

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

Buyer: Katy LaBorde
Expiration: July 2025

Commodity #850-001 - Charter Bus

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

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

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

BUYER: Katy LaBorde

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 itinerary along with a payment due schedule.
 You must attach the contract/ itinerary 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
American Classic Tours & Music	90006963	Mark Buley	(210) 963-7173 mbuley@amclass.com
EE Tours	43000398	Matt Koke	(917) 406-3857 matt@eetoursinc.com
EF Educational	*contact Purchasing	Ms. Shea O'Sullivan	(617) 619-1292 lonestarregion@ef.com
Tour-Rific of Texas	00047487	Mr. Jay Kalra	(281) 587-9555 debbie@tour-rific.com
Group Travel Consultants	*contact Purchasing	Mrs. Laurie DeCrotie	(407) 207-4371 laurie@gogtc.com
Perform America-Texas, LLC.	39000460	Mrs. Chris Martin	(281) 886-7690 mbeale@perform-america.com
TEXAS MUSIC FESTIVALS ENTERPRISE	39001454	Angela Flinchbaugh	(956) 984-9468 info@tmftoursandtravel.com

Procedures:

- Contact vendor with your student group travel package needs
- Submit a CISD Travel Request to get the travel approved. Attach the Tour Company's contract.
- 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):

- 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.*

- 3 weeks before the next pymt is due, deposit the funds into the AF account and have the same PO increased using the PO Change Request Form to cover the next pymt amount. This way, all transactions are on the same purchase order.