

PSC Vehicle Rental Services



Administrative Operations Service

Vehicle Rental Services is the source for obtaining long-term General Services Administration (USA) leased and daily rental vehicles either for use on official business or for executive transportation. Vehicles are provided from either commercial sources or government leased pools of vehicles.

Services offered include:

- Coordination of daily rental and long-term lease vehicles.
- Coordination with GSA on vehicle rotation, replacements, and general daily contact for all matters related to leased vehicles.
- Use of a "loaner" vehicle when the assigned vehicle is due for preventive maintenance. A vehicle is also provided when unscheduled maintenance is required because of mechanical malfunctions, or when repairs and necessary because of an accident.
- Monthly data input into the GSA Mileage Express system.
- Inputting of daily fuel and related maintenance activity and costs into the HHS Motor Vehicle Management Information System (MVMIS).
- Maintenance of records to include activities such as removals and additions as vehicles are rotated through a replacement cycle by GSA.
- Consolidation and processing of monthly vendor invoices.
- Arrangement of 15 passenger transport vehicles, on an "as needed" basis.
- Arrangement of transportation equipped to support passengers with physical limitations.

Offered to:

All Federal Agencies

Performance:

100% of vehicles requested more than 24 hours in advance will be delivered to Parklawn or to the National Institutes of Health (NIH) sites by 8:00 a.m. on the day of the request.

90% of vehicles requested less than 24 hours in advance will be delivered to Parklawn or NIH sites by 8:00 a.m. on the day of the request.

100% of vehicles will be inspected for cleanliness and fuel.

Rates:

For rates, please contact Jim Kerr at Jim.Kerr@hhs.gov.

Contacts:

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301-492-4851
Jim.Kerr@hhs.gov

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301-492-4002
Anthony.Keith@psc.hhs.gov



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