

**Manager:** Barbara-Anne Harvill

**Effective Date:** 01/03/2022

**End Date:** Term is for 1 year with the option to renew annually for four (4) one (1) year terms.

**Bid Number:** AU-2021-0000293

**Commodity:** Charter Bus Services

### **Frequently Asked Questions**

#### **What is the charter bus services contract?**

Procurement and Business Services is pleased to announce three (3) vendors that will provide Auburn University with charter bus services. The three (3) vendors selected were based on a public RFP, in which all terms, conditions, and specifications were met or exceeded by each company. The three (3) vendors listed below are considered our "Preferred Vendors" for charter bus services. The program is effective immediately.

#### **Who do I contact for assistance?**



Capital Motor Lines  
Douglas Cumuze, Jr  
dc@capitaltrailways.com  
334-832-4166 ext. 106



Cline Tours  
Frank Leyden  
frank@clinetours.com  
205-591-7555



Southern Coaches  
John Adams  
scbus99@aol.com  
334-792-2148

#### **Do we have contract pricing for charter bus services?**

No, Auburn University does not have contracted prices for charter bus services.

#### **How do I have my department's charter trips booked?**

For all bus charter trips, departments will be required to get a quote from all three (3) vendors on this list. Even if the amount is less than \$5,000 you must obtain three (3) quotes. Once the quotes have been attained and reviewed, the department must use the lowest priced vendor for that specific job.

#### **Who needs to sign the charter confirmation?**

Departments will be able to sign the confirmation, provided that the document references the bid number; if the supplier lists terms and conditions on the quote, they must state "the terms and conditions of bid number AU-2021-0000293 supersede any and all terms listed."

#### **Do I have to use the lowest quoted vendor?**

Yes! Because these vendors have been prequalified and vetted, we know that they all provide quality service.

#### **What is the required documentation for these transactions?**

Purchase requisitions must be submitted before booking the trip if the cost is equal to or more than \$5,000. You must have the three (3) quotes attached as backup for the purchase order to be issued. When the invoice is processed to pay the purchase order the quotes do not have to be attached to the eVendor Voucher. If the cost is equal to or less than \$4,999.99, a purchase order is not required, but all three (3) quotes will need to be included in the vendor voucher documentation to pay an invoice.

#### **What is the term of the agreement?**

Agreements with the Preferred Vendors will be evaluated on an annual basis. Therefore, it is very important that we receive input from you regarding the service received from the vendors and the quality of the product produced. Please use the Preferred Vendor feedback form to provide positive or negative feedback related to your charter experience.

Please contact Barbara Anne Harvill at bzb0082@auburn.edu in PBS or call 844-3633, if you have any additional questions.