



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

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**DATE OF MEETING:** September 6, 2011

**TITLE:** Award of Contracts for Travel Agency Services Based on Responses to Request for Bid (RFB) 10-0079

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**BACKGROUND:**

Request for Bid (RFB) 10-0079 for travel agency services was mailed to nine vendors registered with the Purchasing Department. Travel agency services may be required for staff attending professional development training or for travel to academic competitions such as Odyssey of the Mind. Vendors were asked to price their services and if they would accept purchase orders for billing purposes.

Four vendors responded. Avenues to Travel and Sunward Travel, the low responding vendors will accept purchase orders. Sunward Travel provides a fully staffed 24/7 hotline to assist with travel delays or other travel needs. This service is not available from Avenues to Travel, however Avenues to Travel has a local office in the District, which can assist district staff on a walk-in basis. Depending on the traveler, one of these two vendors may be required per the services they offer.

	Avenues To Travel	Rio Grande Travel	STA Travel	Sunward Travel
Purchase Orders	Yes	No	No	Yes
Ticket/Service Fee	\$25.00	\$35.00	\$30.00	\$25.00
Exchange/Reissue	\$25.00	\$35.00	\$35.00	\$15.00
Cancellation/Refund	\$25.00	\$0.00	\$35.00	\$0.00
Hotel/ Car Reservation	\$10.00	\$0.00	\$5.00	\$10.00

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**RECOMMENDATION:**

The Administration recommends the Governing Board make the determination a single award is not advantageous to the District and approve the award of contracts for Travel Agency Services to Avenues to Travel and Sunward Travel based on their response to RFB 10-0079.

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**INITIATED BY:**

*Scott Little*

Scott Little, Chief Financial Officer

Date: August 29, 2011

*Vicki Balentine*

Vicki Balentine, Ph.D., Superintendent

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