



**GOVERNING BOARD AGENDA ITEM FORM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: September 4, 2012

TITLE: Award of Contracts for Student Travel Services Based on Responses to Request for Proposal (RFP) 11-0074

BACKGROUND:

The District requires the services of vendors who provide package student travel services to band and orchestra competitions and other educational venues to include historical, scientific, natural history and cultural sites. Travel services may include transportation, lodging and meal service.

Responding vendors were evaluated on the travel itineraries offered, security provided, educational opportunity, and cost per student. Security required including bus company DOT safety record and hotel security, (monitored interior hallways, no balconies, or first floor rooms, etc.). Six vendors responded.

One vendor provided a late bid and the other did not include their transport company's DOT rating. The remaining four vendors all demonstrated their ability to provide student travel services to K-12 students. The Administration recommends the Governing Board approve the award of contracts to Southwest Road Trips, Project Exploration, Forum Music Festivals and EPN Travel Services. District schools may then select a vendor based on their availability, venue options, educational experience and the cost per student.

RECOMMENDATION:

The Administration recommends that the Governing Board make the determination that a single award is not advantageous to the District and approve the Award of Contracts for Student Travel Services to Southwest Road Trips, Project Exploration, Forum Music Festivals, and EPN Travel Services based on their responses to (RFP) 11-0074.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: August 27, 2012

Patrick Nelson

Patrick Nelson, Superintendent

Southwest Road Trips

Southwest Road Trips specializes in packaged Arizona tours to include the Grand Canyon, Lowell Observatory, Kartchner Caverns, Kitt Peak, the Arizona State Capital and the Arizona Science Center. Their transportation company Arrow Stage Lines had a satisfactory safety rating at their last DOT compliance review. Ratings are either satisfactory or unsatisfactory. A Northern Arizona tour with one night lodging and all meals to the Grand Canyon, Lowell Observatory, Sunset Crater, Wupatki National Monument and Glen Canyon is \$275 per student. When lodging is required the vendor selects hotels with indoor corridors, on-site security guards, with periodic night checks. References were provided from nine Arizona K-12 schools.

Project Exploration

Project Exploration specializes in educational field trips, each trip focusing on a minimum of three scientific requirements. Lodging is selected based on neighborhood quality, non-smoking and non-adjoining rooms. Code words are used by the night security staff. Transportation is provided by American Explorer Motor Coach and Copper State Tours. Both companies have a satisfactory DOT rating. Instructors and tour guides are background checked through Contemporary Information Corporation. Their Geology Quest is a one day trip to a geologic sinkhole, Montezuma's Well, Oak Creek Canyon, the Museum of Northern Arizona and Sunset Crater. The cost per person is \$100. References, a room instruction brochure and a list of lodging facilities were provided.

Forum Music Festivals

Forum Music Festivals facilitates competitive forums for K-12 music groups to include concert band, wind, guitar, jazz, percussion, jazz choir, chamber singers, orchestra, parade band, dance team and color guard. Adjudication is based on national standards as outlined by the National Association for Music Education. Their trip cost is inclusive to include travel, meals, lodging and workshop and festival bus transfers. All students are booked into hotels with interior corridors. First floor rooms and rooms with exterior balconies are not utilized. Pay for view channels and long distance telephones are blocked. Hotels are pre-inspected by Forum Music Festival staff for a safe location, hotel security arrangements and a student-friendly staff. Mountain View Tours, All Aboard America and Tour West America all have a satisfactory DOT rating. References were provided. A two night festival package is \$249 per person.

EPN Travel Services

EPN began as an end-of-summer band workshop facilitator now providing year round band performance opportunities at athletic events and other venues. Their sample tour was Music in the Parks workshop in Southern California, to include a performing arts venue and awards ceremony. The cost per student was \$359.00 for the three day trip. References were provided. Mountain View Tours, the transportation company utilized has a DOT rating of satisfactory.