

Campus BUS CONTRACT!



Bellair Charters is the WWU approved charter company. They were awarded a contract based upon safety and pricing. As the contracted vendor, Bellair Charters is required to comply with federal and state motor coach safety regulations and laws, and have a satisfactory safety rating from the Department of Transportation. Insurance requirements were set and approved by the campus Risk Manager.

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TIPS

Determine how many passengers will be traveling.

Determine the date(s) and times you will be traveling.

Although charter services are available any time, reservations are required to guarantee availability. Knowing your date(s) and time period will enable you to lock in your reservation.

Identify any special accommodations your group will need.

Special accommodations include wheelchair accessible, multiple stops, or amenities such as beverage and snacks. These need to be identified to ensure an accurate price quote.

“Guesstimate” the cost of the trip.

Using the pricing structure on next page, fill in the values for the following equations:

Price/hr * Number of Hours = Estimated Cost

Price/mile * Number of Miles = Estimated Cost

The Daily Maximum cost is the most you could be charged on an hourly trip.

Call the company to receive a price estimate.

When you have all the details of your trip, contact sales at Bellair Charters to request a price quote. The charter coordinator or sales person will put together a quote for your trip.

If Bellair Charters cannot accommodate your trip because of equipment availability, you may contact Get Away Charters, (360) 225-7492; Hesselgrave, charter@hesselgrave.com; or MTR Western (206) 838-7127 for a price quote.

Forward your Purchase Requisition with accompanying paperwork to Purchasing.

Purchasing will fax the confirmation and Purchase Order number to the charter company.

HOW DO I MAKE A CHARTER RESERVATION?

If Bellair Charters is able to meet your transportation needs and the total cost is less than \$1,000, fill out a Purchase Requisition Form as a Department Order. Provide the charter company the red requisition number off the Purchase Form. **Please remember, if Chart I funds are being used to pay for the trip, it must be student related and restrictions could apply as to whether non-students may be on the bus. Call Purchasing at 3068, if you have questions regarding funding.**

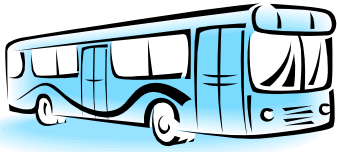
The charter coordinator will issue a confirmation for your trip. You may sign and fax this confirmation form back to the charter company. Be sure to write the purchase order number and the WWU contract number on the confirmation form before faxing.

If the total cost is more than \$1,000, the Purchasing Department will need to enter a regular Purchase Order, using your completed Purchase Form. Please send the completed Purchase Form, along with the trip quote, to Purchasing. Purchasing will fax the confirmation and Purchase Order number to the charter company.

All purchase orders for companies other than Bellair Charters must be sent to Purchasing. Departments cannot place departmental orders for transportation companies other than Bellair Charters.

If you anticipate using charter services multiple times during a year, a Blanket Order can be placed with Bellair Charters.

After you fill out the Purchasing Form for a Department Order, Purchase Order, or Blanket Order, forward it to the Purchasing Department at MS-1390.



Price List

If you have questions, please contact
 Barbara Lewis at (360) 650-3068 or
 Barbara.Lewis@wwu.edu

This is posted at http://www.wwu.edu/depts/purchasing/Documents/charter_bus_pricing.doc

Trips are priced per hour or per mile, whichever is greater.

BELLAIR CHARTERS Contract # BL-1779		
Dispatch Phone: (360) 543-9380; (866-235-5247) Fax: (360) 380-1538 Charter Coordinator: Lisa Oppenhuizen (360) 543-9372		
Capacity	Price per Hour	Price per Mile
56 Passenger Coach	\$78.00	\$3.60
47 Passenger Coach	\$69.00	\$3.35
36 Passenger Coach	\$69.00	\$3.35
30 Passenger Luxury Mini-Coach (ADA Accessible)	\$60.00	\$2.70
20 - 24 Passenger Luxury Mini-Coach (ADA Accessible)	\$60.00	\$2.70
10 - 11 Passenger Van	\$55.00	\$2.50
Show Up Charge For trips ordered but not taken	Per Trip	\$100.00
Overnight Charge Away from station	Per Stay	Add driver's hotel, parking, road tolls, ferry fees
Fuel Surcharge	Varies by fuel cost	
\$3.50 - \$3.89	6%	
\$3.90 - \$4.39	8%	
\$4.40 - \$4.79	10%	
\$4.80 - \$5.18	12%	
\$5.19 - \$5.57	14%	
\$5.58 - \$5.96	16%	

**Deadhead Mile=Miles driven with no passengers.