vehicle shall be solely responsible for the return of the vehicle and to ensure processing of the final payment package is sent to the appropriate payment office.** In most cases the IMT member should work with the finance section at the incident or host forest to facilitate the creation of the OF-286 by estimating the return travel and have the invoice completed and sent to the finance center by the team or host forest.

**DAMAGES:** Damages will be noted and a claim will be submitted by Enterprise to the appropriate IMT Procurement Unit Leader or host Forest/Agency Contracting Officer. The Government shall be responsible for damage that occurs to the vehicles outside of what is covered in the clauses of this I-BPA.. There will be an administrative fee (not to exceed \$150.00) for each property damage claim prepared and submitted by Enterprise.

**TIRES:** Damage to tires (not caused by defect) will be covered by the Government.

**MILEAGE:** The daily rental rate includes mileage.

**TAXES/SURCHARGES:** For all rentals, a Vehicle License Surcharge (VLF) will be assessed according to the rates on file with the applicable State Agency at the time of rental. These rates are subject to change. However, as of the date this I-BPA was created, the posted rates for VLF are as follows.

Rentals in which the point of hire (renting branch) is located in Washington -	\$0.36/day
Rentals in which the point of hire (renting branch) is located in Oregon -	\$0.44/day

In addition, government is responsible for all taxes, surcharges, Airport Concession Fees, or any other charges assessed by third parties. Any additional taxes, fees, surcharges, etc. will be itemized, added to the OF286, and faxed to the appropriate IMT member for insertion into the final OF286 prior to signing.

These taxes, fees, surcharges, etc. must be added to the Final OF-286 prior to final signing and submission for payment.

**FUEL:** Enterprise is responsible to provide at least a half tank of gas per vehicle when picked up from an Enterprise location. The government is not required to return the vehicle(s) with a full tank of gas, or to the level when initially rented. The Government is required to ensure the vehicle has enough fuel to allow for return of the vehicle to point of hire.

**DETAIL/CLEANING FEE:** There is a detail fee of \$100.00 per vehicle per incident. This shall be added to the OF-286.

**ENTERPRISE CONTACT:** For general question related to this I-BPA, call (541) 210-1008.

**TRANSFER OF VEHICLES TO NEW INCIDENTS:** government shall call appropriate reservation phone number (above) to notify Enterprise Rent-A-Car of transfer and new incident number. A copy of the new Incident Resource Order will be faxed to (503) 467-5547.

**OF286 COMPLETION:** OF286 Invoice Forms must be faxed to (503) 467-5547 for auditing and signature.

For questions relating to OF286 Invoicing in which the point of hire (renting branch) is in Oregon or SW Washington (excluding NE Oregon) , please call Jeff Anderson at (503) 612-8140

For questions relating to OF286 Invoicing in which the point of hire (renting branch) is in Washington or NE Oregon Washington (excluding SW Washington) , please call Troy Klemo at (509) 727-3479

**PAYMENT OFFICE BY AGENCY:**

**Forest Service**

1-877-372-7248 (Option 1)

Incident Payment Center  
101B Sun Avenue NE  
Albuquerque NM 87105

**Bureau of Land Management**

303-236-7117

National Business Center  
PO Box 25047, Bldg 50  
Denver Federal Center  
Denver, CO 80225-0047  
Mail Stop BC-620

**National Park Service**

703-487-9310

Attn: Debbie Townsend  
13461 Sunrise Valley Dr  
Herndon, VA 20171

**Bureau of Indian Affairs**

Division of Fiscal Services  
2051 Mercator Drive  
Reston, VA 20191