## RFP #22-05-07 - CHARTER BUS SERVICE & STUDENT GROUP TRAVEL

Commodity #850-001 - Charter Bus

SECTION I: CHARTER SERVICE (See SECTION II on next page for TOUR OPERATORS)

Buyer: Katy LaBorde Expiration: July 2025

#### THESE VENDORS ACCEPT A CISD PURCHASE ORDER AND PAYMENT AFTER THE TRIP IS COMPLETE AS PER CISD POLICY

				TYPES OF CHARTERS		
Awarded Vendor	Vendor #	Contact	Phone Number & Email	*NO STUDENT TRAVEL ALLOWED		
				IN 12-15 PASS. VANS		
			(742) 000 5466	20 55 14:		
			(713) 988-5466	20-55 passenger motor coaches, 28 passenger Mini Bus,		
	33001010	Skylar Case	sales@echoafc.com	school bus, limousine		
First Class			(346) 229-4050	20-55 Passenger motor coaches		
Transportation	41000445	Sherry Baker	sbaker@firstclasstours.net			
Kerrville Bus Coach			(210) 226-7371 x325			
USA	33001261	Mrs. Gloria Butler	maria.perez@coachusa.com	55 passenger motor coaches		
			(713) 780-7077 x116	56 Passenger motor coaches, 16-40 Pass. shuttle buses,		
Sam's Limousine	36001560	Ms. Joellen Howell	joellen.howell@samslimousine.com	limousines		
Royal Carriages			(713) 787-5466			
Limousine	42001000	Tony Alyassin	info@royalcarriages.com	20-25 passenger motor coach, 54-56 passenger motor coach		
Western Motorcoach,			(832) 328-1318 x201			
Inc	40000310	Mr. Harry Bao	hbao@westernmotorcoach.com	20-25 passenger motor coach, 54-56 passenger motor coach		
The vendors below will require payment in advance						
Tour-rific of Texas	00047487	Mr. Jay Kalra	281-587-9555	20-25 passenger motor coach, 54-56 passenger motor coach		
Perform America-		Mrs. Chris Martin	281-886-7690			
Texas, LLC.	39000460	Account Rep	mbeale@perform-america.com	20-25 passenger motor coach, 54-56 passenger motor coach		
TEXAS MUSIC						
FESTIVALS ENTERPRI	39001454	Angela Flinchbaugh	allie@tmftoursandtravel.com	20-25 passenger motor coach, 54-56 passenger motor coach		

#### **Procedures:**

- 1. Submit a Travel Request to get the travel approved. You will need the Travel approval PO# for the requisition.
- 2. Email or call vendor contact listed above with your Charter Bus request. Do not go online to book charters.
- 3. Vendor will respond with a quote. \* If vendor uses a subcontractor, they must list subcontractor name on Quote/ Confirmation
- 4. Notify vendor to book and confirm reservation. Vendor may need a signed form to confirm.
- 5. Receive a reservation/ contract with a contract ID/ Code/ confirmation number from vendor (and name of subcontractor, if applicable)
- 6. Enter a purchase requisition in eFinancePlus as follows:

Commodity: 850-001 Account Code: 6412
Comments: Travel Approval PO# / #22-05-07

Attachment: Charter Contract/ Confirmation from Vendor that lists the Charter Details/ Itinerary

Description: Reservation confirmation/ contract number; subcontractor/ Carrier name (if applicable)

- School group, # of buses, where to, date of event, time (Who, what, when, where, why)
- Contact person(s) & cell phone # (s) \* Use a phone # that will be at curbside when bus is scheduled to arrive.\*

Requisition will be approved and converted to a Purchase order that will be sent to vendor.

\* Vendor must have the PO prior to the trip. They are instructed not to send the charter unless they have the PO.\*
(Activity fund checks are not allowed. The money would need to be deposited into the AF budget account in order to create a PO)

Tips: - Keep written confirmation of reservations for verification.

- Verify seating capacity for buses reserved. Verify if restroom facilities on bus
- Give Contact person the bus company's phone numbers in case problems arise after hours.

Note: Cancellation of a confirmed Charter within 3-31 days of trip date may involve a fee or partial/full cost depending on vendor.

See tabulation for specific vendor terms and conditions

## SECTION II: TOUR OPERATORS FOR STUDENT GROUP TRAVEL

Commodity #850-006 - Travel Services

These vendors provide travel services for out-of-state student group trips that can include charter, hotels, meals, airfare, etc. (Disney, NYC, DC) The vendor will plan and organize the trip and provide an itenerary along with a payment due schedule.

