

**Car Services****BG Airport Shuttle (Tom Baer)**

Call, text or email to schedule a ride service reservation!

Phone 419-308-5952

Email [tom@bgairportshuttle.com](mailto:tom@bgairportshuttle.com)

**RIDE SERVICE COSTS**

- \$35 BGSU host-ambassador ride along service. A BGSU representative can accompany the driver when picking up or dropping off a visitor to campus. Driver will pick-up and drop-off the host at a predetermined BG address.

**Detroit Airport to BG:**

- \$155, ride reservation, 1-2 persons, one way, one pick-up, one drop-off, one payment.
- \$115, per ride reservation, 1-2 persons, one way, when ride shared with other reservation(s).

**BG to Detroit Airport:**

- \$135, ride reservation, 1-2 persons, one way, one pick-up, one drop-off, one payment.
- \$95, per ride reservation, 1-2 persons, one way, when ride shared with other reservation(s).

**Toledo Airport to or from BG:**

- \$77, ride reservation, 1-2 persons, one way, one pick-up, one drop-off, one payment.
- \$60, per ride reservation, 1-2 persons, one way, when ride shared with other reservation(s).

**Toledo Amtrak and Greyhound to or from BG:**

- \$70, ride reservation, 1-2 persons, one way, one pick-up, one drop-off, one payment.
- \$55, per ride reservation, 1-2 persons, one way, when ride shared with other reservation(s).

**Cleveland, Columbus, Dayton Airports to or from BG:**

- \$300, ride reservation, 1-2 persons, one way, one pick-up, one drop-off, one payment.
- \$200, per ride reservation, 1-2 persons, one way, when ride shared with other reservation(s).

Note: Shared rides are not guaranteed until the driver has picked up at least two reservations. Optional driver gratuity not included in the listed costs.

**BOWLING GREEN STATE UNIVERSITY**

**SERVICES INCLUDED IN COSTS**

- Curbside pick-up and drop-off. NOTE: DTW pick-up requires driver to park and meet passenger inside terminal, baggage claim area or international arrivals waiting area.
- 30 minute driver wait after flight lands.
- 10 minute driver wait for non-airport pick-up.
- See FEES for excessive driver and vehicle wait time.

**FEES**

- \$10 for each additional passenger.
- \$10 each additional stop, 10 minute wait.
- \$40 add-on when driver and vehicle are away from base between 10pm & 6 am.
- \$40 add-on for holidays.
- \$70 per hour for additional driver and vehicle wait time.
- “No Shows” are subject to a full cost charge.

**ADDITIONAL INFORMATION**

- No shows are billed at quoted costs.
- 24/7 curb-to-curb ride service is available.
- Drivers are long-term residents of BG area.
- Courier/Delivery service.
- Regional ride service for meetings, dining, shopping, and appointments.
- Customized ride service to meet individual needs.

**PRICE COMMITMENT**

BG Airport Shuttle agrees it will provide BGSU the business ride service and pricing (costs) on this Cost and Fee Schedule.

**METHOD OF RESERVATION**

BGSU employee will contact BG Airport Shuttle for a reservation. BG Airport Shuttle will send confirmation of reservation by email or fax format. BGSU employee will attach the confirmation to a purchase order to solidify the ride service time and date. The purchase order will be emailed to [tom@bgairportshuttle.com](mailto:tom@bgairportshuttle.com).

**METHOD OF BILLING AND PAYMENT**

Invoices will be e-mailed directly to [BGSUAP@bgsu.edu](mailto:BGSUAP@bgsu.edu) with a copy sent to the originator listed on the PO. The purchase order number will be listed on the Invoice. Payment will be by ACH. NOTE: BG Airport Shuttle cannot accept BGSU credit card as method of payment.

**CANCELLATION POLICY**

Reservations canceled less than 72 hours prior to pick-up time is subject to \$30 fee charge. Cancellation less than 4 hours of pick-up time is subject to full fare charge.



METHOD OF PURCHASE

- Please reserve a vehicle or limo via the Punchout Tile on Falcons Purch and click on the “Supplier Additional Description” link on the tile. It will pull up a BGSU form that can be filled out for the rental. Once it is complete submit the form and an order confirmation will be provided to you that you can use to enter a non-catalog requisition for a PO into Falcons Purch before the trip takes place. A final invoice will be sent to you after completion of your trip so you can receipt your PO.

CONTRACTED RATES AND COSTS

Rates include gratuity for the chauffeur and are as follows:

- Sedan
  - DTW: \$227.50, TOL: \$136.50, CLE: \$364.00
- SUV
  - DTW: \$292.50, TOL: \$175.50, CLE: \$468.00
- 14 Passenger Transit Van
  - DTW: \$344.50, TOL: \$227.50, CLE: \$598.00
- 26 Passenger Bus
  - DTW: \$585.00, TOL: \$390.00, CLE: \$832.00

Additional fees:

- Parking at DTW (will be added to the invoice as a separate line item):
  - \$10.00 for Sedan, SUV and Transit.
  - \$30.00 for Mini Bus (only applies to pick up at DTW).
- Tolls for CLE are around \$20.00 but are subject to change as determined by the Turnpike authority and will be added to the invoice as a separate line item.
- \*Fuel Surcharges are not applicable\*
- \*Any gratuity provided by passenger will be discounted from Rate, which includes gratuity.



METHOD OF PURCHASE

- Please reserve a vehicle or limo via the Punchout Tile on Falcons Purch and click on the “Supplier Additional Description” link on the tile. It will pull up the vendor website reservation form that can be filled out for the rental. Once it is complete submit the form and an order confirmation will be provided to you that you can use to enter a non-catalog requisition for a PO into Falcons Purch before the trip takes place. A final invoice will be sent to you after completion of your trip so you can receipt your PO.

CONTRACTED RATES AND COSTS

Detroit Metro Airport:

- 1-2 Passengers Sedan: \$149.00
- 3-6 Passengers SUV: \$225.00
- 6-12 Passengers Transit: \$350.00
  - NOTE: Detroit Pickups have a mandatory \$10 Driver Park and Meet Inside policy; will be added to the invoice as a separate line item.

Toledo Express Airport:

- 1-2 Passengers Sedan: \$85.00
- 3-6 Passengers SUV: \$195.00
- 6-12 Passengers Transit: \$275.00

Cleveland / Columbus:

- Call for pricing 419-356-0255

Monclova, Swanton, Delta, & Whitehouse:

- \$10 extra charge each way; will be added to the invoice as a separate line item.

Lyons:

- \$20 extra charge each way; will be added to the invoice as a separate line item.

Additional Fees and Notes:

- Fuel Surcharges are not applicable for this contract.
- Gratuity is 20% and will be added automatically to the final bill, any gratuity provided by passenger will be discounted on invoice.
- Hourly Rates:
  - 1-2 Passengers Sedan: \$75/hour
  - 3-6 Passengers SUV: \$95/hour
- 3 hour minimum on Sunday-Wednesday, 4 hour minimum on Thursday-Saturday.
- Overtime is billed in 15-minute increments and will be included on invoice.
- All tolls and parking fees are paid by customer and will be included on invoice.
- Gratuity not included If the pickup is greater than 30 miles, then a \$100 – \$150 travel fee applies.