



Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 1/9/2024

Contract/Agreement Vendor:

Village Tours

Name of Vendor & Contact Person

m.baker@govillagetravel.com

Vendor Email Address

Coach bus - OMS choir competition in Keller, TX.

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

OMS Choir

Reason/Audience to benefit

2/12/2024

BOE Date

\$ 3,630.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Hanna Johnson, OMS Choir Director

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Darrin Davis, Exec. Dir. of Fine Arts

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: no

Leadership Team Member: Steve Dunn

Funding Source: Activity Fund

Fund/Project

Fund 68, Proj 833, OMS Choir

OCAS Coding



Consent



Action

Contract between BAPS and Village Travel, for OMS Choirs traveling to Keller, TX, for competition:

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

Quotation Details

Village Travel

Client	Hannah Johnson	Quotation ID	98202
Company	Broken Arrow Oliver Middle Show Choir	Movement ID	112663
Group	Show Choir Competiti	Passengers	42
Customer Info		Distance	700
Pick-up	Oliver Middle School	Destination	Keller Central High School, TX
Departure	Thu 2/22/2024 09:00	Arrival	Thu 2/22/2024 14:25
One Way	No	Leave	Fri 2/23/2024 10:00
		Drop Off	Fri 2/23/2024 15:25

First Pick-up Instructions

3100 West New Orleans Street, Broken Arrow, OK, 74012

Destination Instructions

9450 Ray White Road, Fort Worth, TX, 76244

Quantity	Seats	Vehicle Description	Unit Price	Price	Total
1	56	Deluxe Motorcoach	\$3,600.00	\$3,600.00	\$3,600.00
				\$3,600.00	\$3,600.00

Quantity	Description	Unit Price	Price	Total
1	Tolls	\$30.00	\$30.00	\$30.00
			\$30.00	\$30.00

Vehicle Totals

\$3,630.00

\$3,630.00

Itinerary

Group Information

Quote includes tolls. It does not include driver lodging, gratuities, or parking fees.

This is a quote. A bus has not been reserved/confirmed at this time. Subject to availability. To confirm this trip, please contact us by email or phone.

Cost does not include driver lodging, gratuities, or parking fees. These fees are the responsibility of the charter party. Quote includes tolls and 25 daily shuttle miles.

Federal Motor Carrier Safety Regulations require that a driver have 8 consecutive hours off duty after 15 hours on duty or 10 hours driving.

Estimate is given based on the limited information provided. The cost is subject to change to reflect the actual final written itinerary, which is due 14 days prior to departure.

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or ch

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Customer Info		Distance	700

Items	Included	Items	Included
Driver Lodging	No	Gratuities	No
Parking Charges	No	Tolls	Yes

GENERAL TERMS AND CONDITIONS
(ATTACHMENT A)

Wichita: (316) 721-4455
Oklahoma City: (405) 427-8688
Salina: (785) 825-4410



Tulsa: (918) 739-3673
Fort Smith: (479) 478-9780
Springdale: (479) 419-9960
Springfield: (417) 427-6167

Itineraries: To provide the best possible service to you, we require a detailed itinerary at least fourteen (14) days prior to departure. We are often not able to accommodate changes requested within 14 days.

Prices: Prices are based on information furnished to us at the time of booking. Extensions or changes in service may result in additional charges. Prices reflect current laws including driver hours of service regulations. Village reserves the right to adjust the final price of your trip to reflect any changes necessary to comply with applicable law(s).

Compliance with Laws: Village always puts safety first. All itineraries must allow the driver and the company to comply with all Federal, State, and Local laws, regulations, and ordinances. By U.S. Federal law, drivers are limited to: a) 15 hours on duty in any one day (including ½ hour driver preparation); and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. Upon reaching your destination or once the driver's available hours have been used, the driver must have a minimum of 9 consecutive, uninterrupted hours off-duty. The Village sales staff will assist you in determining if your trip can be done with one driver, or if multiple drivers are required. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted, or the itinerary must be changed to allow for only one driver. If traveling to Canada, hours of service regulations vary.

Arrival and Departure Times: Adherence to scheduled times is often subject to matters beyond our control. We do not guarantee any arrival or departure times. We will not violate traffic laws and will not be held responsible for any delays, changes of schedule, or loss(es) resulting directly or indirectly from and including, but not limited to: delays caused by acts of nature, authority of law, accidents, breakdowns, road conditions, and/or other conditions beyond the company's control.

Fuel Costs are at times volatile. Village makes every effort to quote and contract trips with national forecasting. In the rare event of a substantial change in fuel prices, we reserve the right to charge a fuel surcharge to recover these additional costs. If required, this adjustment would be made prior to departure and the customer has the ability to cancel without charge.

