

# BROKEN ARROW PUBLIC SCHOOLS

*Educating Today \* Leading Tomorrow*

**Contract Committee Review Request**

**MUST BE COMPLETED IN FULL**

Date: 7/29/21

Contract/Agreement Vendor: Village Tours & Travel

Name of Vendor \_\_\_\_\_  
 Becky Fields 918-739-3673

Contact Person Phone Number \_\_\_\_\_  
 19414 E Admiral Place

Address \_\_\_\_\_  
 Catoosa OK 74015

City State Zip \_\_\_\_\_

b.fields@govillagetravel.com

Email address – if vendor wants the agreement returned via email \_\_\_\_\_

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :**

**W9** \_\_\_\_\_

**And** \_\_\_\_\_

**Vendor Registration** \_\_\_\_\_

Approved Fundraising Expense

Person Submitting Contract/Agreement for Review: Steve Dunn Athletic Department  
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: Cheer Program

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz**

Principal and Director or Administrator: \_\_\_\_\_  
Signature

Does this Contract/Agreement utilize technology? No  Yes

Has it been reviewed by the Chief Technology Officer? No  Yes

If yes, Approved by: \_\_\_\_\_  
(Signature) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): \_\_\_\_\_  
Signature

Funding Source: District Adm Acct Coke  
Description OCAS Coding

Process: PLEASE FOLLOW ALL STEPS

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 8.9.21"  
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
7. Keep copy for your records

*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 8:30a.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 Karen Steitz. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

## MEMORANDUM

To: Dr. Janet Vinson  
From: Steve Dunn  
Date: August 9, 2021  
Re: Village Tours & Travel: Consent Agenda

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### **SUBJECT**

Accept and approve the NEW agreement between Broken Arrow Public Schools and Village Tours & Travel, to provide 1 charter bus for the Broken Arrow Cheer team to travel to Mansfield, TX for the Varsity football game August 27, 2021. Total cost to the District will be \$2,996.00 and will be paid from the Administrative Activity account. S. Dunn

### **ENCLOSURES/ATTACHMENTS**

Agreement

### **SUMMARY**

The agreement between the District and Village Tours & Travel will allow transportation to Mansfield, TX on August 27, 2021.

### **FUNDING**

Administrative Activity Account

### **RECOMMENDATION**

Approve

# Quotation Details

Village Travel

|   |   |   |   |
|---|---|---|---|
| <b>Client</b><br><b>Company</b><br><b>Group</b><br><b>Customer Info</b> | Michele Vasquez<br>Broken Arrow High School<br>RQ Hale and Burt | <b>Quotation ID</b><br><b>Movement ID</b>                               | 71351<br>82211  |
| <b>Pick-up</b><br><b>Departure</b><br><b>One Way</b>                    | BAPS Varsity Training Center - OK<br>Fri 8/27/2021 12:00<br>No  | <b>Passengers</b><br><b>Distance</b>                                    | 611.5   |
|   |   | <b>Destination</b><br><b>Arrival</b><br><b>Leave</b><br><b>Drop Off</b> | Mansfield Tx<br>Fri 8/27/2021 17:55<br>Sat 8/28/2021 10:00<br>Sat 8/28/2021 15:55 |

| First Pick-up Instructions | Destination Instructions |
|----------------------------|--------------------------|
|----------------------------|--------------------------|

2200 N 23rd St, Broken Arrow, OK 74012

| Quantity | Seats | Vehicle Description | Unit Price | Price             | Total             |
|----------|-------|---------------------|------------|-------------------|-------------------|
| 1        | 56    | Deluxe Motorcoach   | \$2,976.00 | \$2,976.00        | \$2,976.00        |
|          |       |                     |            | <u>\$2,976.00</u> | <u>\$2,976.00</u> |

| Quantity | Description | Unit Price | Price          | Total          |
|----------|-------------|------------|----------------|----------------|
| 1        | Tolls       | \$20.00    | \$20.00        | \$20.00        |
|          |             |            | <u>\$20.00</u> | <u>\$20.00</u> |

|                |                   |                   |
|----------------|-------------------|-------------------|
| Vehicle Totals | <u>\$2,996.00</u> | <u>\$2,996.00</u> |
|----------------|-------------------|-------------------|

| Itinerary | Group Information |
|-----------|-------------------|
|-----------|-------------------|

Price for 1 day \$2766 Same day trip  
 Price for 2 days \$2996 Overnight trip

POC - Amanda Snider

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 changes in service may result in additional charges.

Cost does not include driver lodging or parking fees and is the responsibility of the charter party.

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

# GENERAL TERMS AND CONDITIONS

(ATTACHMENT A)



# VILLAGE TRAVEL

Tulsa: (918) 739-3673

Fort Smith: (479) 478-9780

Springdale: (479) 419-9960

Springfield: (417) 812-5567

Wichita: (316) 721-4455

Oklahoma City: (405) 427-8688

Salina: (785) 825-4410

**Itineraries:** 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. Itineraries should be received in our office at least fourteen (14) days prior to departure. Our driver will be given a copy of your itinerary, and instructed to follow it closely. Please make any change requests prior to departure. Extension or changes in service may result in additional charges.

