

MYO's Worldwide Travel
Vendor Contract #: 0000002583
Attachment #1

**Title: Travel Management Services - Emergency Backup
Scope of Work**

Contract #: 0000002583

Vendor: Yolande Williams and Marques Bailey dba
MYO's Worldwide Travel

Attn: Marques Bailey
816 33rd Avenue South
Seattle, WA 98144

Contract Term: One year contract with two one-year extensions.

Start Date: May 15, 2009

Initial Contract Term: May 15, 2009 through May 14, 2010

Purpose: The City of Seattle ("City") has a need for a Vendor who will act as the emergency backup travel management service for Seattle City Light ("SCL") in accordance with the specifications herein (Attachment #1), and City of Seattle's Terms and Conditions, (Attachment #2). Should other City Departments have a need for an emergency backup travel management services, the Departments may use this Vendor.

This contract is established for the convenience of the City. This is not a mandatory use contract, and the City will use this contract only when occasional City needs arise that is suited to the Vendor's services. Usage for this service and sales can be anticipated from zero expenditure to a value no greater than \$7,000 per project.

Should the usage on this contract exceed \$7,000 in any single invoice or \$44,000 for an annual aggregated expenditure, the City will undergo a separate competitive process. Furthermore, should additional contractors identify capacity to perform similar work, the City may add additional such contractors for use by City Departments as well.

Background: The City currently has a contract with Carlson Wagonlit Travel Agency who primarily provides SCL with travel arrangements and specific management reports. SCL needs to establish emergency backup travel management services, and is associated with Carlson Wagonlit Travel Agency who can also provide same management reports for audit purposes.

General Information

Book reservations as follows:

Account Manager:

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- Marques Bailey, Operations Manager

Business Hours: 8:00 a.m. – 5:30 p.m., Monday - Friday
After Hours Emergency: 206-902-7127 (mobile) or
1-800-635-8711

AUTHORIZATION PROCESS:

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- City of Seattle employee to give travel agent their Travel Trip Number ("T" Number).
 - If employee does not have a Trip Number, vendor will call the department contact person for authorization.
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AIRLINES:

- Reservations should be made immediately.
- Employee may file an employee profile with vendor.
- Frequent flyer miles belong to the employee.
- Non-refundable tickets to remain with Vendor. Vendor will maintain provisions to retain ticket inventory, tied to the traveler to be re-used at a later date.
- Vendor will report monthly on unused tickets.

TICKET DELIVERY OPTIONS:

- Default to electronic tickets.
- Courier service, Monday – Friday, during normal business hours.
- Overnight Ticket Delivery: Via Federal Express for ticket delivery outside the Seattle area. City User must provide agent with account #.
- After-hours & Weekend Ticket Pick-up: Ken's Baggage at Sea-Tac (located between luggage carousels 9 & 12, under escalators).

LODGING

- Access to preferred rates 5-27% below the lowest published corporate rates at 20,000 hotels worldwide.
- To avoid "no show" charges, City employee to call vendor to cancel reservations.
- Hotel reservations will be guaranteed to a credit card that the City employee specifies.

RENTAL CARS

- First Option: Vendor to book vehicles through the City of Seattle's contract #0000001300 with ENTERPRISE RENT A CAR whenever possible. Insurance is included in the City's contract with Enterprise.
- Second Option: Vendor shall contract with Budget Rental Car and purchase the liability and physical damage insurance, if required.
- Vendor may book with another car rental agency only when Enterprise cannot fulfill the requirement. In this case, vendor to verbally inform the City employee to purchase the liability and physical damage insurance. Second choice is Budget.

EMPLOYEE NOTIFICATION

- Email copy of employee's itinerary immediately after purchase of airline ticket, car and or Hotel to traveling employee with an automatic copy to SCL's travel Desk Kellie Duong at kellie.duong@seattle.gov.

MANAGEMENT REPORTS:

Travel Reports

- Reporting system that provides accurate, up-to-date, consolidated data that identifies opportunities for greater savings.

- Daily Pre-Travel Reports: Automatically faxes or e-mails a daily Pre-Trip Report that details the previous day's reservations, and identifies savings opportunities before the travel has occurred.
- Post-Travel Reports: More than 200 reports are available that can be customized to the City's needs.
- On-line travel Management Reports: Pre and post travel management reports are available on line.
- Management Reports can be Customized to: Track price quotes vs. prices paid; identify where the city is spending its dollars and with what airline, hotel/motel, rental car, etc.; the purpose of the travel, differentiate between training-related and non-training related travel; categorize expense by expense type; identify cities employees are traveling to and with what frequency; enforce adherence to City travel policies and procedures and ensure exceptions are promptly reported and authorized (lodging per diems, etc.); ensure that travel is authorized before the trip is booked; ensure that personal travels combined with City-business travel is not paid for by the City.

Vendor will coordinate with each departmental contact person to access their department's reporting needs.

FEES:

\$42.00 for Air, Hotel & Car
\$20.00 for Car & Hotel only
\$20.00 for After hours calls

PAYMENT TERMS:

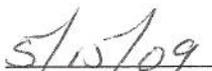
- City of Seattle employees will use a City issued commercial credit card (C-Card), or a personal credit card for all services.
- City Light or each Department to provide Vendor with a commercial credit card account or direct bill account to be maintained on file by Vendor. Accounts for SCL to be on file is as follows:
 - 1) Master Card credit card account for Airline reservations.
 - 2) Enterprise direct bill account number for vehicle rentals.
 - 3) Budget Rental direct bill number, in conjunction with the corporate Discount number (T356816).
- Vendor to provide a reconciliation of accounts:

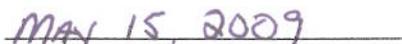
VENDOR WILL NOT INVOICE ANY CITY DEPARTMENT UNDER THIS CONTRACT.

1. All terms and conditions are incorporated into this contract. See Attachment #2.
2. Signatures below indicate acceptance of this contract including all terms and conditions, and addendums if any.


City of Seattle
Carmalinda Vargas-Thompson, Buyer


MYO's Worldwide Travel
Marques Bailey


Date


Date