

## MARIETTA COLLEGE GUIDELINES FOR BUS CHARTERS

The following guidelines and procedures for seeking Bus Charters are designed to afford Marietta College the best possible rate for the planned trip. Every effort will be made to assure best quality standards are maintained.

Marietta College has entered into a preferred vendor relationship with Park Tours to provide chartered bus services for campus related activities. Contact information is provided below:

Park Tours  
4401 Camden Ave  
Parkersburg, WV 26101  
Contact: Damon Tipton  
(304) 428-8217  
<http://www.coachusa.com/>

Departments are strongly encouraged to use Park Tours for the following reasons:

- Vendor has demonstrated value to the College based on price, delivery capabilities, quality, past performance, etc.
- Consolidation of usage drives up volume, which is what provides incentive for vendor to offer the best possible price to the College.
- It minimizes duplication of effort. Departments are not required to solicit other bids when choosing to utilize Park Tours.
- Service levels are higher because the preferred vendor has more of a commitment to the College.

Please contact Park Tours directly to arrange travel dates. If you are unable to secure bus services through Park Tours (ex/ dates unavailable), you must follow the normal bidding process outlined in the procurement policy. "Charter Bus Quotation" forms are available on the website to assist you with gathering quotes from vendors. ***Note: a bid should not be submitted to Park Tours. Bidding is required ONLY when Park Tours is unable to accommodate the request.***

*Please direct any questions or issues with vendor to  
Conference Services at extension 4735.*