

## **Contract Instructions**

**PADD1073**

### **Enterprise/National**

1. Go to [http://purchasing.idaho.gov/statewide\\_contracts.html](http://purchasing.idaho.gov/statewide_contracts.html) (Enterprise is the main supplier and Hertz is the secondary)
2. Click on “Information and Website Link” to order
3. Website Link is at the bottom of sheet and bottom of these instructions
4. See “Online Ordering Instructions” for ordering on the Enterprise website
5. Primary Contract Contact:
  - i. Name: Kelly Jenkins
  - ii. Toll Free Number: 800-736-8222 (use corporate code ID XZ47IDS)
  - iii. Direct Number: 208-658-0865, ext 204
  - iv. Fax Number: 877-610-3739
  - v. E-mail: [Kelly.jenkins@ehi.com](mailto:Kelly.jenkins@ehi.com)
  - vi. Website:

[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=002&cust=XZ47IDS](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XZ47IDS)

## **Off-Road Issues**

If a state employee needs to take the vehicle off of paved, graded, or maintained roads, or driveways, he or she needs to first make a reservation with 30 days' notice and then request Enterprise Holdings's written consent by sending a written request to the operating group's risk manager. In the request, the state employee would need to include the following: (1) the exact location where the vehicle would be used; (2) a description of the condition of the roads; (3) the purpose and a description of the trip and planned use of the rental vehicle; and (4) why off-road use is necessary. The operating group's risk manager will review the request and respond in 7-10 business days with approval, denial, or a request for more information. You can reach out to me for contact information for the risk manager of the operating group where the rental would take place.

See the next page for a list of reasons to use as to why off-road use is necessary.