

Purchase Change Request



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
MU23_CC_CAMPTRVL

FY 24	Buyer MD	Date 12/13/24	Account Various	P.O. Date 02/14/23	Contract MU23_CC_CAMPTRVL
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc.

Vendor Code **473378193**

BOG Unit Name & Address

Anthony Travel LLC
PO Box 1086
Notre Dame, IN 46556

Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Ph# 304-429-4233 Fax FEIN# 473378193

Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # <u>1</u> University Member Business and Athletic Travel To make the following changes in accordance to all terms, conditions, prices, and specifications contained in the original contract and all authorized change orders. 1. To add Member Athletic Travel to the agreement, per E&I agreement Item 1 "Scope". For additional details reference Amendment #1 attached. No other changes made.		

Reason for Change: Adding Athletic Travel to contract.

Previous Total	\$ 110,000.00
Increase	\$ 110,333.64
Decrease	\$
New Total	\$ 220,333.64

Approved:

Michelle H. Keeler

Authorized Signature

12/14/2023

Date

N/A

Attorney General **if** required

Date



Amendment # 1

Contract/Agreement Number: MU23_CC_CAMPTRVL based on E&I Agreement EI00046~2020MA
 Vendor Name/FEIN: Anthony Travel LLC
 Current Term/Date(s) of Service: March 1, 2023 – February 28, 2023
 Current Agreement Value: Member Business Travel \$110,000 per year, paid as \$9,166.67 monthly

This Amendment is to make the following change(s), in accordance with all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

- Effective, February 1, 2024, Add Member Athletic Travel to the agreement, per E&I agreement Item 1, "Scope". The following will be added to the pricing page, as attached.

"Member Athletic Travel Base Pay: Marshall University will pay Anthony Travel a monthly management fee of \$9,194.47 (\$110,333.64 annually). Fees will be payable by the 15th day of each month in the form of check or wire transfer. This payment cannot be paid with credit card. This fee will increase 3% for each subsequent renewal year. ATI will rebate 3% of the annual management fee to Marshall Athletics at the end of each contract year."

- Current contract value: \$110,000.00
- Amended contract value: \$220,333.64

By signing this Amendment, both parties agree that they understand and agree to the changes being made to the existing contract and agreement.

For Marshall University:

For Anthony Travel LLC:

Signature

Michelle Wheeler

Printed Name

Chief Procurement Officer/ Director of Purchasing

Title

Date

michelle.wheeler@marshall.edu

Email Address

Pat Walsh

Signature

Pat Walsh

Printed Name

Senior Vice President, Collegiate Travel

Title

10/27/23

Date

patwalsh@anthonytravel.com

Email Address

MARSHALL UNIVERSITY

MU23_CC_CAMPTRVL

PRICING SHEET

- A. **Member Business Base Fee:** Marshall University will pay Anthony Travel a monthly management fee of \$9,166.67 (\$110,000 annually). The management fee will include up to 1,750 agent-assisted commercial air transactions annually. If the transaction threshold is exceeded, transactions will be charged at \$30 per domestic ticket and \$40 per international ticket. Fees will be due and payable by the 15th day of each month in the form of check or wire transfer. This payment cannot be paid by credit card. This fee shall increase 3% annually.
- B. **Commissions:** Anthony Travel will retain any commissions earned.
- C. **Online Booking Tool:** If Marshall University elects to utilize an online booking tool, Marshall University will pay Anthony Travel a one-time online booking tool (OBT) implementation fee and OBT transaction fees that would be determined prior to implementation. If Marshall University elects to integrate the OBT with a Single Sign-On (SSO) and/or Human Resource (HR) Feed, Anthony Travel will pass along fees incurred by the applicable third-party supplier(s).
- D. **Member Athletic Base Fee:** (As added in Amendment 1) Member Athletic Travel Base Pay: Marshall University will pay Anthony Travel a monthly management fee of \$9,194.47 (\$110,333.64 annually). Fees will be payable by the 15th day of each month in the form of check or wire transfer. This payment cannot be paid with credit card. This fee will increase 3% for each subsequent renewal year. ATI will rebate 3% of the annual management fee to Marshall Athletics at the end of each contract year.

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
VC0000053693	ON LOCATION EVENTS LLC		Active	Inactive	
✓ VC0000056284	ANTHONY TRAVEL LLC		Active	Inactive	

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▼ General Info

Vendor/Customer : VC0000056284	Restrict Use by Department : <input type="checkbox"/>
Legal Name : ANTHONY TRAVEL LLC	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active <input type="text"/>	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete <input type="text"/>	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive <input type="text"/>	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete <input type="text"/>	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No <input type="text"/>
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : ANTHONY TRAVEL LLC	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/>	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/>	W-9 Received Date : <input type="text"/>
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 05/23/2017 <input type="text"/>
	Active To : <input type="text"/>
	Last Usage Date : 12/11/2023 <input type="text"/>
	Department : <input type="text"/>
	Unit : <input type="text"/>

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▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : <input type="checkbox"/>	Tax Clearance : <input type="checkbox"/>
Registration Application Date : <input type="text"/>	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : <input type="text"/>	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : <input type="text"/>	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code : <input type="text"/>	Federal Debarred : <input type="checkbox"/>

▶ Executive Compensation

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