**University of Richmond Contract Summary Sheet**

**Vendor Name:** TNT Limousine  

**Commodity:** Charter Bus and Limousine Transportation  

| Contract Number: 5353 | Effective Date: 11/1/2017  
| Expiration Date: 10/31/2022 |

**Vendor:** TNT Limousine  
**Address:** 10124 W. Broad St.  
Richmond, VA 23060  
**Contact:** Terry Guzman  
**Phone:** 804-409-2595  
**Email:** sedan@tntauto.com  
**Website:** [https://www.tntlimousine.com/](https://www.tntlimousine.com/)  

**Payment Terms:** Net 30  
**Purchasing Card Can Be Used:** Yes  

**SWAM Vendor:** Yes  
**Green Vendor:** N/A  
**Discount:** Contracted Rates  

**Contract Information:**

This contract for Limousine service provides negotiated rates for University of Richmond users. TNT Limousine provides transportation in a variety of vehicle types, accommodating anything from 1 to 18 passengers. See TNT Limousine’s pricing schedule at bottom for vehicle types and prices.

It is recommended that you either send James Limousine a completed Customer Information Sheet (below), or at least have the bulk of that information on hand when you contact them for a quote.

Please be sure to request University of Richmond contracted pricing when you are requesting quotes.
# CUSTOMER INFORMATION SHEET

Please have as much of the following information as possible, or as applicable, available when you contact the transportation provider to schedule your charter.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Date of Departure:</td>
<td></td>
</tr>
<tr>
<td>Date of Return:</td>
<td></td>
</tr>
<tr>
<td>Number of Passengers:</td>
<td></td>
</tr>
<tr>
<td>Equipment Type/Size:</td>
<td></td>
</tr>
<tr>
<td>Pickup Location:</td>
<td></td>
</tr>
<tr>
<td>Departure Time:</td>
<td></td>
</tr>
<tr>
<td>Destination:</td>
<td></td>
</tr>
<tr>
<td>Final Drop off Time:</td>
<td></td>
</tr>
</tbody>
</table>

**Is the Drop off location the same as the Pickup?**

- Yes ☐
- No ☐

**Driver Request:**

If you have a specific driver you’d like to request

**Itinerary Summary:**

**Is the Emergency Contact for the day of the charter the Same as Above Contact?**

- Yes ☐
- No ☐

**Round Trip or one way?**

**Do you need to use the coach each day during the stay?**

**Additional Information:**

<p>| | |</p>
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</table>
ACCOUNT MANAGEMENT

TNT Limousine has designated (Name) Terry Guzman as the account manager for University of Richmond.

Account Manager Contact info

Charter Coordinator, (Name) Terry Guzman will be the first point of contact for all University of Richmond Charters.

(Name) Terry Guzman will ensure that each request for service for University of Richmond is handled promptly and efficiently; having one point of contact will smooth the booking process and help to improve the service that University of Richmond receives.

Charter Coordinator Contact info:
Name:
TNT Limousine
10124 West Broad St. Suite G
Richmond, VA 23060
Phone: 804-965-0990

RESERVATION PROCEDURES

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

Cancellations

In the event of a cancellation, the University contact will notify TNT Limousine soon as possible. TNT Limousine understands that if the event is a University sanctioned trip, the cancellation fees will be limited TNT Limousine direct costs at the time of cancellation.

Pricing/Quoting

1) TNT Limousine does not require the University to pay a deposit.

2) TNT Limousine will include the University discounted rate on all quotes as well as any other promotions available to the University.

3) TNT Limousine 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.
<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Capacity with Luggage</th>
<th>Airport Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive &amp; Business Class Sedans</td>
<td>1-3</td>
<td>$65.00</td>
</tr>
<tr>
<td>SUV Sport Utility</td>
<td>3-4</td>
<td>$115.00</td>
</tr>
<tr>
<td>Stretch Limousines</td>
<td>8-10</td>
<td>$200.00</td>
</tr>
<tr>
<td>Executive Van &amp; Limo Van</td>
<td>12</td>
<td>$125.00</td>
</tr>
<tr>
<td>Mercedes Sprinter Limo</td>
<td>8-10</td>
<td>$200.00</td>
</tr>
<tr>
<td>Mini Coach Bus</td>
<td>29</td>
<td>$250.00</td>
</tr>
<tr>
<td>Turtle Top</td>
<td>12</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**REPORTING**

Each month a report of all completed charters for the University of Richmond including the departure date, destination, length of trip, cost, driver, department, department contact name will be sent to Natalia Green at ngreen@richmond.edu.

TNT Limousine will provide a quarterly report to the Office of Procurement and Strategic Sourcing. Information to be reported will include a summary of all services that period including UR contact name, department, trip destination and destination, number of vehicles, bus type, cost and mileage.

**PERFORMANCE MEETINGS**

TNT Limousine will meet at the request of the University Office of Procurement and Strategic Sourcing and Transportation and Safety office on an as needed basis to monitor the compliance of the contract, review service levels to ensure performance levels are satisfactory and discuss any customer services issues.

**CENTRALIZED INFORMATION LISTING**

All contact information, reservation procedures, airport transfer pricing and survey information will be listed on a secure University website designated for this information.

**FLEET QUALITY REQUIREMENTS**

1) Vendors must provide safe, reliable and comfortable transportation.

2) All vehicles must be in excellent physical and mechanical condition and meet all Federal Highway regulations.

3) The exterior of the coaches should be in excellent condition, well-painted and no signs of damage.

4) Interior must be non-smoking; upholstery and flooring in excellent condition.
5) Climate controls, seats, and a/v equipment must be fully functional and in excellent operating condition.

6) Air conditional equipment capable of providing an even temperature of 80 degrees or less throughout the bus.

7) Heating system capable of providing an even temperature not less than 65 degrees.

8) Vehicles must have safety equipment such as fire extinguishers, first aid kits, and roadside emergency supplies where appropriate.

9) All coaches are required to have a properly working and up to date GPS system.

**VENDOR EMPLOYEES AND DRIVER REQUIREMENTS**

1) The vendor shall maintain the staff of employees necessary for efficient operation and to meet all the required schedules. All drivers must be qualified, licensed and professional.

2) Vendor shall certify and have the responsibility for ensuring that operators have sufficient training and/or experience to operate the equipment used to service this contract and comply with all applicable state laws and regulations.

3) Drivers must hold a valid Virginia Commercial Driver’s license with a “P” (passenger bus) endorsement.

4) Drivers should have a minimum of three years overall driving experience and one year of licensed commercial driving experience in Virginia with Passenger-conveyance type vehicles seating 16 or more.

5) Drivers are expected to have a positive pleasant and courteous attitude when providing service.

6) Drivers must have radio and/or cellular communications on all trips.

7) The University of Richmond will not be responsible for driver’s meals.

8) The vendor shall be responsible for the acts and omissions of all the vendor’s employees and agents and all subcontractors, subcontractor’s employees and agents.

9) Incompetent or incorrigible employees shall be dismissed from university trips by the vendor when so determined by the University, and such persons shall be prohibited from returning without the written consent.

10) All fines and/or violations incurred by vendor’s personnel while in performance of this contract, either on or off campus shall be responsibility of the vendor.

TNT Limousine
Contract #5353