

Charter Transportation Services Memo

Date: May 31, 2023

Background:

- Mines ran a solicitation (MINES19071) to obtain a qualified list of vendors that provided charter transportation services (i.e. buses).
- 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, 2024**

Vendor Information:

- Ace Express
 - Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or erodriguez@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: events@hermesworldwide.com, 303-577-7600, ext. 3
- Ramblin Express
 - Contact Information: sales@ramblin.com, 303-572-8687, ext. 3 or todd@ramblin.com

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 you have long-term bus needs (i.e. athletic events / games), you can schedule the services long term with any of the vendors.
- If the cost is less than \$5,000 for the event, you can pay with Direct Pay or One Card; you do not need a Purchase Order.
- If the cost is over \$5,000 for the event, please contact procurement@mines.edu to issue a Purchase Order. Please be sure to include the quote with your email.
 - If you have long-term bus needs, we can do a fiscal year Purchase Order that covers all year, you just need to provide quotes for the events.

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.
- 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.