



Chicago Park District

Legislation Text

File #: 18-3038-0613, **Version:** 1

AUTHORIZATION TO ENTER INTO CONTRACT WITH ALLTOWN BUS SERVICE FOR DISTRICT WIDE AND ADA BUS SERVICES SPECIFICATION NO. P-18008

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 enter into a contract with Alltown Bus Service to provide District Wide and ADA Bus Services. The contractor was selected pursuant to a publically advertised Invitation for Bids. No work may commence and no payment shall be made to the contractor prior to the execution of a written agreement.

II. Award Information

Contractor:	Alltown Bus Service 7300 N. St. Louis Ave Skokie, IL 60076
Company Type:	Illinois Business Corporation
Majority Interest:	Greg Polan 100%
Contract Period:	One (1) year initial term with four (4) additional one (1) year extension options.
Contract Amount:	Not to exceed \$222,611.00 annually. Funding for extension years shall be based upon annual appropriations.
Scope of Services:	To provide district wide and ADA bus services to within the limits of the City of Chicago and with options for service outside the city limits but within the greater Chicago Metropolitan Area (e.g. Cook, Will, Kane, Du Page, Lake and McHenry Counties).

II. Award Information (Cont.)

Affirmative Action

Goals: Minority and Women Owned Business Enterprise participation for this contract includes: 25% Minority owned and 5% Women owned.

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: 2018
Source of Funds: 623093 - Transportation Services

IV. Procurement Information

Specification Number: P-18008
Date Advertised: March 23, 2018
Date of Pre-Bid Conference: April 10, 2018
Date Bids Due: April 25, 2018
Number of Bids Received: Six (6)
Bid Evaluation Detail: Lowest responsible and responsive bidder

This contract was publicly advertised as an Invitation for Bids (“IFB”), and six (6) bids were received, opened, and read aloud on the bid due date and time. The Department of Purchasing (“Purchasing”) reviewed all bids received and found two (2) bids to be non-responsive and removed from consideration. Purchasing sent the bid package from the apparent lowest bidder, Alltown Bus Service, to the Director of Recreation who found them to be responsible and their prices fair and reasonable. Additionally, Purchasing contacted Alltown to discuss and confirm they understood the CPD’s operation standards and capacity expectations, and Purchasing affirmatively concluded Alltown is fully prepared and ready to provide the services pursuant to the CPD’s expectations. Therefore, Alltown Bus Service is recommended for award as the lowest responsible and responsive bidder for this contract.

V. Explanation

The CPD regularly requires bus transportation services for the transportation of participants and staff in district wide and Special Recreation programs. The bus transportation services that will be provided under this contract don’t include the Summer Day Camp program. Instead, under this contract bus transportation services will be provided for district wide programs such as Junior Bears, baseball, and volleyball. Additionally, the contractor will provide ADA bus transportation services for Special Recreation programs such as the annual Special Olympics Chicago event. The buses may transport small groups up to 20 passengers, and the large groups may exceed 60.

The district wide programs occur primarily during the fall, winter, and spring when public schools are in session and the demand on bus transportation services is very high. Consequently, having this contract in place will provide assurances that the CPD will have bus services for its district wide programs.

Alltown Bus Service has provided bus transportation services to the CPD and they satisfactorily met the CPD’s service requirements. Additionally, Alltown has the fleet, personnel, experience and operational capability to provide the services efficiently and in a timely manner.

Therefore, it is in the best of the Chicago Park District to award Alltown Bus Service the contract for District Wide and ADA Bus 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")*: Contractors have submitted a full and complete EDS prior to execution of the contract.