Chicago Park District

Legislation Details (With Text)

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Title:	AUTHORITY TO ENTER INTO CONTRACTS FOR SUMMER DAY CAMP BUS TRANSPORTATION SERVICES PRE-QUALIFIED POOL SPECIFICATION NO. P-17009		
Sponsors:	Chief Program Officer		
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Date	Ver.	Action By	Action	Result
3/8/2017	1	Board of Commissioners	approved	Pass

AUTHORITY TO ENTER INTO CONTRACTS
FOR SUMMER DAY CAMP BUS TRANSPORTATION SERVICES PRE-QUALIFIED POOL
SPECIFICATION NO. P-17009

To the Honorable Board of Commissioners of the Chicago Park District:

I. Recommendation

It is recommended that an order be entered authorizing the General Superintendent and CEO or his designee to enter into individual contracts with five (5) pre-qualified firms for Summer Day Camp Bus Transportation Services. The pre-qualified firms were selected pursuant to a publicly advertised Request for Qualifications. No minimum amount of work is required or guaranteed to the firms in the pre-qualified pool. Finally, no work may commence and no payment shall be made to the contractors prior to the execution of a written agreement.

II. Award Information

Contractors: Five (5) companies as listed on Exhibit A (attached and incorporated by this reference.)

Contract Type: Term Agreement

Contract Period: One (1) year initial term with four (4) additional one (1) year extension options.

Contract Amount: Not to exceed $550,000.00 annually. Funding for extension years shall be based upon annual appropriations.

Scope of Services: The CPD regularly requires bus transportation services for the transportation of participants and staff in CPD programs. Buses are needed during the summer to transport kids and staff in the CPD's summer day camp program on field trips. Firms were asked to submit their qualifications for possible inclusion in the Summer Day Camp Bus Transportation pre-qualified pool.

Affirmative Action Goals: The RFQ included a Compliance Affidavit which for inclusion in this pre-qualified pool, required the firms to commit to: (i) meeting the 25% MBE and 5% WBE goals during the duration of this pre-qualified pool; and (ii) submitting the schedules with their pool project bids.

At the time a project is bid to the pre-qualified pool, only then will that bid include the schedules where the firms will identify the MBEs and WBEs to be utilized and the corresponding dollar amount and percentage of participation for that project.

II. Award Information (Cont.)

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

III. Budget and Financial Information

Budget Classification: Operating
Fiscal Year: 2017 - 2020
Source of Funds: 623093 - Transportation Services

IV. Procurement Information

Specification Number: P-17009
Date Advertised February 3, 2017
Date of Pre-submittal Conference: February 15, 2017
Date Qualifications Due: September 30, 2020 (Qualification packages can be submitted at any time until this deadline).
Number of Qualifications Received: Seven (7)
Qualifications Evaluation Detail: Acceptable qualifications most advantageous to the Park District.

This is an open Request for Qualifications whereby firms may submit their qualifications packages at any time, and the target is to review and evaluate qualification packages on a quarterly basis. Seven (7) qualification packages were received from the advertisement date through February 24, 2017. The Department of Purchasing ("Purchasing") initially reviewed the seven (7) qualification packages and found two (2) to be non-responsive and were removed from consideration. The remaining five (5) responsive and compliant qualification packages were forwarded to the Evaluation Committee ("EC").

The Evaluation Committee ("EC") was comprised of three (3) voting members, (i) all CPD staff. The EC began their evaluation of five (5) qualifications at their first and only meeting on February 27, 2017. They reviewed all qualification on this date where they found all five (5) firms to be qualified and become part of the summer day camp bus transportation services pre-qualified pool.

V. Explanation

The Chicago Park District ("CPD") is establishing this pool of pre-qualified firms to provide bus transportation services for the CPD summer day camp program. Establishing a pre-qualified pool of firms will provide the CPD with an expedited way of procuring these services when needed. All of the firms have the experience and ability to provide these services as specified and to meet or exceed the standards of the CPD. Therefore, it is in the best interest of the CPD to recommend these pre-qualified firms for award for the summer day camp bus transportation pool.

VI. General Conditions

1. *Conflicts:* No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*

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 all agreements authorized herein.

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"):* Contractors have submitted a full and complete EDS prior to execution of the contract.

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