

## Legislation Text

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**File #:** 2799, **Version:** 1

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**CC MEETING:** September 6, 2016

**DATE:** August 18, 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 Diamond Tours** In An Amount Not To Exceed \$48,500.00.

The Carrollton Senior Center has provided 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 additional funding for Diamond Tours for a second extended trip for 2016. This trip is a five day tour to Branson, Missouri. The date for travel is November 28 - December 2, 2016, with final payment made September 29, 2016. The cost is approximately \$545/person double occupancy. Single and triple occupancy are also available. This is the second trip with Diamond Tours for FY16; the first trip was to Washington, D.C. and occurred May 11-19, 2016.

Staff obtains three quotes for the trips. When selecting a tour company, staff considers several factors 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

Previous spending                      \$23,648.00

Branson, Missouri                      \$24,525.00

**Revenue collected from the participants 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 Diamond Tours for an annual amount not to exceed \$48,500.00. Council approval needed for annual spending which exceeds \$25,000.00 for a single vendor.