



*Tye's Top Tour & Travel*  
*9 Riverside Dr.*  
*Merrimack, NH 03054*  
*603 424 40403 Fax 866 571 1796*  
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## Request to Bid Motor coach

Dear Motor coach carrier:

We request a quote on the following attached item.

When submitting a bid for a motor coach for any Tye's Top Tour & Travel, inc. tour a copy of a certificate of insurance must accompany all bids. If you are a motor coach carrier outside of the United States please provide us with proof of insurance.

Tye's Top Tour & Travel, inc uses motor coaches no older than 8 years unless an inspection has been done by the management of the company and the maintenance and safety logs have been checked.

We expect drivers to carry maps of the location that they are going and to have a copy of the Tye's Operating instructions. We prefer to use motor coaches with GPS systems but that is not essential

Drivers are to be in a shirt and tie when they are in front of the people or a clean company uniform shirt

All coaches must be free from any chemical smells at the start of each trip.

On all overnight trips the lave must be dumped a minimum of every two days.

A coach will be considered unacceptable should there be cracks in the windshield, broken windows, or broken seats.

All coaches must have a working microphone system as well as a working entertainment system.

All coaches must be swept on a daily basis and all trash emptied on a daily basis.

We expect all drivers to keep the windows clean so that passengers can see out of the windows.

All coaches are expected to be on location a minimum of 15 mins prior to departure time.

Once a passenger boards a coach we expect the driver to be at the door to assist passengers on and off the coach any time a passenger is entering or exiting the coach.

When the restaurants we use on a tour, are offering a driver a comp meal the driver is expected to leave a tip.

A driver is considered an integral part of the tour and is expected to interact with the passengers in a courteous way when ever possible. We do not expect the drivers to be on the microphone unless the tour director requests the driver to use the microphone or to promote any other tour company or product to the passengers. In most situations the driver will receive the same meal as the passengers do and the same meal options when the group is dining as a group. Our tour directors and our drivers, may only dine with passengers if invited or if

permission is asked of the passengers. On tours where vouchers or prepaid meal cards are used the tour director may often invite the driver to join him or her for a meal but is not required to do so.

We will always provide a single room for the driver on all overnight tours.

When submitting a quote please specify if a meal allowance is included for the driver in the quote.

On all of our tours we offer the travelers the option of prepaying driver gratuities. On day trips this at \$2 per passenger per day. On overnight trips \$3 per passenger per day.

Tye's Top Tour & Travel does not prepay gratuities as a percentage of the cost of the trip. If a gratuity is mandatory it is not a gratuity but part of the cost . All bids for transportation must be a total charge.

Quote for mini coach	Date _____
Quote for 55 passenger coach	Date _____
Quote for airport transfer	Date _____

Motor Coach Carrier \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ --