



**STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT
CONTRACT NUMBER: AR1459**

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Revision number: 4

Purchasing Agent: Mark Parry
Phone: (801) 537-9243
Email: mparry@utah.gov

Item: Travel Management Services

Vendor: 93859A

CB Travel Corporation
5588 S. Green St.
Salt Lake City UT 84123-5798

Internet Homepage:

www.cb-travel.com

Telephone:

(801) 538-3109

Fax number:

(801) 538-3485

Contact:

Tami Nelson

Email address:

taminelson@utah.gov

Usage Reports:

Michele Tangaro

Telephone:

(801) 327-7770

Email Address:

michele.tangaro@cbtravel.com

Reporting type:

Summary

Effective dates

04/01/2012 through 03/31/2019

Potential renewal options remaining:

None

Price:

Call for details

Terms:

Net 30

Days required for delivery:

N/A

Price guarantee period:

Minimum order

N/A

Min shipment without charges

N/A

Other conditions:

REVISION 4: Please note under Group Bookings 50-99 and 99+ rates have been added.

Bid # MP12008

This Statewide contract is an AAR@ (Authorization Required) contract. Authorization is required before purchase can be made. The Authorization requirements and procedure is detailed in the attachment to the contract. Order may be placed only after Authorization is received. This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in Finet Agencies will return to the vendor any invoice which reflects incorrect pricing.



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Provide travel management services via a full service on-site branch, to make business travel arrangements for all State agencies, boards, commissions, and participating political subdivisions (i.e. colleges, universities, school districts, counties, cities, etc.)

This contract is administered and coordinated through the State of Utah Travel Office for all State agencies and all political subdivisions. Please contact Tami Nelson at (801) 538-3109 to coordinate your services required from this contract.

Schedule of Fees:

State Agencies & Political Subdivisions

| | |
|--------------------------------------|---------------------------|
| | |
| On-Site Agent Fee for Airfare | \$25.00 |
| State Employed Agent Fee | \$20.00 |
| Car Rental | At State contracted rates |
| Hotel/Lodging | At State contracted rates |
| On-Line Booking Tool (Concur) | \$15.00 |

| Group Bookings: | Service Fee per Traveler |
|--------------------------|---------------------------------|
| 10 - 25 Travelers | \$22.50 |
| 26 – 50 Travelers | \$20.00 |
| 51 – 99 Travelers | \$17.50 |
| 100+ Travelers | \$17.00 |

School Groups

| AIRLINE TICKET FEES | Service Fee per Traveler |
|----------------------------|---------------------------------|
| 1-9 Travelers | \$25.00 |
| 10-25 Travelers | \$22.50 |
| 26-50 Travelers | \$20.00 |
| 51+ Travelers | \$17.50 |

| HOTEL BOOKING FEES | Service Fee Per Traveler |
|-----------------------------|---------------------------------|
| Hotel Only | \$8.00 |
| Hotel with Transfers | \$12.00 *When booked with Air |



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| TOUR BOOKING FEES | FEE PER GROUP | FEE FOR RESEARCHING AND HOLDING TOUR ARRANGEMENTS, BUT GROUP CANCELS |
|--------------------------|----------------------|---|
| 1-9 Travelers | \$150.00 | \$75 |
| 10-25 Travelers | \$250.00 | \$125 |
| 26-50 Travelers | \$500 | \$250 |
| 51-75 Travelers | \$750 | \$325 |
| 76+ Travelers | \$1,000 | \$500 |

| CHARTER BUS FEES | |
|-------------------------|----------------------|
| Charter Bus | 5% of Total Bus Cost |

FINET COMMODITY CODE(S):

96178000000 - TRAVEL AGENCY, CHARTERING, AND TOUR GUIDE SERVICES