PURCHASING GUIDELINES FOR TRANSPORTATION CONTRACTS

Use of University-wide Transportation Contracts:

The University has agreements through the Transportation Department with companies that meet the University's contract standards and specific insurance requirements for charter and school bus transportation.

Charter bus and school bus transportation is provided through Lenzner Shuttle Division, Lenzner Coach USA and Matthews Bus Company. Contact the Transportation Department at 412-624-8801 or email address transsys@pitt.edu and state your transportation requirements including date, time, start and end points, itinerary and number of travelers. The Transportation Department will then provide a request form to complete and send back to receive a price quote, more information if needed and confirmation.

More information, based upon mode of travel, can be found at the Transportation Department website.

Since a contract already exists with these providers, no further contracting is necessary for the transportation arrangements.

Use of Other Transportation Providers:

Transportation agreements required by transportation providers other than those with University-wide contracts contain non-standard terms and conditions that must be reviewed and approved by Purchasing Services prior to the event. Therefore, in accordance with University policy 05-02-05, departmental planners must obtain a signed agreement from Purchasing Services for all transportation agreements with other transportation providers regardless of cost.

Requirements for Agreements Valued Greater Than $5,000:

For agreements with suppliers other than Lenzner Shuttle Division, Lenzner Coach USA or Matthews Bus Company valued at greater than $5,000, a Directed or Sole Source Justification form is required. Complete this form and submit it with the proposed agreement through the Supplier Provided Agreement Specialty Form in the PantherExpress System.

Additional Insurance Requirements:

Transportation services have additional risks above and beyond many types of services provided to the University. Due to this heightened risk, transportation companies must not only meet the University's minimum insurance standards, but they must also carry Excess Liability Insurance depending upon the type of vehicle. For specific information about the required Excess Liability Insurance minimums, please refer to Section 12 of the Risk Management FAQ.