



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

DATE OF MEETING: **June 4, 2013**

TITLE: **Award of Contract for Travel Agent Services Based Upon Responses to Request for Bid (RFB) 12-0072**

BACKGROUND:

Request for Bid (RFB) 12-0072 was e-mailed to nine vendors and published on the District's website requesting pricing for travel agent services. Three vendors responded. One vendor did not meet the District's specifications.

Description	<i>Avenues to Travel</i>		<i>Sunward Adventures</i>	
	Fee	Comments	Fee	Comments
Ticket/Service Fee per Ticket Issued	\$25.00	\$35.00 for International	\$15.00	\$15 is Minimum Amount; Fee = 5% of Base Not To Exceed \$25
Exchange/Reissue Fee	\$25.00	\$35.00 for International	\$15.00	
Cancellation/Refund Fee	\$25.00	\$35.00 for International	\$0.00	No Charge for This Service
Hotel Reservation Fee	\$10.00	\$15.00 for International; No Fee if with Air	\$15.00	No Charge if Commissionable
Car Rental Fee	\$10.00	\$15.00 for International; No Fee if with Air	\$5.00	No Charge if Commissionable

RECOMMENDATION:

It is the recommendation of the Administration that the Governing Board make the determination that a single award is not advantageous to the District and awards multiple contracts to Avenues to Travel and Sunward Adventures based on each vendor's response to RFB 12-0072.

INITIATED BY:

Scott Little

Scott Little, Chief Financial Officer

Date: May 28, 2013

Patrick Nelson

Patrick Nelson, Superintendent