



Chicago Park District

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Title: AUTHORIZATION TO ENTER INTO A CONTRACT WITH WESTREC MARINA MANAGEMENT, INC. FOR THE MANAGEMENT OF OUTDOOR ICE RINKS SPECIFICATION P-17004R
Sponsors: Revenue
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Attachments: 1. P-17004-R Westrec Schedules A & B.pdf

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10/11/2017	2	Board of Commissioners	approved	Pass

AUTHORIZATION TO ENTER INTO A CONTRACT WITH WESTREC MARINA MANAGEMENT, INC. FOR THE MANAGEMENT OF OUTDOOR ICE RINKS SPECIFICATION P-17004R

To the Honorable Board of Commissioners of the Chicago Park District

I. Recommendation

It is recommended that the General Superintendent and CEO or his designee enter into a contract with Westrec Marina Management, Inc., for the purpose of managing and operating outdoor ice rinks throughout the Chicago Park District. The contractor was selected pursuant to a publicly advertised Request for Proposals ("RFP"). No work may commence and no payment shall be made to contractor prior to the execution of a written agreement.

II. Award Information

Company: Westrec Marina Management, Inc.
16633 Ventura Blvd., 6th Floor
Encino, California 91436

Company Type: California Business Corporation

Majority Interest: Michael Sachs 100%

Contract Term: Two (2) years with three (3) additional one (1) year extension options

Contract Amount: See Exhibit A

Scope of Services: Management and operation of seven (7) outdoor ice rinks: McKinley Park, Midway Plaisance Park, Mt. Greenwood Park, Riis Park, Rowan Park, Warren Park, and Wentworth Park.

Affirmative Action Goals: The Minority and Women Owned Business Enterprise participation for this contract include: 25.1% MBE and 5.1% WBE.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement.
Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

III. Budget and Financial Information

Budget Classification: Operating
Fiscal Year: 2017
Source of Funds: 001.9310.9310.626015.00001.01.01.00001

IV. Procurement Information

Specification Number: P-17004R
Date Issued: July 17, 2017
Pre-Submittal Meeting: DNA
Number of Proposals Received: Two (2)
Date Proposals Due: September 14, 2017

This contract was publicly advertised as a Request for Proposals (“RFP”). Two (2) proposals were received on the due date and both were found by the Department of Purchasing (“Purchasing”) to be responsive and compliant with the requirements specified in the RFP. The Evaluation Committee (“EC”) was comprised of five (5) voting members, all CPD staff. The EC began their evaluation of the proposals at their first meeting on September 21, 2017. They met again on September 26, 2017 and decided to send additional clarification questions to the proposers. The EC concluded their evaluation on October 2, 2017 and unanimously scored Westrec Marina the highest.

V. Explanation

The Chicago Park District (“CPD”) requires the services of a firm to manage and operate seven (7) outdoor ice rinks (“rinks”) located throughout the city. The management and operation responsibilities include: opening and closing the rinks for the season, resurfacing the ice, maintaining the refrigeration and all other equipment, developing and managing rink schedules including rentals, marketing the rinks for skating lessons and hockey, maintaining and renting skates, and custodial services.

Westrec previously managed the CPD’s outdoor ice rinks from 2008-2013. Locally, they also currently manage the ice skating ribbon at Maggie Daley Park and the City of Chicago’s Millennium Park Ice Rink. Westrec has the capacity, knowledge and equipment to implement to operational plans and perform many repairs in real time. Additionally, they have a team of year round, committed employees and will be keeping summer boating season employees on staff to work at the rinks during the winter. Westrec is highly skilled in making and maintaining ice in challenging weather conditions and working with the complexities of keeping ice in good order as exemplified with the unique ribbon design at Maggie Daley Park. Westrec has a solid implementation plan and is ready to start immediately to ensure the rinks open on time for the season.

Westrec Marina Management has the demonstrated experience and capability to manage and operate the outdoor ice rinks, and therefore, it is in the best interest of the Chicago Park District to recommend Westrec Marina Management, Inc. for the award of the Management and Operation of Outdoor Ice Rinks contract.

VI. General Conditions

1) *Conflicts*: The Agreement shall not be legally binding on the Chicago Park District if entered into in violation of the provisions of 50 ILCS 105, the Public Officer Prohibited Activities Act.

2) *Ethics*: The Chicago Park District’s Ethics Code, Chapter III of the Code of the Chicago Park District, shall

be incorporated into and made part of the agreement.

3) *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.

4) *Economic Disclosure Statement ("EDS")*: Contractor has submitted a full and complete EDS.