



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

DATE OF MEETING: **June 26, 2018**

TITLE: **Award of Contract for Travel Agent Services Based Upon Responses to Request for Bid (RFB) 05-08-2018**

BACKGROUND:

Request for Bid 05-08-2018 was e-mailed to seven vendors, a notice of the published RFB was e-mailed to vendors with the travel services commodity code via Procure AZ (Arizona State Bidder's List), and the link to *PublicPurchase* published on the District's website. This RFB was also e-mailed to vendors registered on the *PublicPurchase* website since it was determined that competitive sealed bidding electronically was advantageous to the District for this procurement. The solicitation asked for bids for travel agent services on an as needed/as required basis. Three vendors responded with responsive bids. See attached spreadsheet.

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board award a contract to Bon Voyage Travel based on their bid response to RFB 05-08-2018. This contract will begin on July 1, 2018 and expire on June 30, 2019 with the option to renew for four additional fiscal years.

INITIATED BY:

Scott Little, Chief Financial Officer

Date: May 31, 2018

Todd A. Jaeger, J.D., Superintendent