

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8354

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**NOTICE OF CONTRACT UPDATE**

1. DATE: July 30, 2019
2. COMMODITY NAME: Charter Bus Services
3. CONTRACT NUMBER: 59-14jwc (see customized contract numbers, attached)
4. CONTRACT PERIOD: August 1, 2019 through August 31, 2019
5. RENEWAL OPTIONS: No renewals remaining
6. CONTRACTOR(S): See attached for Contractor information
7. TERMS: Net 45
8. FOR INFORMATION CONTACT: Ellen Mayhugh, Jr Buyer  
PH (540) 422-8352  
[ellen.mayhugh@fauquiercounty.gov](mailto:ellen.mayhugh@fauquiercounty.gov)

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please read further for additional instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Scheduling of service, inspection upon completion, and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax, courier or e-mail.
5. Renewals: As stated on the face of this notice, three (3) one-year renewal terms available on this contract.
6. Annual RFP Re-Issue: The Owner reserves the right to add additional Contractors to the contract assuming they submit a proposal and meet the proposal criteria. The process will only be conducted once each year during the renewal period. The Owner will re-issue the RFP approximately ninety (90) days prior to the expiration of the current contract term and Offerors shall respond as directed in the re-issued RFP, this applicable to new Offerors only and is not applicable to awarded Contractors.
7. Use of Contract by Other Jurisdictions: As allowed in Section 2.2-4304, Code of Virginia, other public bodies may purchase from this contract with the authorization of the awarded firm, since the “Use of Contract by Other Political Jurisdictions” clause was contained in the original solicitation (reference page 16, Item 40, of RFP# 59-14jw). A copy of the original RFP and any other pertinent information may be obtained by contacting the Procurement contact person listed on the front of this document, for assistance and reference.
8. Method of Ordering: The Owner reserves the right to solicit quotes, based on the current contract, for services from several contracted

commercial carriers for Charter Bus Services, and to select the Contractor with the best price and availability. The Contractor shall accept Owner Purchase Order(s) as the approved method of ordering for services. Purchase orders will be issued on an as-required basis throughout the term of this contract.

All Contractors have readily available buses with amenities that meet the requirements of this RFP and with sufficient notice they can support specific amenities (i.e. handicap accessibility). It is strongly recommended all departments and schools call and obtain quotes from more than one (1) of the commercial carriers listed on pages 4 and 5.

Each Contractor has certified their compliance with the requirements through this RFP process, therefore, schools should only use the commercial carriers listed on pages 4 and 5 for charter bus services.

## Contract #59-14jwc, Charter Bus Services

*Contact the Procurement Division for copies of the Request for Proposal, Contract Agreements, and any other additional information necessary. Pricing for trips will be dependent on the time of year, length of trip, fuel price, etc. Please call to get a quote for each trip. It is highly recommended to call more than one company to compare pricing at time of booking. If any trip will exceed \$5,000.00 threshold requiring competition, at least three (3) quotes must be obtained from these authorized charter bus providers.*

