
UNIVERSITY CONTRACT AWARD

DATE ISSUED: September 15, 2023

COMMODITY: Professional Livery Services

CONTRACT#: UC-24-TL012623-A

FOR THE UNIVERSITY OF CONNECTICUT- ALL CAMPUSES, UCHC, AND CCPG MEMBERS

Payment Terms: See Below

TERMS OF CONTRACT:

- A. The University of Connecticut will issue purchase orders as required for the purchase of Professional Livery Services. A quote must be issued to the UConn representative referencing the Contract # and reflecting the discount (if applicable). Pricing must comply with the price sheet attached. Quotes will not require a signature. No commitment to services will be made until the supplier is in receipt of an approved purchase order from the University.
- B. The term of this contract shall be from September 15, 2023, to June 30, 2025, with options to renew for four (4) additional one (1) year terms upon the agreement of the parties.

1 st Extension	7/1/2025 to 6/30/2026	
2 nd Extension	7/1/2026 to 6/30/2027	
3 rd Extension	7/1/2027 to 6/30/2028	
4 th Extension	7/1/2028 to 6/30/2029	Final

NAMES AND ADDRESSES OF AWARDEE:

Elite Limousine Service

48 Osborne Ave.

Norwalk, CT 06855

Contact: Lori Rocha

Phone: 203-853-9666 ext 204

860-775-5466 ext 204

Email: lrocha@elitelimoct.com

Payment Terms: 2% 15, Net 45

Pricing:

1. Pricing remains fixed for one year from date of award. Price increases after the first year, and for the duration of this contract will only be allowed when the price increase is based on documented changes in the vendors laid in cost of product or other discounts allowed and, may be adjusted up or down in an

amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor.

2. The University will expect any increases to be consistent with those applied to other customers of comparable size and nature.
3. The University Purchasing Department must be notified of the increase a minimum of thirty (30) days prior to the effective date and, the vendor provides the University any and all documentation it may require supporting the proposed price increases.
4. No additional fees or surcharges, including fuel surcharges will be allowed.
5. Costs for meals, hotels, fuel, tolls, parking or other miscellaneous expenses are not reimbursable.
6. A cell phone number for the scheduled driver should be provided at least 24 hours prior to commencement of service.

Deposits: The University will not pay deposits.

Booking and Scheduling: The Reservations Department is staffed daily from 8:00 a.m. – 11:00 p.m. The Dispatch department is staffed 24/7. Travel arrangers/clients can book via the following methods: Phone, and Email. A quotation will be issued to the client for approval. Upon receipt of Purchase Order, services will be scheduled.

Change Orders: Changes can be made up to 48 hours prior to the pickup time.

Credits: Credits owed to the University will be issued against the purchase order for the specific trip.

Cancellation Policy: A Cancellation fee equal to the total trip cost including gratuity will be charged for any cancellation that is made less than two hours before the scheduled pick up time in the CT, New York metropolitan area. All out of town arrangements, require forty-eight (48) hours notice. Elite Limousine is not responsible for passenger flights, which are missed, cancelled, diverted, and delayed or any other incident that results in your failure to comply with the required cancellation policy. In these instances, we will use our best effort to fulfill client needs.

Inclement Weather Policy: Our vehicles are equipped with all-wheel drive technology, which allows us to operate in less than ideal weather conditions. In the event that state roads are closed due to a storm, we will not dispatch our vehicles, until such time that the roads are safe and cleared for passage.

Emergency/Accident Policy: Vehicles are equipped with accident kits, these kits include road flares, a first aid kit, and a camera. Upon accessing the situation and ensuring that there are no injuries, the chauffeur will contact our dispatch office, who will escalate to management immediately. We will then reach out to the booking source and passenger. The chauffeur will take immediate pictures of the scene, log all passenger names/cell numbers and email addresses. If necessary, a call for medical attention will be made.

Passenger Notification: Our livery system is set to send out automated messages, via text and/or email, to both the passenger and the travel arranger. These messages include: 24 hour reminder/reconfirmation/ Dispatched Chauffeur Information/ On the Way /Arrived /Customer in car /Done. Our dispatch is also available 24/7 to assist with any questions.

Gratuity Policy: Our rates include a standard 20% gratuity. University requesters can ask that the gratuity be removed.

Discounts Provided: We offer a 25% discount off of our regular rates for sedans and SUV's. This rate is extended to all UCONN visitors, employees and students for business purposes only. We will also extend a 10% discount on vans, shuttle buses and coach buses.

Detailed Price List attached:

The State of Connecticut Terms and Conditions located at this link will govern all purchases against this contract. They are located at this link: [Terms-and-Conditions](#)

Purchasing Contacts:

Kristin Allen

Category Manager

Email: kristin.allen@uconn.edu

Terri Lessard

Purchasing Agent

Terri.lessard@uconn.edu

<p>Pricing Flat Fee</p> <p>Rates from the main campus in Storrs CT to the following locations.</p> <p>Pickup within a two (2) mile radius from the town of Storrs/Mansfield, CT.</p> <p>Contact Elite for costs for pick up from another location.</p>	
New York City, NY.	Sedan/ Town car \$384.38 SUV \$409.92 14 passenger Van \$650.00
Newark Airport, NJ.	Sedan / Town Car \$429.26 SUV \$492.92 Van \$695.00 Mini Bus \$1395.00
Boston, MA.	Sedan/ Town car \$355.98 SUV \$422.15 14 passenger Van \$595.00
Bradley International Airport, Windsor Locks CT.	Sedan/ Town car \$203.56 SUV \$269.72 14 passenger Van \$450.00
Logan International Airport Boston, MA.	Sedan/ Town car \$355.98 SUV \$422.15 14 passenger Van \$595.00
TF Green International Airport, Warwick, RI.	Sedan/ Town car \$300.13 SUV \$384.22 14 passenger Van \$565.00
New Haven Train Station.	Sedan/ Town car \$246.58 SUV \$312.74 14 passenger van \$500.00
Hartford Union Train Station.	Sedan/ Town car \$193.78 SUV \$264.72 14 passenger van \$450.00
Shuttle service from Storrs CT to Hartford CT (Hartford Campus, School of Law, School of Social Work, Hartford Marriott, Convention Center) and Rentschler Field in East Hartford.	Sedan/ Town car \$193.78 SUV \$264.72 14 passenger Van \$450.00 (one way service)

Stamford CT Regional Campus.	Sedan/ Town car \$323.06 SUV \$382.80 14 Passenger Van \$575.00
Avery Point CT Regional Campus.	Sedan/ Town car \$289.38 SUV \$337.18 14 Passenger Van \$550.00
Waterbury CT Regional Campus.	Sedan/ Town car \$265.48 SUV \$325.22 14 Passenger Van \$525.00
Pricing Hourly Rates	
Hourly rates for town cars.	Sedan \$89.63 per hour - 4 hour mini
Hourly rates for sedans.	Sedan \$89.63 per hour - 4 hour mini
Hourly rates for SUV's.	SUV \$101.58 per hour - 4 hour mini
Hourly rates for Vans.	14 passenger van - \$135.00 per hour - 4 hour mini
Hourly rates for Mini-coaches.	36 Passenger mini coach - \$250.00 per hour - 4 hour mini