

## **Guidance for Minibuses, Midibuses and Coach Services with Driver**

Procurement are pleased to announce that the following Coach, Minibus & Midibus companies can be approached when you are arranging minibus/coach hire:

<b>Berkley Coach &amp; Travel Ltd</b>	<b>t. 01761 413196</b>	<b>mail@berkeleycoachandtravel.co.uk</b>
<b>Centurion Travel Ltd</b>	<b>t. 01761 417392</b>	<b>coach-hire@centuriontravel.co.uk</b>
<b>ZJ Travel Ltd</b>	<b>t. 01179 650000</b>	<b>info@zjtravel.co.uk</b>
<b>Bugler Coaches Ltd</b>	<b>t. 01225 444422</b>	<b>info@buglercoaches.co.uk</b>
<b>ABUS Ltd</b>	<b>t. 01179 776126</b>	<b>alan@abus.co.uk</b>

All suppliers are committed to work with the University in delivering an efficient customer focussed service.

### **Key Features of these service providers:**

- All the above suppliers are available to manage your Minibus, Midibus & Coach Travel requirements and can be contacted via email, telephone and web requests.
- All these suppliers can offer bespoke services and manage transfers to and from various events and conferences.

### **These Suppliers can provide the following services:**

<b>Minibus (1 to 16 Passengers)</b>	<b>Midi Bus (17 to 29 passengers)</b>	<b>Coach Transfers ( &gt; than 30 to 63 Passengers)</b>	<b>Luxury Coach Travel</b>
<b>Centurion Travel Ltd ZJ Travel Bugler Coaches Ltd ABUS Ltd</b>	<b>Centurion Travel Ltd ZJ Travel Bugler Coaches Ltd ABUS Ltd</b>	<b>Berkley Coach &amp; Travel Centurion Travel Ltd ZJ Travel</b>  Several configuration options are available please contact the suppliers for more details.	<b>Centurion Travel Ltd</b>  Several configuration options are available on request.

## **Using the Service**

**When booking any transport all suppliers will request as a minimum the following information:**

A Purchase order must be raised for each vehicle hire; the following product codes should be used:

P-TK-00 for coach hire (37 seats +)

P-TK-01 for mini/midibuses hire (36 seats and fewer)

Supplier ID: Centurion Travel **115377** Berkeley Coach and Travel Ltd **100809** ZJ Travel **189391** Bugler Coaches Ltd **137001** ABUS Ltd **189298** (Please note, most coach travel is exempt from VAT)

We ask you to contact all suppliers above for the vehicle and driver options you require. Once you receive quotes and agree who to use then please capture your rationale on why the preferred supplier was selected on the appropriate procurement supporting document (<https://www.bath.ac.uk/corporate-information/spend-thresholds-for-quote-and-tender-processes.bho/>) – This should then be attached to any associated Requisition.

If you have any issues or want to provide feedback on the service received, please contact Liam Kilawee (Contracts Manager) [L.Kilawee@bath.ac.uk](mailto:L.Kilawee@bath.ac.uk)