



Purchasing Department

**Bid #06-001, Travel Agent for the District Attorney's Office
Opening Date: Wednesday, February 15, 2006**

Single Bidder: Sun Travel, Inc.

	Transaction Fees
Southwest Airlines Ticket	\$25.00(electronic tickets*)
All other airline tickets	\$27.00(electronic tickets*)
International Airline Reservations	
For Mexico & Canada	\$27.00
Except Mexico & Canada	\$40.00
Refunds/Voids	\$30.00
Ticket Exchanges	\$40.00
Hotel or rental car reservation with no air	\$15.00

*The airlines charge a fee for paper tickets on all reservations that qualify for an electronic ticket but the customer insists on a paper ticket. The fee applies to all passengers and all fare types. Please note: this is an airline fee, not a Sun Travel agency fee.

Note: The above prices are based on airline tickets paid for with El Paso County's charge card. For any tickets charged on "open account," please add \$2.00 per transaction. All open account invoices that are not paid within 30 calendar days will have a one percent (1%) late fee added to the invoice amount, accruing for each 30 day period the invoice is unpaid.

District Attorney's Office

Department

Approved By (Print)

Signature

Date