



CONTRACT SUMMARY
CONTRACT #08.09.007
Kyrene School District No. 28

*Kyrene School District
Purchasing Department
8700 South Kyrene Road
Tempe, Arizona 85284*

TRAVEL

Page 1 of 3
Date: November, 2008

Buyer Information

Susan Nicholls

Phone: (480) 783-4027

Fax: (480) 783-4033

Contract Terms

Contract Period November, 2008 – November 2009

Maximum Extension November, 2013

Contract awarded to:

Sundance Travel
215 N. 40th Street
Phoenix, AZ 85034

Contact: Charlotte Downing
Phone: 602-275-2400
Fax: 602-267-8095

Stasis Travel
1405 North Dobson, Suite 9
Chandler, AZ 85224

Contact: Jennifer or Andrea
Phone: 480-290-7600
Fax: 480-290-7620

Contract Information

This contract is for Individual Travel Services. The above Vendors were found to be the most responsive and responsible respondents to the proposal. This is a multi-year contract and can be extended up to a maximum of four (4) years on a year-to-year basis. Annual renewals are based solely on the determination of the Glendale Elementary School District as to the performance, costs and general quality of the services provided by the successful Vendor(s) selected.

Please contact one of the above Vendors with your travel specifications. After obtaining your reservation and fare from the agent, initiate a requisition in iVisions so the reservation can be secured with a District purchase order. Industry standards for travel, allow for the pricing to be held for 24 hours, so please expedite your requisition. Once the approval process has been met, the Purchasing Department will email or fax the completed P.O. to the selected Vendor.

Please refer to the following attachments for Vendor travel fees.



Fee Schedule

**Emergency after-hour assistance
by a Sundance Travel agent** **No Charge**

Domestic Fee Chart (Continental US, Alaska, Hawaii, Mexico and Canada)

Southwest Airlines **\$15.00**

All other domestic carriers:

<i>Airline Ticket Amount</i>	<i>Transaction Fee per person</i>
\$0 to \$99.00	\$20.00
\$100.00 to \$199.00	\$25.00
\$200.00 to \$299.00	\$30.00
\$300.00 to \$399.00	\$35.00
\$400.00 to \$499.00	\$40.00

Family of 4 in same transaction (maximum fee) \$80.00

Flat Rate Group Reservations (10+ Passengers) **\$10.00**

International Air Reservations 10% up to max \$150.00

Refunds, Voids and Exchanges **\$15.00**

*Hotel and Car reservations **without** air* **\$15.00**

Visa and Passport Service **\$25.00**

Tours and Cruises **\$15.00**

PROPOSAL COST FORM

Offerors shall clearly detail any and all transaction/processing fees related to travel services. The purpose of this exercise is to evaluate the mark-up required by the travel agency. It is the firm's responsibility to detail all possible fees. Failure to detail these fees will preclude the actual assessment of those fees. Failure to present mark-up costs in a clear and complete manner will result in rejection of offer. Offeror must include all charges involving any of the services outlined in the Scope of Work and Seope Questionnaire. This shall include any separate booking fees for rental cars, hotels, etc.

All fees must be set dollar amounts, not percentages of total purchases.

- | | |
|----------------------|---|
| 1) On-line Booking | \$15.00 per Airline Ticket issued |
| 2) E-Mail Booking | \$15.00 per Airline Ticket issued |
| 3) Phone/In-Person | \$25.00 per Airline Ticket issued |
| 4) Int'l/Exchanges | \$35.00 per Airline Ticket/Exchange |
| 5) Voids/Refunds | No charge |
| 6) Hotel only | No echarge |
| 7) Car only | No charge |
| 8) Overnight fces | No charge |
| 9) Reporting | No charge |
| 10) Meetings/Groups | No charge |
| 11) After-Hours Call | \$25.00 per call (to be billed monthly) Please note ticketing fees may apply! |

Please note that Stasis Travel has negotiated discounted rates with airline, car vendors and hotels throughout the country. We echarge no fees to negotiate discounts on behalf of our clients