

## **How to Buy Charter Services** <sup>[1]</sup>

This commodity is purchased using one of two Category Codes:

- The Commodity Code TRAVL includes transportation and travel services related to study abroad programs and to vehicle rental, taxi cab use, and lodging expenses for non-employee guests of the University.
- The Commodity Code CHART is used for chartered services (vans, buses, planes, etc.).

For more information on lodging that is related to official functions or conferences hosted by the University, refer to the [How to Buy Official Functions](#).

**Note:** Sales contracts for transportation and travel services - regardless of dollar value - must be reviewed and signed by the Procurement Service Center (PSC) prior to the required date of service. Refer to the [Administrative Policy Statement Contracting Authority](#) <sup>[2]</sup> for further information.

The University has system-wide contracts with three Charter Service suppliers. Departments can reach out and obtain a quote from each or all of the suppliers, which can be found under the supplier information.

### **Procurement Options and Procedures**

Upon obtaining quotes and selecting a supplier:

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace and attach the quote from the supplier referencing the agreement
- **Above \$10,000:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. Attach the quote from the selected vendor to the requisition for processing

### **Supplier Information**

#### **Ace Express Coaches**

Sales

[sales@aceexpresscoaches.com](mailto:sales@aceexpresscoaches.com) <sup>[3]</sup>

303-222-0973

Agreement valid through 06/30/2024

## Denver 24/7 Limo LLC

Bart Johnson

[denver247charters@gmail.com](mailto:denver247charters@gmail.com) [4]

303-586-6999

Agreement valid through 06/30/2024

## Ramblin Express

Frank Yudelson, Charter Sales Manager

[sales@ramblin.com](mailto:sales@ramblin.com) [5]

303-572-8687 x132

Agreement valid through 06/30/2024

## Purchasing Agent

### Katie Wilson

- Email: [K \[6\]atie.Wilson@cu.edu](mailto:Katie.Wilson@cu.edu) [7]

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**Source URL:** <https://www.cu.edu/psc/how-buy-charter-services>

### Links

[1] <https://www.cu.edu/psc/how-buy-charter-services> [2] <https://www.cu.edu/ope/aps/2005>

[3] <mailto:sales@aceexpresscoaches.com> [4] <mailto:denver247charters@gmail.com>

[5] <mailto:sales@ramblin.com> [6] <mailto:katie.wilson@cu.edu> [7] <mailto:katey.gath@cu.edu>