



Chicago Park District

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Title: AUTHORIZATION TO ENTER INTO CONTRACTS FOR BUS TRANSPORTATION SERVICES FOR DISTRICT WIDE PROGRAMS AND EVENTS
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Date	Ver.	Action By	Action	Result
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AUTHORIZATION TO ENTER INTO CONTRACTS FOR BUS TRANSPORTATION SERVICES FOR DISTRICT WIDE PROGRAMS AND EVENTS SPECIFICATION NO. P-14000

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 contracts with eight firms for inclusion in the group of responsible bidders eligible to provide Bus Transportation Services for District Wide Programs and Events. The group of responsible bidders was selected pursuant to a publicly advertised target market Invitation for Bid. No work may commence and no payment shall be made prior to the execution of a written agreement.

II. Award Information

Contractors: Eight (8) companies as listed on Exhibit A (attached and incorporated by this reference.)
Contract Type: Term Agreement
Contract Period: One (1) year from the date of contract execution with four (4) additional one (1) year extension options.
Contract Amount: Funding shall be based upon annual appropriation. Expenditures for services under each extension term will be authorized by annual appropriation and subject to each year's budget.

Affirmative Action

Goals: Bidding in this target market Invitation for Bid was restricted to certified Minority- and Women-Owned Business Enterprises. Therefore, compliance goals are fulfilled as long as the bidder is either a certified MBE or WBE.

Scope of Services: To transport participants and staff in Chicago Park District programs for field trips (e.g. summer day camp

field trips) and events (e.g. leagues).

II. Award Information (Cont.)

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: 2014
Source of Funds: 623093 - Transportation Services

IV. Procurement Information

Specification Number: P-14000
Date Advertised: March 3, 2014
Date of Pre-bid Meeting: DNA
Date Bid Phase 1 - Responsibility Packages Due Date: March 20, 2014
Number of Bid Phase 1 - Responsibility Packages Received: 10

Through this Invitation for Bid (“IFB”) a two-phase bid process will be utilized to procure bus transportation services. In this Phase 1, a group of responsible bidders eligible to provide bus transportation services will be established. During the contract term, whenever the Chicago Park District requires bus transportation services a project specific Phase 2 Request for Quotes (“RFQ”) will be sent to the group of responsible bidders. Whichever firm submits the lowest price in response to the Phase 2 RFQ will receive that specific award.

Ten (10) Bid Phase 1 Responsibility Packages were received on the due date and time. This is a target market Invitation for Bid and bidders were restricted to certified MBEs and WBEs. Two bidders were not certified at the time they submitted their Bid Phase 1 Responsibility Package and removed from consideration by the Department of Purchasing (“Purchasing”). The Bid Phase 1 Responsibility Packages from the remaining eight (8) bidders were reviewed by Purchasing and found to be responsive to the Bid Phase 1 Responsibility Package contents requirements. Additionally, the eight (8) bidders were found by Purchasing to be certified MBEs and WBEs. The Bid Phase 1 Responsibility Packages of the eight (8) bidders were forwarded to CPD staff for review, and they were all found to be responsible bidders. Accordingly, these eight (8) firms have the experience, capacity, and ability necessary for inclusion in the group of responsible bidders eligible to provide bus transportation services.

V. Explanation

District-wide, the Chicago Park District (“CPD”) requires bus transportation services year round to transport participants and staff in Chicago Park District programs such as summer day camp field trips and leagues. Annually, the CPD averages 5,300 trips and the majority of them are during the summer when the annual average number of trips peaks around 4,300. During the fall, spring, and winter, the approximate number of trips per season is 250-300. Typical summer day camp field trip destinations include: 1) baseball games; 2) CPD golf courses, spray pools, and swimming pools; 3) the lakefront; 4) Martin Luther King Center; and 5) the museums. During the rest of the year, the buses are primarily used to transport teams and staff in CPD leagues including basketball, hockey, and soccer and also for gymnastics and cheerleading.

The eight firms recommended for inclusion in the group of responsible bidders for bus transportation services have the experience, capacity, and ability to provide these services and some have previously provided them for the CPD. Further, establishing a group of responsible bidders eligible to provide bus transportation services will provide the CPD with a competitive bid process when these services need to be procured. It is therefore in the best interest of the Chicago Park District to recommend that the eight firms identified in Exhibit A attached to this letter be awarded a contract for bus transportation services and become a member of the group of responsible bidders eligible to provide Bus Transportation Services.

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