You must attach the contract/ itenerary to Travel Request requisition for trip approval and list the approved vendor on Travel Form.

The vendor must list SUBCONTRACTOR NAME (of charter being used) on trip summary.

# \* THESE VENDORS REQUIRE PAYMENT IN ADVANCE OF TRIP WHICH IS NOT CISD'S POLICY - DO NOT USE FOR BUDGET-PAID TRIPS (PO's) USE THESE VENDORS FOR THE STUDENT TRIPS PAID BY STUDENTS/ BOOSTER CLUBS

(Activity fund checks are not allowed. The student money would need to be deposited into the AF budget account in order to create a PO)

Awarded Vendor	Vendor #	Contact		Travel Extras provided
				Every student receives an identification badge with lanyard,
American Classic Tours			(210) 963-7173	luggage tags, and a drawstring bag for daily use. All
& Music	90006963	Mark Buley	mbuley@amclass.com	travelers also receive use of our travel app, which provides
				Tailor made itineraries to fit the teachers specific needs. I
				offer travel insurance as well. 24/7 tour escort to handle all
			(917) 406-3857	situations. Every tour is different and unique in order to
EE Tours	43000398	Matt Koke	matt@eetoursinc.com	meet the specific goals of the teacher in charge.
			(617) 619-1292	
EF Educational	*contact Purchasing	Ms. Shea O'Sullivan	lonestarregion@ef.com	
				We customize every trip to the group's needs and budget.
				We send a detailed itinerary as well as FINAL Trip Details for
				every trip outlining every aspect so that the sponsor should
				have no questions. We also offer Booster Club presentations
				for out of state trips and we are available 24/7 during the
			(281) 587-9555	trip to help with any questions that arise. We provide bus
Tour-Rific of Texas	00047487	Mr. Jay Kalra	debbie@tour-rific.com	drivers names and cell #'s for every trip.
Group Travel			(407) 207-4371	Representative is available 24 hours a day and on-site during
Consultants	*contact Purchasing	Mrs. Laurie DeCrotie	laurie@gogtc.com	local gorup moves, complete itinerary planning services
Consultants	Contact Purchasing	IVII'S. Laurie Decrotie	laurie@gogtc.com	We offer airport check in, tour host at destination, detailed
Perform			(281) 886-7690	itinerary, dedicated account representative, optional travel
America-Texas, LLC.	39000460	Mrs. Chris Martin	mbeale@perform-america.com	insurance, and optional online payments
America-Texas, LLC.	33000400	IVII S. CIII IS IVI AI CIII	mseare@perform-america.com	Our company provides the following services for group
				travel:
				- Turn-key experiences for all travel accommodations and
				attractions.
				- Online payment portal options and provides flexible
				payment plans.
				- Directors are informed of the group reservations.
				- A knowledgeable host is provided throughout the trip
				allowing directors to fully enjoy the travel experience.
				- Hotel security is provided for added comfort.
				- \$1,000,000 liability insurance is provided with options to
				increase coverage.
				- A complimentary director's package is provided for every
TEXAS MUSIC			(956) 984-9468	25 paid travelers.
FESTIVALS ENTERPRISE	39001454	Angela Flinchbaugh	info@tmftoursandtravel.com	- All meals, tickets, passes, gratuities, taxes, are included.

### **Procedures:**

- 1. Contact vendor with your student group travel package needs
- 2. Submit a CISD Travel Request to get the travel approved. Attach the Tour Company's contract.
- 3. Payment options: If the tour company is being paid with student/activity funds, the money would need to be deposited into the AF budget account in order to create a PO. (See instructions below.) If the funds are from a Booster Club, they can pay the Tour Company directly.
- Purchase Order instructions (if activity funds are used):
- 1. Transfer the student funds from the activity account to the AF budget account and enter the PO for the amount of the first payment due. Send a copy of the invoice directly to Accounts Payable. Enter all details in description
  - Description: Reservation confirmation/ contract number; subcontractor/ Carrier name (if applicable)
    - School group, # of buses, where to, date of event, time (Who, what, when, where, why)
    - Contact person(s) & cell phone # (s) \* Use a phone # that will be at curbside when bus is scheduled to arrive.\*
- 2. 3 weeks before the next pymt is due, deposit the funds into the AF account and have the <u>same PO</u> increased using the PO Change Request Form to cover the next pymt amount. This way, all transactions are on the same purchase order.

**BUYER: Katy LaBorde**