



Contract Summary Sheet

Vendor Name: Winn Transportation

Commodity: Charter Bus Services

Contract Number: UR Agreement

Effective Date: August 5, 2016

Expiration Date: August 4, 2017

Vendor: Winn Transportation
Address: 1831 Westwood Avenue
Richmond, Virginia 23227-4338

Contact: Mark Pounders
Phone: 804-358-9466 x205
800-296-9466
Fax: 804-353-2606
Email: service@winnbus.com

Payment Terms: Net 30

Purchasing Card Can Be Used: Yes

SWAM Vendor: Small

Green Vendor: NA

ACCOUNT MANAGEMENT

Winn Transportation (Winn) has designated Mark Pounders as the account manager for University of Richmond. Mark is the Director of Operations and works closely with their team of coordinators and drivers to ensure all charters go smoothly.

RESERVATION PROCEDURES

Requests may be submitted by email or called in to Winn's offices during regular business hours. All bookings are based on availability at the time of booking, but Winn will make every effort to accommodate last minute requests for the University.

CANCELLATIONS

In the event of a cancellation, the University of Richmond will notify Winn as soon as possible. If the charter has already begun and the driver is on site, the University will be charged the contracted Minimum use fee for the time the driver and equipment have actually been utilized. Winn understands that if the event is a University sanctioned trip, the cancellation fees will be limited to Winn's direct costs at the time of cancellation.

PRICING

- 1) Winn Transportation does not require the University to pay a deposit.
- 2) Winn Transportation will include the University discounted rate on all quotes as well as any other promotions available to the University.

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3) Winn Transportation has established standard transport rates to Richmond International Airport for all airport service departing from the University of Richmond campus. The rates noted below are locked in and will not increase for the life of this contract. Vehicle type noted below is based on passengers having standard luggage which includes one suitcase for check in and one carry-on bag.

Vehicle Type	Capacity with Luggage	Airport Transfer Price (one way)
Mini-Coach	25	\$464 (includes airport fees)
Motor-Coach	44	\$524 (includes airport fees)
Motor-Coach	55	\$610 (includes airport fees)