

Charter Transportation Services Memo

To: Student Organizations and Student Governing Bodies

From: SAIL

Re: Charter Transportation Services

Date: Spring 2022

Background:

- Mines has contracted with 5 vendors (Ace Express, Arrow Stage Lines, Colorado Gray Line, Hermes Worldwide and Ramblin Express)
- **Contracts are valid through June 30, 2023**

Vendor Information:

- Ace Express
 - Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or wopperman@aceexpresscoaches.com
- Arrow Stage Lines
 - Contract Information: Sheri Kite, sheri@arrowstagelines.com, 303-373-9119, ext. 114
- Colorado Gray Lines
 - Contact Information: Max Stallings, max@coloradograyline.com, 303-289-2841
- Hermes Worldwide
 - Contact Information: groupevents@hermesworldwide.com, 303-577-7600, ext. 3
- Ramblin Express
 - Contact Information: 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 \$5,000 for the event, submit a purchase request with sufficient explanation of the event. Make sure your event is approved before submitting the request.
- If the cost is equal or over \$5,000 for the event, please contact:
 - dtorrez@mines.edu if you are a student club
 - bruiz@mines.edu if you are a student governing body.
 - Please be sure to include the quote with your email and all pertinent information.

Other Information:

- When booking make sure you identify that you are with Colorado School of Mines and 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 \$5,000. Equal or above \$5,000 you need to have SAIL (DeAnna or Begona) do the booking for you with a purchase order.
- 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.