



CITY COUNCIL ACTION REPORT

December 10, 2012

To: Brian M. Kischnick, City Manager

From: Mark F. Miller, Director of Economic & Community Development
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Acting Recreation Director

Subject: Standard Purchasing Resolution 1: Award To Low Bidder– Bus Transportation Services

Background

On November 28, 2012, bids were opened to provide three (3) year requirements of complete bus transportation services for the City of Troy Recreation Department Summer and Winter Programs with an option to renew for two (2) additional years. Thirty-eight (38) vendors were notified via the MITN website – www.mitn.info – with three (3) bidders responding. First Student, of Naperville, IL was the low total bidder.

For years, the City has utilized the services of the Troy School District for buses for the five-week downhill ski/snowboarding program. Last year the school district privatized those services and secured a contract with First Student. The bus depot is located within the City of Troy on Hart Drive. The same facility would be used by both the City and the school district.

The formal bid identified as ITB-COT12-23, for complete bus transportation services for the downhill ski program, safety town and day camps, senior and adaptive trips was competitively solicited as required by City Charter and Code. The award is contingent upon the recommended bidder's submission of proper contracts and bid documents, including insurance certificates and all other specified requirements.

Recommendation

City management recommends awarding a contract to provide three (3) year requirements of complete bus transportation services for the City of Troy Recreation Department Summer and Winter Programs with an option to renew for two (2) additional years to the low total bidder, First Student of Naperville, IL, for an estimated annual cost of \$21,800.00, at unit prices contained in the bid tabulation with a contract expiration of December 31, 2015.

Fund Availability

Funds are available in the various Recreation operating accounts and paid entirely through user fees. A 2% annual rate increase is requested to cover ongoing expenses.

VENDOR NAME:

	*	First Group America	Trinity
		First Student	Transportation Group
Ck Number		9299203489	000526290
Ck Amount		\$ 1,500.00	\$ 1,500.00

Bus Transportation Services for the City of Troy Recreation Dept Summer and Winter Programs

PROPOSAL A: Downhill Ski Program					
Item	Description	# of Buses	Pick up and Return time	Cost (Hourly rates all inclusive)	Cost (Hourly rates all inclusive)
1	Friday pick up at Troy High	2	4:15 pm - 10:45 pm	\$ 50.00	\$ 84.00
2	Friday pick up at Athens High	2	4:15 pm - 10:45 pm	\$ 50.00	\$ 84.00
3	Saturday pick up at Community Center	2	7:45 am - 4:30 pm	\$ 50.00	\$ 84.00
4	Saturday pick up at Community Center	3	8:30 am - 4:00 pm	\$ 50.00	\$ 84.00
Estimated Grand Total - Proposal A				\$ 16,500.00	\$ 27,720.00

PROPOSAL B: Senior Trips, Safety Town, Day Camps and Adaptive Trips

Item	Description	Estimated # of trips (per year)	Average Duration Each Trip	Cost (Hourly rates all inclusive)	Cost (FLAT rates all inclusive)
1	Senior Trips with average of 25 participants per trip	6	6 hours/trip	\$ 50.00	\$ 353.00
2	Safety Town with average of 46 participants per trip	8	1 hour/trip	\$ 50.00	\$ 488.00
3	Day Camps with average of 42 participants per trip	10	3 hours/trip	\$ 50.00	\$ 552.00
4	Adaptive Trips with average of 30 participants per trip	8	4 hours/trip	\$ 50.00	\$ 476.00
Estimated Grand Total - Proposal B				\$ 5,300.00	\$ 15,350.00
Estimated Grand Total -All Proposals				\$ 21,800.00	\$ 43,070.00

Forms Attached (Y or N)	Legal Status of Bidder	Yes	Yes
	Non-Collusion Affidavit	Yes	Yes
	Indemnification Clause	Yes	Yes
	Certification Form	Yes	Yes
	Vendor Questionnaire	Yes	Yes
INSURANCE:	Can Meet	X	X
	Cannot Meet		
PAYMENT TERMS:		Net 30	Net 30
DELIVERY EXCEPTIONS:		As Specified	
	Listed in bid - 2% annual rate increase		Blank
ACKNOWLEDGEMENT:	Signed Y or N	Yes	Yes
CANCELLATION POLICY:		24 hrs prior - no cost	48 hour cancellation
		Within 24 hrs - \$50.00	policy. Inside of 48 hrs,
		On site cancel-\$100.00	fee of \$100.00

ATTESTED:
Barb Rupas
Susan K. Riesterer
Susan Leirstein
G:\ITB-COT 12-23 Bus Transportation Service.XLS

*Denotes Low Total Bidder

Susan Leirstein CPPO, CPPB
Purchasing Director

VENDOR NAME:

Great Lakes	
Transportation Holding LLC	
dba Metro Cars	
Ck Number	9165806313
Ck Amount	\$ 1,500.00

Bus Transportation Services for the City of Troy Recreation Dept Summer and Winter Programs

PROPOSAL A: Downhill Ski Program

Item	Description	# of Buses	Pick up and Return time	Cost (Hourly rates all inclusive)	
1	Friday pick up at Troy High	2	4:15 pm - 10:45 pm	\$ 95.00	
2	Friday pick up at Athens High	2	4:15 pm - 10:45 pm	\$ 95.00	
3	Saturday pick up at Community Center	2	7:45 am - 4:30 pm	\$ 95.00	
4	Saturday pick up at Community Center	3	8:30 am - 4:00 pm	\$ 95.00	
Estimated Grand Total - Proposal A				\$ 31,350.00	

PROPOSAL B: Senior Trips, Safety Town, Day Camps and Adaptive Trips

Item	Description	Estimated # of trips (per year)	Average Duration Each Trip	Cost (Hourly rates all inclusive)	
1	Senior Trips with average of 25 participants per trip	6	6 hours/trip	\$ 50.00	(3 hour minimum)
2	Safety Town with average of 46 participants per trip	8	1 hour/trip	\$ 95.00	(5 hour minimum)
3	Day Camps with average of 42 participants per trip	10	3 hours/trip	\$ 95.00	(5 hour minimum)
4	Adaptive Trips with average of 30 participants per trip	8	4 hours/trip	\$ 50.00	(3 hour minimum)
Estimated Grand Total - Proposal B				\$ 11,950.00	
Estimated Grand Total -All Proposals				\$ 43,300.00	

Forms Attached (Y or N)

Legal Status of Bidder
 Non-Collusion Affidavit
 Indemnification Clause
 Certification Form
 Vendor Questionnaire

Yes	

INSURANCE:

Can Meet
 Cannot Meet

X	

PAYMENT TERMS:

Net 30

Net 30	
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DELIVERY

EXCEPTIONS:

As Specified

Listed in bid	
(minimum charges)	

ACKNOWLEDGEMENT:

Signed Y or N

Yes	
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CANCELLATION POLICY:

24 hours notice is required.

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