

## CHARTER BUS INFORMATION

10/5/09

For departments that need to book only one or two bus trips during the academic year that do not require a sealed bid process through my office, you can obtain bus quotes from any of the following vendors interested in doing business with Bemidji State University and Northwest Technical College:

Bemidji Bus Lines.....218-751-5311  
Ottetail Coaches, Fergus Falls.....800-726-3586  
Reichert Bus Service, Baxter.....218-829-6955  
Shubat Transportation Company, Hibbing.....888-874-8228  
Voyageurs Charter Coach, International Falls.....218-377-4343

You may certainly request pricing from other companies, as well.

Even if your travel does not exceed \$3,000 where you only need one quote, I still recommend that you check pricing with more than one company and let them know you are looking for the best price. Prices can vary quite a bit and often become more competitive if they know you are getting pricing from more than one vendor.

Also, please remember that a purchase order is ALWAYS required BEFORE the trip, and the bus vendor must submit insurance certificates to us prior to the trip.

Thank you for your attention and compliance.