

# MEMORANDUM

REVISED 10/11/2010

TO: ALL UNIVERSITY EMPLOYEES  
FROM: Linda A. Antoine, Director of Purchasing, SUBR  
RE: **BUS TRANSPORTATION GUIDELINES**

VIA EMAIL June 2008

It has become increasingly apparent that some university personnel are not aware of the procurement procedures for acquiring bus transportation. As a result, we have heard or received allegations or complaints from passengers and departments that are experiencing higher charges, fees or rates from bus facilitators, selecting risky or unlicensed operators, selecting inappropriate interior bus accommodations, unsafe vehicles or irresponsible operators, uninsured motorists and spending countless hours shopping for busses at the last moment, and/or calling it an emergency procurement.

Please consult the Purchasing Department or utilize the Purchasing Manual to guide you in planning the acquisition of transportation facilitators. **The acquisition of bus transportation requires careful advance planning.**

➤ **Here are some helpful tips:**

- Start planning your trips no less than two (2) months prior to your departure date.
- Be sure you have funds available in your account
- Review your budget and be sure your funds are in the proper fund allocation
- Schedule a date, time and place of departure, arrival and return date and time
- Determine the number of passengers or participants and prepare a list of the names of each anticipated traveler.

➤ **Prepare a Purchase Requisition that indicates:**

- A description and/or purpose of the trip,
- Destination; Depart and Return date and time
- Number of buses
- Bus size (example: 55 passenger)
- List of the number and names of travelers
- Recommend prospective vendor(s) and addresses

Upon receipt of your Purchase Requisition, in the Purchasing Department, it will be examined, reviewed and shall be processed, in keeping with the laws of the State of Louisiana, under the following terms and conditions to select the most responsible and responsive vendor or contractor.

- If your request is \$5,000.00 or less, one quote from a vendor is required
- If your request is over \$5,000.00 but and up to \$15,000.00 three vendor quotes are required (7 day quote process)
- If your request is over \$15,000.00 but less than \$24,999.99 five quotes are required and will be secured (10 day quote process)
- If your request is \$25,000.00 or more, a sealed bid process is required (21 day bid process)

If the Purchasing Department does not have an insurance certificate on file for the selected vendor; the vendor is allowed 3 days to acquire the certificate.

A Purchase Order will be released and issued to the selected contractor or vendor prior to rendering the services.

As a result of the complexity involved in the process and to ensure that all guidelines, rules and regulations are adhered and implemented, all requests for securing bus transportation shall be forwarded to the Purchasing Department. The State of Louisiana-Division of Administration requires that all buses have proper insurance and that the vendor's insurance company list Southern University as the "certificate holder".

In keeping with the insurance requirements and the quotation and bid laws, purchase requisitions shall be sent in a timely manner to allow the Purchasing Department to solicit prices for buses.

Thank you very much for your cooperation.