Commercial Carrier (alphabetical order)& Contract Number	Vendor Number	Contact Information	Negotiated Terms (in addition to terms and conditions of RFP #59-14jw)
<b>Academy Express, LLC #AE59-14jwc</b>	646456	7920 Gainsford Court Bristow, VA 20136 Attn: Dena Ennis Phone: 800-322-7733 Fax: 888-539-5207 <a href="mailto:dennis@academybus.com">dennis@academybus.com</a>	<u>Cancellation:</u> Notice required before coach departs garage or 50% of total price quoted may be charged, excludes weather/emergency related. All payments refunded less \$50.00 service charge if notice received minimum 5 business days prior. <u>Weather/Emergency Cancellation:</u> Notice required at minimum 2 hours prior. <u>Quotes:</u> All applicable fees and charges shall be disclosed on quotes for Owner review/acceptance, prices guaranteed, however, any alterations to initial quote require revised quote for Owner review/acceptance. <u>No Fuel Surcharge</u> <u>No Minimum Order</u>
<b>Blue Ridge Coach Lines, Inc. #BRC59-14jwc</b>	630750	9397 Shady Lane Culpeper, VA 22701 Attn: David Messick Phone: 540-825-7777 Fax: 540-825-7412 <a href="mailto:davidmessickjr@comcast.net">davidmessickjr@comcast.net</a>	<u>Cancellation:</u> Notice required before coach departs garage or \$4.00 per mile may be charged for miles ran or a \$250.00 flat fee, whichever is greater. <u>Weather/Emergency Cancellation:</u> /Notice required at minimum 2 hours prior. <u>Quote:</u> Total price guaranteed once quote issued/accepted. Quotes will detail any and all charges applicable for trip quoted. <u>No Fuel Surcharge</u> <u>No Minimum Order</u>
<b>Franklin Charter Bus, LLC. #FCB59-14jwc</b>	648278	9550 Franklin Farm Road Delaplane, VA 20144 Attn: Mark Franklin Phone: 540-270-9347 <a href="mailto:Msfranklin64@yahoo.com">Msfranklin64@yahoo.com</a>	<u>Cancellation:</u> Notice required before coach departs garage or a 25% fee based on total price quoted by be charged, excludes weather/emergency related. <u>Weather/Emergency Cancellation:</u> Notice required at minimum 2 hours prior. <u>Quotes:</u> Total price guaranteed once quote issued/accepted. Quotes will detail any and all charges applicable for trip quoted. <u>Fuel Surcharge:</u> If fuel price rises above \$4.20 per gallon a fuel surcharge may be applied based on the following calculation; Total trip miles multiplied by total cents above \$4.20 equals the total surcharge to be applied to the individual/applicable trip. Contractor required to submit a copy of fuel receipt with applicable invoice for verification of fuel price above \$4.20 per gallon. <u>No Minimum Order</u>
<b>James River Transportation #JRT59-14jwc</b>	645076	915 N. Allen Avenue Richmond, VA 23220 Attn: Craig Treanor Phone: 804-342-7300 Fax: 804-342-7373	<u>Cancellation:</u> No fee if notice received prior to driver reporting to work. If carrier incurs cost, a flat fee of \$200.00 may be applied, excludes weather/emergency related. <u>Weather/Emergency Cancellation:</u> Notice required at minimum 4 hours prior. <u>Quotes:</u> Total price guaranteed once quote issued/accepted. Quotes will detail any and all charges applicable for trip quoted. Owner should indicate if they want driver

		<a href="mailto:sales@JamesRiverTrans.com">sales@JamesRiverTrans.com</a>	<p>gratuity included at the time of quote.</p> <p><u>Fuel Surcharge:</u> Prices honored up to \$3.90 per gallon, computed against the Gasoline and Diesel Fuel Update, Lower Atlantic Region (<a href="http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp">http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp</a>). For each \$0.15 per gallon difference above \$3.90, prices will increase by 1.0%.</p> <p><u>No Minimum Order</u></p>
<b>Pro-American Tours, LLC #PAT59-14jwc</b>	648161	PO Box 143 Rockersville, VA 22968 1195 Emmett Road Etlan, VA 22719 Attn: Curt Gausman Phone: 540-923-5095 Fax: 540-923-5094 <a href="mailto:curt@proamericantours.com">curt@proamericantours.com</a>	<p><u>Cancellation:</u> Notice required before coach departs garage or a flat fee of \$250.00 or \$3.50 per mile, whichever is greater, may be applied</p> <p><u>Weather/Emergency Cancellation:</u> Notice required at minimum 2 hours prior.</p> <p><u>Quotes:</u> Total price guaranteed once quote issued/accepted. Quotes will detail any and all charges applicable for trip quoted. Single, non-smoking lodging to be provided by Owner and additional fee of \$75.00 per night for driver(s) meal per diem on overnight trips may be applied as applicable.</p> <p><u>No Fuel Surcharge</u></p> <p><u>No Minimum Order</u></p>
<b>Schrock, Inc.</b>	649503	Tyler Tummolo Vice President 220 Imboden Drive Winchester, VA 22603 540-678-2871--ext 103 Fax: 540-678-2873 <a href="mailto:kim@schrocktravel.com">kim@schrocktravel.com</a>	<p><u>Cancellation:</u> Should the situation warrant, snow days or school closing at such short notice as long as the trip is rescheduled there will not be any additional fees. If it is necessary to cancel you must give notice ten (10) days prior to departure to receive a full refund. If a cancellation is made within ten (10) days prior to departure your deposit will be forfeited. If prior arrangements were made where no deposit was required, you will be filled for the cancellation fee.</p> <p><u>Quote:</u> Total price guaranteed once quote issued/accepted. Quotes will detail any and all charges applicable for trip quoted.</p> <p><u>No Fuel Surcharge</u></p> <p><u>No Minimum Order</u></p>

***Note: effective 9/4/15, Stage Coach Charter Lines has been removed from this authorized list until further notice.***

***Note: effective 7/1/19, Legacy Coach, LLC has chosen not to renew and has been removed from this authorized list.***