ABC 2016 Fall Summit

So You Need to Charter a Bus?

September 8, 2016
BUS REQUEST FORM
Bus Request Form

- https://afd.calpoly.edu/

- Contracts & Procurement
  Phone: 805-756-2232
  purchasing@calpoly.edu
OUT TO QUOTE
Submit forms **30 days** in advance

Average quote return time of **3-4 Business Days**
BUS PRICING MATRIX
Bus Pricing Matrix

- Sent to Requestor (Quotes: Trip #)
  - Forward to Approving Official

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Hello,

I have attached the matrix outlining the quotes for the requested bus trip for the Employer Development Specialist.

**SLO Safe Ride** is the lowest evaluated quote. Based on the itinerary provided, the invoice total is estimated to be $500.00.

*Note that if you go over the hours estimated on the itinerary there will be an added charge of $82.50 per hour.*

*Please review and have your approving official send me an email to accept the quote.* Once I have their approval I will contact the company to confirm the booking.

Feel free to contact me if you have any questions.
## Bus Pricing Matrix

**Emailed to Requestor**

<table>
<thead>
<tr>
<th>Date(s): 10/8/2016</th>
<th>American Star Trailways*</th>
<th>Ride-On Transportation</th>
<th>SLO Safe Ride</th>
<th>Silverado Stages</th>
<th>Award To: SLO Safe Ride</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,500.00</td>
<td>No Quote</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,425.00</td>
<td>n/a</td>
<td>$925.00</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- (1) 30 Pax
- (1) 42 Pax (1) 50 Pax

<table>
<thead>
<tr>
<th>Amt./Hr. Over Quoted Time</th>
<th>$82.50</th>
<th>$95.00</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quoted Time (Hours)</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
</tbody>
</table>

**Invoice Total Should Be:**

|                      | $1,500.00 | No Quote | $1,000.00 | $1,500.00 |

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*small business discount applied for quote evaluation only*

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**Prepared by:**

Stacie Silva
Student Assistant

Date: 7/27/2016

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**Quote Due:** 9/8/2016

**Trip Number:** 100816-2

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***Please note: There is a 72 hour cancellation policy. Any group canceling within 72 hours of the trip date will be responsible for 100% of the trip cost.***
### Bus Pricing Matrix

- **Small Business Credit**
  - 5% for Evaluation **only**

<table>
<thead>
<tr>
<th>AmericanStar Trailways*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>1,000.00</td>
</tr>
<tr>
<td>$</td>
<td>(50.00)</td>
</tr>
<tr>
<td>$</td>
<td>950.00</td>
</tr>
<tr>
<td>(1) 20+ PAX</td>
<td>82.50</td>
</tr>
<tr>
<td>$</td>
<td>10</td>
</tr>
<tr>
<td>$</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>
Approving Official Signs Off

- Emails sbs-procurement@calpoly.edu

Hello,
This email serves as my approval to move forward with the SLO Safe Ride quote attached.
Thank you,
Charlotte
FINAL BOOKING
Final Booking

- Booking is done after the approval email is received
  - Email Sent to all bus companies (Results: Trip #)
  - Requestor is CC’d

Hello,

**SLO Safe Ride** had the lowest evaluated quote for the trip on 8/4/2016: Career Services to Employer Development Specialists. The recap is attached.

Noah please send over your confirmation with reference to PO #8690.

Thank you all for your quotes.

Regards,
TRIP CONFIRMATION
Trip Confirmation

- Forwarded to Requestor from Procurement Services
  - Confirmation: Trip #

- Requestor signs and sends to bus company
  - CC: sbs-procurement@calpoly.edu
ITINERARY CHANGES
Itinerary Changes

- Requestor/Department should contact the bus company directly

- Re-Quoting or getting Procurement Services involved
  - If your itinerary is changing +/- 10 hours
PAYING THE INVOICE
Paying the Invoice

- Requestor/Department receives the invoice directly

- Process it like a normal invoice
  - Include the PO# found on the Results: Trip # email
We asked the bus companies what they wanted you to know…

TIPS & TRICKS
Tips & Tricks

- Be Flexible with amenities
- Pay your invoice promptly
- List luggage in the “Special Instructions” section
- Ensure there is parking available for the bus at your destination
So You Want to Charter a Bus?

Stacie Ann Silva
sbs-procurement@calpoly.edu
x67512

afd.calpoly.edu/cprm/procurement/bus_requests