

## Charter Transportation Services Memo

Re: Charter Transportation Services

Date: October 2019

---

### Vendor Information:

- Ace Express
  - Contact Information: [sales@aceexpresscoaches.com](mailto:sales@aceexpresscoaches.com), 303-421-2780 or [wopperman@aceexpresscoaches.com](mailto:wopperman@aceexpresscoaches.com)
- Arrow Stage Lines
  - Contract Information: Sheri Kite, [sherri@arrowstagelines.com](mailto:sherri@arrowstagelines.com), 303-373-9119, ext. 114
- Colorado Gray Lines
  - Contact Information: Max Stallings, [max@coloradograyline.com](mailto:max@coloradograyline.com), 303-289-2841
- Hermes Worldwide
  - Contact Information: [groupevents@hermesworldwide.com](mailto:groupevents@hermesworldwide.com), 303-577-7600, ext. 3
- Ramblin Express
  - Contact Information: [sales@ramblin.com](mailto:sales@ramblin.com), 303-572-8687, ext. 3

### How to obtain bus services:

- When you need these services
  - You contact one or more of the vendors above to discuss your event needs (please do so with as much advanced notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
- If the cost is less than \$4,500 for the event, submit a purchase request with sufficient explanation of the event.
- If the cost is over \$4,500 for the event, please contact [bruiz@mines.edu](mailto:bruiz@mines.edu). Please be sure to include the quote with your email.

### Other Information:

- When asking for the quotes make sure you identify that you are with Colorado School of Mines as there is an existing contract between Mines and the vendor.
- Each group is responsible for booking their own buses as well as paying for their own invoices under \$4,500. Above \$4,500 payment will have to be issued through SAIL, not credit card. (see above, you will need to meet Begoña prior to formalizing the booking and you do not need to make a purchase request when above \$4,500)
- Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
- Some of the vendors have a minimum number of hours.
- Some of the vendors also require a deposit.
- Hermes Worldwide has stricter terms on their contract, what that means for you is if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.