Manager: Christalyn Thomas
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?
Effective immediately, all Charter Bus agreements/bus confirmations need to be signed by an Auburn University Contracts Officer. Departments are no longer allowed to sign these agreements/bus confirmations on Auburn University's behalf.

1) Charter Bus Agreements/Bus Confirmations under $5,000 must be emailed to VenueContracts@auburn.edu to be signed.
   a) *Please submit backup documentation that shows you chose the lowest-cost Charter Bus supplier when sending your email.*
2) Charter Bus Agreement/Bus Confirmations at $5,000 and above, please submit a purchase requisition; the buyer will route your agreement/confirmation to be signed by a contracts officer.
   a) *Please submit backup documentation that shows you chose the lowest-cost Charter Bus supplier when submitting your purchase requisition.*

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 Christalyn Thomas at cmc0122@auburn.edu in PBS or call 844-3711, if you have any additional questions.