Deposit is a minimum of \$200 or 15% of total charter amount, whichever is greater. Deposit amount(s) are listed in the confirmation letter and are due along with a signed copy of the contract seven (7) days after booking. Charter(s) are subject to cancellation without notice if deposit(s) are not received within this time. Last-minute charter contracts must be paid in-full immediately.

Final Payments: Payment in full must be received at least 14 days prior to the scheduled departure unless the charter order states otherwise. Charters not paid in full within this time frame are subject to cancellation without notice.

Cancellations by Customer: Cancellations made at least 30 days prior to departure will be refunded in full. 15-29 days prior to departure will be charged the deposit amount. 0-14 days prior to departure will be charged 70% of the final price regardless of cause.

Cancellations by Village: Village reserves the right to cancel or sub out any charter up until the departure date due to a State of Emergency anywhere in the United States which requires immediate service to sustain human life.

Overnight Trips: Customer is responsible for the driver(s) overnight room accommodations, unless you and the company have agreed in advance that the company will provide the driver's room and bill you for the charges. To ensure proper rest, each driver must have a private room with private restroom/shower accommodations. Expect to spend \$125-\$175 per night for each driver room. Should the room not be acceptable to the driver, Village will place driver in another hotel and bill customer for the cost.

Gratuities: Gratuities to drivers, though customary, are discretionary and are not included in the price unless otherwise specified in the agreement. A gratuity is always appreciated for a job well done. The average gratuity is \$3-5 per person per day.

Coach Idling: Village maintains a low engine idling policy to keep your costs low and the environment clean. Certain cities and engines allow for no engine idling. Please respect your driver when asked to exit the coach.

Force Majeure or Impossibility of Performance: In the event of a forced cancellation, the standard cancellations policy is followed.

Weapons: No weapons are allowed onboard the coach, loaded, or unloaded, except for military personnel or licensed police officers.

Unpaved Roads: Unpaved surfaces along the desired route must be pre-approved by management. Road conditions and poor weather are hard to predict, therefore the driver will ultimately determine whether the unpaved surface is safe to travel. All costs associated with towing a bus from unpaved surfaces is to be paid by customer.

Safety: For safety reasons, we ask that passengers remain seated while the bus is in motion. The total number of passengers cannot exceed the seating capacity of the coach. Safety regulations require that the center aisle of the coach be always kept clear.

Supervision and Discipline: The chartering party is responsible for providing adequate supervision and discipline. If minors are traveling, a responsible adult must be always aboard each bus. For your safety, your driver must devote his/her attention to driving.

Lost or Damaged Items: Village is not responsible for any items left, lost, stolen, or damaged on the coach. The company assumes no risk for handling baggage and/or other passenger's property. If you believe you lost an item on a Village coach, please contact our office and we will attempt to locate it.

Luggage & Carry-ons: The chartering party may only bring luggage and other property in an amount that can be conveniently carried in the charter bus. We ask that each item not exceed 50 pounds. Items more than 50 pounds will not be handled by your driver.

Video & Music Policy: Videos with adult content are not permitted. Please refrain from showing videos with many loud noises as this is very distracting to the drivers. Village reserves the right to deny the chartering party use of video equipment on the coaches at any time, for any reason. Audio and visual equipment on Village motor coaches is provided as equipment only, free of charge. Village does not provide media of any type. No license to play copyrighted music or video productions is provided by Village. Any licenses, fees, or other grants and permissions necessary for playing copyrighted material is the sole responsibility of the Chartering Party/Lessee. Village is not responsible for loss or damage to any media played on the equipment we provide.

Amenities: Amenities on the coach such as W I F I , radio, CD player, video player, PA system, restroom, etc. are provided free of charge to our customers. Should a specific amenity be unavailable or inoperable, Village will not be liable for its availability or performance.

Cleaning: We work very hard to keep our coaches clean. Please help us by keeping the floor clear of trash and keeping drinks covered to avoid spills. Drivers will make every effort to have the coach cleaned and washrooms serviced on extended trips. Excessive vehicle cleaning charges may be billed to the customer.

Mechanical Difficulties: If a Village coach is not available to begin or complete a charter due to a mechanical issue, substitutions may be made with another carrier to perform the service. Village's liability due to the breakdown is limited to the cost of completing the charter contract with another motor coach company or the total price of the initial charter contract.

Smoking and Alcohol: Village prohibits the use of both traditional smoking and e-cigarettes on the coach. Alcoholic beverages are allowed in moderation and with prior approval for select groups. Fraternities and Sororities are not allowed alcohol on the coach and any violation of this will result in a minimum charge of \$500 per motor coach. The driver has the complete authority to restrict consumption and eject anyone from the group who is unruly. Village maintains no liability for any expenses incurred.

