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## UNIVERSITY CONTRACT AWARD

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DATE ISSUED: October 12, 2023

COMMODITY: Professional Livery Services

CONTRACT#: UC-24-TL012623-B

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

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### 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 UC-24-TL012623-B and reflect 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 October 12, 2023, to June 30, 2025, with options to renew for four (4) additional one (1) year terms upon the agreement of the parties.

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

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### NAMES AND ADDRESSES OF AWARDEE:

**Hys Livery Service Inc**

**DBA Hys Worldwide**

980 Stanley St

New Britain, CT 06051

Contact: Matt Levine

Phone: 800-255-5466 or 203-934-6331

Email: [MLevine@HysLimo.com](mailto:MLevine@HysLimo.com)

**Payment Terms:** 2% 15, Net 45

### **Pricing:**

1. Pricing remains fixed for the initial term. Price increases after the initial term, 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 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:** All cancellations MUST be made by phone only. Email/TEXT cancellations are not accepted. A Cancellation fee equal to the total trip cost including gratuity will be charged for any cancellation that is made less than twenty four (24) hours before the scheduled pick up time.

If you are not able to contact Hy's for your cancellation, it will be considered a 'no-show' and will result in a cancellation fee equal to the full fare of the trip plus all other charges (applicable waiting time, parking). All reservations will be considered a 'no show' at one (1) hour past your scheduled pick-up time. If you have not contacted our office or met your chauffeur by that time you will be charged in full for the reservation plus any other additional charges incurred.

**Inclement Weather Policy:** Safety is paramount when it comes to our clients. We take every precaution possible during inclement weather. We do not ever close so if the roads are open and we can safely get you to your destination we will go. All weather related issues and decisions are situational and are evaluated during the appropriate time.

**Emergency/Accident Policy:** 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:** automatically sends our ride status information via TEXT or email. Our system also sends our chauffeur and vehicle information to passengers to assist in coordinating with chauffeurs.

**Gratuity Policy:** Our recommended standard gratuity is 15%. Ultimately gratuities are based on the service provided and are at the discretion of the client.

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](mailto:kristin.allen@uconn.edu)

Terri Lessard

Purchasing Agent

[Terri.lessard@uconn.edu](mailto:Terri.lessard@uconn.edu)

Detailed Price List attached:

<p>Pricing Flat Fee</p> <p>Rates from the main campus in Storrs CT to the following locations.</p> <p>Pickup within a one town mile radius from the town of Storrs/Mansfield, CT.</p> <p>Contact Hys Livery Service for pick up from another location.</p>	
New York City, NY.	Town Car/Sedan: \$449 SUV: \$499 Van: \$699 MiniCoach: \$999
Boston, MA.	Town Car/Sedan: \$449 SUV: \$499 Van: \$699 MiniCoach: \$999
Bradley International Airport, Windsor Locks CT.	Town Car/Sedan: \$159 SUV: \$199 Van: \$399 MiniCoach: \$499
Logan International Airport Boston, MA.	Town Car/Sedan: \$449 SUV: \$499 Van: \$699 MiniCoach: \$999
TF Green International Airport, Warwick, RI.	Town Car/Sedan: \$449 SUV: \$499 Van: \$699 MiniCoach: \$999
Newark Airport, Newark, NJ.	Town car/Sedan \$399.00 SUV \$499.00

New Haven Train Station.	Town Car/: \$159 SUV: \$199 Van: \$399 MiniCoach: \$499
Hartford Union Train Station.	Town Car/Sedan: \$159 SUV: \$199 Van: \$399 MiniCoach: \$499
Shuttle service from Storrs CT to the following locations.	
Hartford CT (Hartford Campus, School of Law, School of Social Work, Hartford Marriott, Convention Center) and Rentschler Field in East Hartford.	Town Car/Sedan: \$159 SUV: \$199 Van: \$399 MiniCoach: \$499
Stamford CT Regional Campus.	Town Car/Sedan: \$349 SUV: \$399 Van: \$499 MiniCoach: \$799
Avery Point CT Regional Campus.	Town Car/Sedan: \$199 SUV: \$299 Van: \$399 MiniCoach: \$499
Waterbury CT Regional Campus.	Town Car/Sedan: \$199 SUV: \$299 Van: \$399 MiniCoach: \$499
Pricing Hourly Rates	
Hourly rates for Town cars / Sedans.	Town Car /Sedan (2pax) - \$79/hr
Hourly rates for SUV's.	SUV (4-5pax) - \$99/hr
Hourly rates for Vans.	Van (10-14pax) - \$179/hr
Hourly rates for Mini-coaches.	MiniCoach - \$199/hr

Hourly rates for other vehicles.	Limo (6-8pax) - \$149/hr Limo Bus (25pax) \$299/hr Coach Bus (40-56 pax) - \$299/hr
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