



a transportation solution for:
RAYTOWN SCHOOL DISTRICT

Submitted: October 02, 2023

EVENT NAME:	23 Raytown Nashville Alignment Airport Transfer 10 17
COMPANY NAME: (herein referred to as client)	Raytown School District
CREATED FOR:	Kathy Thompson; Administrative Assistant
EMAIL:	kathy.thompson@raytownschools.org
CELL PHONE:	816.268.7013
EVENT DATE(S):	October 17, 2023
EVENT CITY, STATE:	Nashville, TN
SERVICE DESCRIPTION:	Tuesday, Oct 17 from 2:00pm - 4:00 pm BNA to Courtyard by Marriott Green Hills WN flight #3452 arriving at BNA
ESTIMATED NO. OF ATTENDEES	14
PREPARED BY:	Al Fernandez; Senior Program Manager
EMAIL:	al@stewarttransportation.com
CELL PHONE:	504.427.1146
OFFICE PHONE:	615.292.6040

location addresses

BNA: 1 Terminal Drive Nashville, TN. 37214

Courtyard by Marriott Green Hills: (3800 Bedford Ave. Nashville, TN. 37215)

event logistics

TIMELINE | VEHICLE ALLOCATION | STAFF ALLOCATION

TUESDAY OCTOBER 17, 2023			
Time(s)	Transportation Service	Vehicle Allocation	Staff Allocation
2:00pm – 4:00pm	Arrival Transfer Service	One (01) 24pax mini coach	N/A
Transportation Service Description & Timeline			
2:00pm	Vehicle arrives at BNA		
2:10pm	WN #3452 arrives		
3:00pm	Vehicle departs for Courtyard Green Hills		
4:00pm	Vehicle released after final drop-off - end of service		

cost of service estimate

COST OF SERVICE DESCRIPTION	AMOUNT
Vehicle	\$450
Management Fee	\$90
SUB TOTAL	\$540
Credit Card Fee	\$16.20
GRAND TOTAL	\$556.20

This proposal is based on assumptions and the information available at this time. STS shall revise this proposal should the deliverables and/or timeline change. Vehicles shall not be reserved for this event until the client has accepted the terms of this proposal.

proposal considerations

PAYMENT TERMS

- 25% of payment due upon acceptance
- 50% of payment due 90 days prior to event
- Balance due upon completion

Invoices will be sent for each scheduled payment.

STS accepts check, ACH, or credit card as forms of payment.

Please note: American Express, Visa and MasterCard are accepted. A 3% processing fee will be applied when paying with a credit card.

CANCELLATIONS, ADDITIONS AND CHANGES

To avoid cancellation fees, transportation services must be cancelled thirty (30) days before the first departure. Client is subject to all penalties assessed by third party vendors unless special arrangements have been made.

If the event is canceled 90 days or more prior to the scheduled service, Client shall pay 25% of the STS management fee outlined in the cost of service.

If the event is canceled less than 90 days prior to the scheduled service, Client shall pay 75% of the STS management fee outlined in the cost of service.

Any variation to the itinerary or to the hours of service of this proposal may result in additional charges.

STS BILLING INQUIRIES

Stewart Transportation Solutions, Inc.
418 E. Iris Drive
Nashville, TN 37204
P: 615.292.6040

SERVICE CONDITIONS & CONSIDERATIONS

- Vehicles shall not be reserved for this event until the client has accepted the terms of this proposal. Once signed, STS shall reserve late model over-the-road vehicles as described in this proposal.
- Pricing is based on using vehicles located in the destination city. In the event local vehicles are not available, STS reserves the right to adjust the proposal, but only with the consent of the client.

- Any unexpected tolls, government permits, entry fees or parking charges assessed that are not stated in this proposal are to be paid by the client.
- Vehicle vendors reserve the right to add fuel surcharges to its contracted rates. STS shall include charges when applicable.
- A cleanup fee may be assessed to the client if any vehicle returns in excessively poor condition due to carelessness or abuse. Damages to vehicles other than "normal wear & tear" shall be the responsibility of the client. The use of tobacco products on vehicles is always prohibited.
- No banners, advertisements or adhesive decals shall be displayed on any vehicle without prior consent from STS. STS assumes no liability for damages caused to a vehicle by a graphic applicator.
- STS shall not be responsible for delay or non-performance resulting from unavoidable mechanical failure, roadway construction, traffic congestion, severe weather conditions, labor strikes, acts of God, or any causes due to Force Majeure clauses.
- STS does not assume any liability for lost or stolen personal items left on chartered vehicles. STS shall make every effort to work with its vendors to recover any lost items.
- Client is responsible for notifying STS of any special needs for disabled passengers during the period of service covered in the proposal. Client agrees to pay any additional costs, which STS may incur to secure lift equipped vehicles.
- Client assumes responsibility for the use of any video or audio playback on board the vehicle(s). This responsibility includes compliance with copyright or public performance rights pursuant to the Copyright Laws of the United States and including all international laws, Treaties, and conventions.
- STS reserves the right to refuse to transport persons whose conduct is creating a safety hazard for the driver, staff, and/or passengers, or who is continually disruptive, out of control due to drug or alcohol use or threatening behavior, to the point of creating fear for the safety and comfort of the driver, staff, and/or passengers.
- STS shall ensure that the vehicle companies chartered for this job carry property damage and liability insurance in amounts not less than required by the Federal Motor Carrier Safety Administration (FMCSA) for the transportation of the participants for the duration of the usage.
- STS carries a \$11 million-dollar business liability insurance policy. STS shall name client as an additional insured, if required.
- The Federal Motor Carrier Safety Administration (FMCSA) limits the amount of time a vehicle driver can be on-duty after which he or she must have eight consecutive hours off-duty. This contemplates that every driver that provides service will follow FMCSA regulations. No vehicle drivers shall be on duty for more than ten (10) hours

I have reviewed the details and accept the terms and conditions of this proposal:

Jessica Bassett
Signature

10/3/23
Date

JESSICA BASSETT
Print Name

ASSIST. SUPERINTENDENT
Title

Email signed copy to AI at al@stewarttransportation.com