Damages to the Vehicle: Any damage to the vehicle, inside or outside, caused by the chartering party will be charged to the chartering party.

Accommodations for the Disabled: Any group or passenger who requires an ADA accessible bus is requested to inform us at the time of the reservation and must notify us no later than 48 hours prior to the charter's departure.

Insurance: Village carries liability coverage should you be involved in an accident. Village also offers an additional insured provision on our insurance policy should you require this. This request must be made at the time you charter the coach.

Signing the provided acceptance form serves as your acceptance of these terms and conditions (contract)

Brown, Janet L

From: Good, Lisa S
Sent: Friday, January 19, 2024 8:05 AM
To: Contracts BAPS
Subject: RE: Contract-OMS Choir, Village Tours

There really are no other reliable charter service companies.

Lisa Good
Director Secretary-Fine Arts
Broken Arrow High School
918.259.8553
www.bafinearts.com

-----Original Message-----

From: Contracts BAPS <contracts@baschools.org>
Sent: Friday, January 19, 2024 8:03 AM
To: Good, Lisa S <lsgood@baschools.org>; Contracts BAPS <contracts@baschools.org>
Cc: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: RE: Contract-OMS Choir, Village Tours

Hello!

On the Village Tours, did you get other bids from other travel agencies for this event? If so, who?

JB

-----Original Message-----

From: Good, Lisa S <lsgood@baschools.org>
Sent: Thursday, January 11, 2024 1:28 PM
To: Contracts BAPS <contracts@baschools.org>
Cc: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: Contract-OMS Choir, Village Tours

There was a page skipped by the scanner - this copy contains all pages.

Let us know if you need anything further.

Thanks,

Lisa Good
Director Secretary-Fine Arts
Broken Arrow High School
918.259.8553
www.bafinearts.com

Good, Lisa S

From: Johnson, Hannah G
Sent: Wednesday, January 10, 2024 2:19 PM
To: Good, Lisa S
Subject: Re: Village Travel Quotation 98202

I just got off the phone with them and the agreement she is referring to is the contract. Does the quote need to go before the board or just the contract? And a PO will suffice for the deposit.

Thank you!

Hannah Johnson

Director of Choirs

Oliver Middle School



From: Good, Lisa S <lsgood@baschools.org>
Sent: Tuesday, January 9, 2024 1:55 PM
To: Johnson, Hannah G <hgjohnson@baschools.org>
Cc: Davis, Darrin <ddavis1@baschools.org>
Subject: FW: Village Travel Quotation 98202

Hi Hannah,

A few questions...

The bottom of the Terms and Conditions page mentions a "signing an acceptance form". Did you get that form? If so please send it, also.

Are you ready for this to go to Committee? I can submit this for you today, but the next BOE meeting isn't until 2/12. Since your trip is 2/22, you might need to contact Village regarding the deposit that is mentioned in the email.

Thanks,

Lisa Good

Director Secretary Fine Arts

Broken Arrow High School

918.259.8553

www.bafinearts.com



From: Johnson, Hannah G <hgjohnson@baschools.org>
Sent: Tuesday, January 9, 2024 1:42 PM
To: Davis, Darrin <ddavis1@baschools.org>
Cc: Good, Lisa S <lsgood@baschools.org>
Subject: Fw: Village Travel Quotation 98202

Hi!

See the attached quote for a charter bus for OMS Vocal to travel to Texas for a show choir trip.

Hannah Johnson

Director of Choirs

Oliver Middle School



From: Village Travel <m.baker@govillagetravel.com>
Sent: Tuesday, January 9, 2024 1:33 PM
To: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: Village Travel Quotation 98202

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Date: 1/9/2024

Dear Hannah Johnson

Thank you for allowing Village Travel the opportunity to quote your upcoming trip!

Please review the attached quotation ID **98202**.

Understand that this trip is not booked,
and no coach is held for you at this time.

We must hear back from you to convert this into a charter.

The trip's rates are based on the information supplied by you and include all expenses with the exception of drivers' rooms, tolls, parking fees, and driver gratuity, unless specified within the quotation details. If route, overall mileage, or length of charter change, the final price will change to

reflect actual charter. These quoted prices are good for a period of 30 days from the time of quote request.

Next step: When ready to reserve your coach, please call or e-mail. We will send you a contract to sign and return and kindly request a deposit of \$200 or 15% of total charter amount, whichever is greater. The remaining balance is due two weeks before your trip departs.

Contact us: Feel free to call or e-mail any time at 918-739-3673 or visit us online at www.govillagettravel.com to send us an email. Also, while online, take a look at our modern fleet and the great features they offer.

