SMU Preferred Providers – BUSES and GROUND TRANSPORTATION

Revised 3-20-23
Buyer: Cathy Heckman
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OVERVIEW

– Ground Transportation: When non-SMU employees drive vehicles for SMU trips. Trip booking requires a PO for payment so booking/purchase is covered by SMU Terms and Conditions. Payment with credit card is not allowed. Insurance coverage follows company insurance. Ground transportation policies include buses, vans, and other vehicles. Exception: Airport shuttles and guest limo services do not require PO.

– Car/Van Rental: When SMU employees rent and drive vehicles (car and vans). SMU insurance covers vehicle rentals.

DEPARTMENT RESPONSIBILITY

– Departments are responsible for contacting Exclusive Vendors first to check availability before booking a trip/transportation with non-exclusive vendor.

– When Exclusive Vendors cannot provide services when and where needed, the department can hire another transportation company after receiving COI (Certificate of Insurance) approval from Risk Management.

– Send the COI for non-exclusive vendors to Jonathan Dowd in Risk Management for review and approval.

– Transportation company insurance must meet SMU Insurance Requirements.

– After COI approval, enter a purchase requisition for PO and attach approved COI to purchase req.

PROCEDURE

1) ***SMU Requester must receive a RESERVATION # from the transportation company for the trip to be ‘BOOKED’. The trip is not BOOKED (placed on the schedule) until the reservation process is completed. *Note: a confirmation email DOES NOT reserve the bus.

2) A Purchase Order is required for all BUS and GROUND TRANSPORTATION services. Purchasing will email the Purchase Order (PO) to the ground transportation company. ***EXCLUSION: Airport shuttles and guest limo services DO NOT REQUIRE PO.

3) SMU eProcurement requisitions must include the RESERVATION #, RESERVATION FORM, AGREEMENT/CONTRACT, ITINERARY AND ESTIMATE RECEIVED.

4) Only SMU employees can request and reserve ground transportation services. Non-SMU employees, independent contractors, and students are not allowed to reserve or book bus services. Exceptions must be approved by Purchasing prior to booking the rental.

5) Ground Transportation services paid with SMU funds must be associated to a university department.

6) Ground Transportation companies will issue a Net30 invoice for services rendered. Credit card or SMU Card payments are not allowed.
7) **SMU REQUESTERS must provide the following information to the vendor for billing purposes**

- Vendor Supplier ID #
- **TRIP NAME OR PURPOSE**
- Requester name, phone and email address *(must give SMU email address)*
- Requesting department *(i.e. MBA Office)*
- Requesting school or division *(i.e. Cox School of Business, DEA, etc.)*
- Invoice approver(s)
- Department Financial Liaison or Financial Business Manager
- ORG#

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**Echo Transportation (Supplier ID# 78565)**

9314 West Jefferson Blvd.  
Dallas, TX 75211  
https://echotransportation.com

**Email quote requests with proposed itinerary to Primary Contact and Reservations:**

Primary Contact:  
Carole Sharapata, Sales Account Manager  
Echo Transportation  
817-572-4114 ext.7033  
carole@echoafc.com

**Mailing address** *(Purchase Order address)*  
PO Box 532789  
Grand Prairie, TX 75053

**Remit-To Address**  
PO Box 677872  
Dallas, TX 75267

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**Avalon Motor Coaches LLC ***USE Supplier ID 109267***

**dba as Wynne Transportation** *(DO NOT USE Wynne Supplier ID# 60456)*

*Offices in Irving, Austin, San Antonio, Houston, Los Angeles, Phoenix, and San Francisco*

They will make every effort to accommodate trip requests based on fleet availability and booking schedule. SMU Requesters may request a specific driver.

<table>
<thead>
<tr>
<th><strong>Texas Office Address</strong></th>
<th><strong>Remit-To Address</strong></th>
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<tbody>
<tr>
<td>7650 Esters Boulevard</td>
<td>Avalon Motor Coaches LLC</td>
</tr>
<tr>
<td>Irving, Texas 75063</td>
<td>1000 Corporate Pointe, Suite 150</td>
</tr>
<tr>
<td>Main office line 972.915.7300</td>
<td>Culver City, CA 90230</td>
</tr>
</tbody>
</table>

**Email quote request with proposed itinerary to Primary Contact**

Primary Contact:  
Bedford Wynne  
**Bedford.wynne@gowynne.com**  
972-915-7302 direct  
214-500-2298 cell

Secondary Contact:  
Nicki Smith  
**nicki.smith@gowynne.com**  
972-915-7304 direct  
214-500-8708 cell
Additional Contacts on the Reservations Team:
info@gowynne.com
Leslie Ortiz
Alina Nair

Wynne SERVICES
- Motorcoach Charters
- Events & Meetings
- Airport Transportation
- Executive Transportation

Wynne FLEET
- Motorcoaches
- Mini-Buses
- Vans