



CITY COUNCIL ACTION REPORT

November 11, 2008

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Bid Waiver: Bus Rental for Downhill Ski Program

Background

- For the last 19 years, the City has utilized the services of the Troy School District buses for the Downhill Ski program.
- Eleven (11) passenger buses are anticipated for five consecutive weeks each winter at unit prices set by the Troy School District each year.
- Troy School District buses are less expensive than private bus companies.
- The TSD cancellation policy compliments our cancellation process for the Ski Program when there is unseasonably warm weather. Private companies require more than 24 hour notice, whereas the school district only requires four hours notice for a cancellation.
- The buses are available on both Friday and Saturday.
- The size of the school buses is beneficial to the program.
- No penalty for canceling buses on the day of the event. Private companies charge \$100 cancellation fee per bus.
- Results of a market comparison confirm the District is providing bus rental services at the lowest cost. See Appendix I

Financial Considerations

- Funds for this program are user-based and available in the Parks and Recreation Operating Budget, Other Fees, Account # 101.751.31.753.7905.

Legal Considerations

- None.

Policy Considerations

- Troy is building for a healthy economy reflecting the values of a unique community in a changing and interconnected world. (Outcome Statement III)

Options

- City management is requesting a waiver of the formal bid process and an ongoing contract to provide bus transportation for the Downhill Ski Program be approved to the lowest bidder, the Troy School District for an estimated annual cost of \$26,500.00.

APPENDIX I

INFORMAL QUOTES

Vendor	Friday	Saturday	Estimated Annual Total Cost
Lakefront Lines	\$15,300.00	\$18,125.00	\$33,425.00
Indian Trails	\$20,300.00	\$21,200.00	\$41,500.00
Troy School District	\$13,550.60	\$12,949.75	\$26,500.35