We look forward to hearing from you soon!

Thanks for the opportunity,

Maddison Baker

Charter Sales Coordinator

19414 E Admiral Place

Catoosa OK 74015

918-739-3673



Village Travel • 800-333-0312 • www.govillagettravel.com
Wichita • Salina • Oklahoma City • Tulsa • Little Rock • Fort Smith • Springdale • Springfield

Brown, Janet L

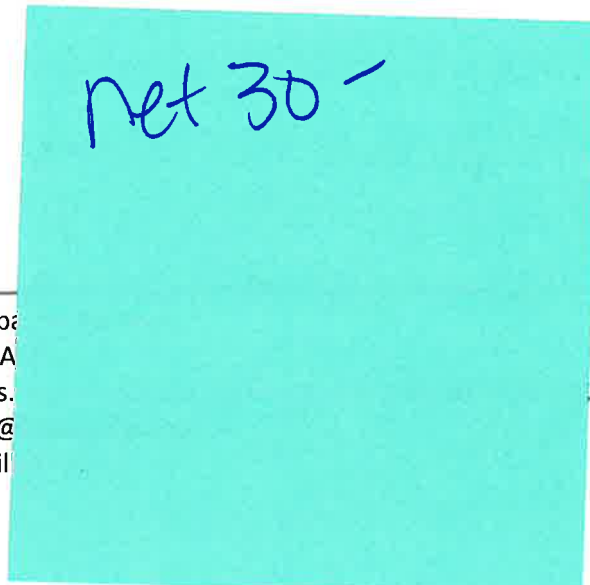
From: Johnson, Hannah G
Sent: Friday, January 19, 2024 2:14 PM
To: Contracts BAPS
Subject: Re: Contract-OMS Choir, Village Tours

I looked into Overland Charter, and they did not have any buses available for the dates I am needed.

Thank you!

Hannah Johnson

*Director of Choirs
Oliver Middle School*



From: Contracts BAPS <contracts@baschools.org>
Sent: Friday, January 19, 2024 8:02 AM
To: Good, Lisa S <lsgood@baschools.org>
Cc: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: RE: Contract-OMS Choir, Village Tours

Hello!

On the Village Tours, did you get other bids from other travel agencies for this event? If so, who?

JB

-----Original Message-----

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Cc: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: Contract-OMS Choir, Village Tours

There was a page skipped by the scanner - this copy contains all pages.

Let us know if you need anything further.

Thanks,

Lisa Good
Director Secretary-Fine Arts
Broken Arrow High School

Brown, Janet L

From: Johnson, Hannah G
Sent: Wednesday, January 24, 2024 8:18 AM
To: Good, Lisa S; Contracts BAPS
Subject: Fw: Charter ID 72214 2/22 Fort Worth TX

See below:

Hannah Johnson

Director of Choirs

Oliver Middle School



From: Maddison Baker <m.baker@govillagetravel.com>
Sent: Wednesday, January 24, 2024 8:00 AM
To: Johnson, Hannah G <hgjohnson@baschools.org>
Subject: Charter ID 72214 2/22 Fort Worth TX

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

We will accept a Net 30 please also send a PO for this trip so we can get it noted on the account. Please send over the signed contract, an itinerary, and a point of contact as well.

Thank you



Do more of what you love

Maddison Baker

VILLAGE TRAVEL
CHARTER SALES COORDINATOR

Office 918 739 3673 Direct 918 379 9221
govillagetravel.com m.baker@govillagetravel.com
19414 E Admiral Place, Catoosa, OK 74015

The trip's rates are based on the information supplied by you and include all expenses with the exception of drivers' rooms, tolls, parking fees, and driver gratuity, unless specified within the quotation details. If route, overall mileage, or length of charter change, the final price will change to reflect actual charter. These quoted prices are good for a period of 30 days from the time of quote request.

Next step: When ready to reserve your coach, please call or e-mail. We will send you a contract to sign and return and kindly request a deposit of \$200 or 15% of total charter amount, whichever is greater. The remaining balance is due two weeks before your trip departs.

Contact us: Feel free to call or e-mail any time at 918-739-3673 or visit us online at www.govillagetravel.com to send us an email. Also, while online, take a look at our modern fleet and the great features they offer.

We look forward to hearing from you soon!

Thanks for the opportunity,

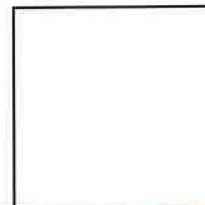
Maddison Baker

Charter Sales Coordinator

19414 E Admiral Place

Catoosa OK 74015

918-739-3673



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