



Rental Vehicles

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/rental_vehicles2.

Avis and Budget Brands

- The contractor offers services under two different brands: **Avis** and **Budget**.
- Customers may make reservations and rent vehicles from any location for either brand; use the [Avis website](#) and [Budget website](#) to determine the most convenient location for either brand.
- Customers are strongly encouraged to only use airport locations for trips involving air travel.

Definitions

- **Customer:** Any agency, as defined in subsection 287.012(1), Florida Statutes (F.S.), or any eligible user (e.g. a Florida city or county, state college or university, etc.), as defined in [Rule 60A-1.001, Florida Administrative Code](#), that procures services under this contract.
- **Renter:** A customer's (i.e. state agency's or eligible user's) authorized representative or employee who is authorized to rent vehicles for travel.
- **Business Associate:** A duly licensed driver who is traveling with the renter for the purpose of conducting state business or performing official duties and is either: 1) a customer's (i.e. state agency's or eligible user's) employee, or 2) an employee of a state contractor, vendor, or supplier, or 3) a volunteer performing an official state function.
- **Personal Associate:** A duly licensed driver traveling in the rental vehicle with the renter who has one of the following relationships with the renter: spouse, domestic partner, or the renter's children who are above the age of 25 and who reside at the renter's primary residence.
- **Business Use or Business Rental:** Renter's use of rental vehicle to conduct work activities authorized by the customer (i.e. state agency or eligible user).
- **Leisure Use or Leisure Rental:** Renter's use of a vehicle for personal travel.

Avis Preferred and Budget Fastbreak Programs

- Prior to making a reservation or renting a vehicle, renters are strongly encouraged to sign up for the free Avis Preferred and Budget Fastbreak programs:
 - **Avis Preferred:** <https://www.avis.com/en/corporate/A113400>
 - **Budget Fastbreak:** <https://www.budget.com/en/corporate/T417600>
- Renters are also encouraged to download the free Avis and Budget mobile apps:
 - **Avis:** <https://www.avis.com/en/avis-app>
 - **Budget:** <https://www.budget.com/en/products-services/services/mobile-app>
- These steps will help expedite the reservation and rental process for the renter.

Car Classes and Rates

- The car classes and associated rates available on this contract are shown on the [price sheet](#).
- Unless otherwise specifically requested by the renter, the approved vehicle class is **Compact** for state agency business use rentals, unless upgraded by Avis/Budget at no additional cost.
- Renters may choose to upgrade to a larger car class at their own expense; the renter must make arrangements with Avis/Budget at the time of pick-up to pay the cost difference using personal funds. **If the renter wants to upgrade to a larger car class at their own expense, the renter must request the larger car class at the time of the reservation, not at the time of pick-up.**
- State agency customers and renters are encouraged to refer to the [Reference Guide for State Expenditures](#) for additional information regarding travel expenses, including hybrid car rentals.

Minimum Age Requirements

- **Business Use:** The minimum age requirement for business use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 21. Avis/Budget will not assess underage fees to any business use rental.
- **Leisure Use:** The minimum age requirement for leisure use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 25. Avis/Budget will assess underage fees to any leisure use rental if the renter is between the ages of 18 and 24.

Reservations

- Renters are strongly encouraged to make reservations as soon as a need for travel is identified.
- Reservations should be made using the [Avis website](#), [Avis mobile app](#), [Budget website](#), or [Budget mobile app](#); renters should use the appropriate Avis Worldwide Discount (AWD) or Budget Corporate Discount (BCD) code at the time of the reservation to receive the contracted rates shown on the [price sheet](#):

Brand	Business Use Rentals	Leisure Use Rentals
Avis (AWD)	A113400	S954700
Budget (BCD)	T417600	T118900

- Reservations can also be made by contacting the Avis/Budget toll-free number; renters should be prepared to provide the AWD or BCD shown above when making a reservation:
 - **STATE OF FLORIDA RESERVATION DESK: 800-338-8211**
- Renters are strongly encouraged to cancel reservations as soon as it is determined that the reservation is no longer needed. Avis/Budget will hold reservations for three hours after the reservation time; after three hours, renters are considered a no-show.
- If a vehicle is reserved in advance and the reserved car class is not available, Avis/Budget will provide an upgrade at no additional charge. If a vehicle is not reserved in advance and the desired car class is not available, the renter will be charged for the actual car class rented.

Taxes, Surcharges, and Airport Fees

- In accordance with subsection 212.08(6), F.S., only in-state business use rentals that are billed directly to the customer by use of a purchasing card (PCard), purchase order, or by a pre-approved method of payment are tax-exempt. Tax exemption will not apply to rentals when renters use personal funds for payment, including cash, checks, or credit cards, even if the renter is subsequently reimbursed by the customer.
- All business and leisure use out-of-state rentals (i.e. rentals that begin outside of Florida) will be charged all taxes and fees assessed based on the rental location, including [select out-of-state city surcharges](#) specified in the contract, if applicable.
- All leisure use in-state and out-of-state rentals are subject to all taxes, fees, and surcharges, including [select out-of-state city surcharges](#) specified in the contract, if applicable.
- All business and leisure use rentals that begin at an airport will be subject to the fees mandated by the airport authority.