

Legislation Text

File #: 2762, **Version:** 1

CC MEETING: August 16, 2016

DATE: August 1, 2016

TO: Leonard Martin, City Manager

FROM: Lori Luckey, Recreation Coordinator

Consider **Approval Of The Purchase Of Travel Services For The Carrollton Senior Center From Premier World Discovery** In An Amount Not To Exceed \$104,000.00.

BACKGROUND:

The Carrollton Senior Center has had a Trip program for approximately 28 years. At the request of many Seniors, the Senior Center began offering longer, sometimes overseas trips in 2007. Destinations have included: Ireland, Italy, Alaska, Switzerland and more. The trips are fully cost recovered.

The intent of this memo is to request approval for the purchase of travel services for one of these extended trips in 2017. It is a 7 day tour by California Rail Discovery, featuring San Francisco, Lake Tahoe and Sacramento. The date for travel is September 27, 2017, and the cost is approximately \$2,905.00/person double occupancy. This price includes the anticipation of travelers' purchase of trip insurance which gives them a full refund if they are unable to go. This additional cost is encouraged and about 95% of our travelers add it.

Staff obtains three quotes for the trips. When selecting a tour company, staff considers several areas such as cost, exact location of tour, excursions during the tour, and customer evaluations on previous trips. There is no HUB vendor listed for tour companies.

FINANCIAL IMPLICATIONS:

The fund is Seniors on Tour- Long Trips

Revenue collected from the travelers covers the cost of the program.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the purchase of travel services for the Carrollton Senior Center to Premier World Discovery in an amount not to exceed \$104,000.00.