

Date: November 24, 2015
Subject: State Fleet Management Short Term Rental Transition
From: State Fleet Management
To: South Carolina State Agencies

As previously communicated, State Fleet Management (SFM) conducted an analysis of the Richland County / Columbia area motor pool program, as well as the satellite office that SFM operated out of the Citadel, and determined that it was no longer cost effective to continue operating the program for these areas. As such, effective December 1st 2015, SFM will no longer accept motor pool reservations. All future agency reservations for short term daily rental will be made directly through the contract vendor for these areas. Any reservation that is currently booked through SFM will be honored for 30 days, and any reservation that goes beyond 30 days will be transferred to the vendor that holds the contract for the area.

Short term rental contracts have recently been solicited and awarded, and are now posted on the State Procurement Office website. The vendors securing the business for the mentioned areas are Enterprise and Hertz. These contracts can be accessed through the following link: <http://www.mmo.sc.gov/PS/agency/PS-agency-goods-and-services.phtm>. Once there, scroll to the Services section and locate the Vehicle Rental Services pdf.

To assure a smooth transition through this process, agencies will need to do the following:

Vendor Account Set Up

Agencies wishing to utilize the short term rental contracts will need to establish accounts with the vendors, using the following methods.

- Enterprise
 - Complete the attached “Enterprise – SC Profile for Agency” document, and email it to Michael McCown at Michael.B.McCown@ehi.com
- Hertz
 - Complete the attached “Hertz – SC Profile for Agency” document, and email it to Sam Crawley at scrawley@hertz.com

Fuel Card Account Set Up

- All agencies must have designated auxiliary fuel cards to be used exclusively for short term rentals. These fuel cards are supplied by SFM, but will be directly tied to your agency for billing purposes. In order to receive these fuel cards, your agency must have an active account with the State Fuel System Program and Mansfield Oil. There are no fees to create an account or to procure these fuel cards, and your agency will only be billed when the fuel cards are used.
- If your agency does not have an established account with Mansfield Oil for fuel cards, an account will need to be setup for your agency. This account setup process can take up to two weeks to get fuel cards to your agency so it is important that you begin this process now.
- To place an order for auxiliary fuel cards or to establish a new account with Mansfield Oil, please contact:
 - Lindsay Wood
State Fuel System Coordinator
(803) 737-1611
fuelcard@admin.sc.gov

Lindsay will help expedite the fuel card account setup and card ordering process. Please contact Lindsay as soon as possible if you need an account setup with Mansfield or fuel cards ordered under an existing Mansfield Oil account.

If there are any questions or items needing additional clarification, please contact us at (803) 737-0668.

Best regards,

G. Alan Parker
State Fleet Manager