**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, terrorism, war, accidents, breakdowns, road conditions, and/or other conditions beyond the company's control.

**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 period. 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 we receive and approve a purchase order or the charter order states otherwise. Charters not paid in full within this time frame are subject to cancellation without notice. Payments must be made in cash or check payable to Village Travel.

**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.

**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:** The 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.

**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. An average gratuity is \$2 per person per day.

**Coach Idling:** Village maintains a low engine idling policy in order 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 made by an official organization outside of the company contracted with Village Travel, due to an OFFICIAL pandemic or Epidemic, only actual costs incurred will be charged.

**Unpaved Roads:** Unpaved surfaces along the desired route must be pre-approved by management. Road conditions and inclement weather are hard to predict, therefore the driver will ultimately determine whether the unpaved surface is safe to travel.

**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 kept clear at all times.

**Supervision and Discipline:** The chartering party is responsible for providing adequate supervision and discipline. If minors are traveling, a responsible adult must be aboard each bus at all times. 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 including, but not limited to, luggage, clothing, cell phones, jewelry, cash, cameras, packages, etc. 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 in excess of 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 radio, CD player, video player, PA system, restroom, etc. are provided as a service to our customers. Should a specific amenity be unavailable or inoperable, Village will not be liable for its availability or performance.

**Wireless Internet:** Many coaches have wireless internet available for your use. The service is cellular based and may often not be available. Village is not liable for the availability or performance of the wireless internet.

**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:** In the event that 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. 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.

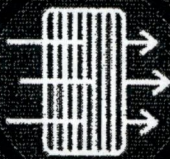
**Accommodations for the Disabled:** Any group or passenger who requires an ADA accessible bus is requested to inform us at the time of the reservation, and must notify us no later than 48 hours prior to the charter's departure.

**Please sign and return copy of the contract with your payment.  
THANK YOU!**

# YOU ARE SAFE WHILE TRAVELING WITH VILLAGE



Bus fogged  
daily



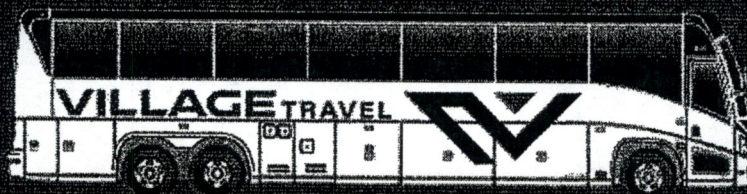
Highest MERV count  
filters available for  
functional operation



Drivers wear  
masks



Replacement  
drivers on standby



Hand sanitizer  
in restroom



Sick kit onboard  
each bus  
(57 masks, 57 sets of gloves,  
disinfectant)



Hand sanitizer  
at entrance



All touch surfaces  
disinfected daily



All drivers  
Self-certified as  
feeling well and  
COVID-19 symptom  
free

*7,500+ days of service without a reported illness from use of bus.*

# Quotation Details

Kincaid Coach Lines, Inc

|              |   |              |       |
|--------------|---|--------------|-------|
| Client ID    | Ms A Snider<br>Broken Arrow Pom Squad Tigetts/and | Quotation ID | 23962 |
| Client       |   | Movement ID  | 30692 |
| Company      |   | Passengers   |       |
| Client Ref 1 |   | Distance     | 636.6 |
| Client Ref 2 |   |              |       |

|                 |                          |            |              |                          |
|-----------------|--------------------------|------------|--------------|--------------------------|
| First Pick-up   | Broken Arrow High School |            | Destination  | Manfield TX              |
| Pick-up Date    | Fri 8/27/2021            | Time 14:30 | Arrival Date | Fri 8/27/2021 Time 20:20 |
| Single Journey  | No                       |            | Leave Date   | Sat 8/28/2021 Time 08:00 |
| Vehicle To Stay | Yes                      |            | Back Date    | Sat 8/28/2021 Time 13:55 |

| Quantity | Seats | Vehicle Description | Unit Price | Price      | Tax % | Tax    | Total      |
|----------|-------|---------------------|------------|------------|-------|--------|------------|
| 1        | 56    | Motor Coach         | \$3,278.94 | \$3,278.94 | 0     | \$0.00 | \$3,278.94 |

| Quantity | Description    | Unit Price | Price   | Tax % | Tax    | Total   |
|----------|----------------|------------|---------|-------|--------|---------|
| 3173.94  | Fuel Surcharge | \$0.03     | \$95.22 | 0     | \$0.00 | \$95.22 |

|                 |            |        |            |
|-----------------|------------|--------|------------|
| Movement Totals | \$3,374.16 | \$0.00 | \$3,374.16 |
|-----------------|------------|--------|------------|

| Included Items  | Included | Included Items | Included |
|-----------------|----------|----------------|----------|
| Driver Gratuity | No       | Driver Lodging | No       |
| Fuel Surcharge  | Yes      | Tolls          | Yes      |
| Wi-Fi           | Yes      |                |          |