

**GLENVIEW PARK DISTRICT
2400 Chestnut Avenue
Glenview, Illinois 60026**

DATE: Thursday, January 26, 2017

SPECIFICATIONS

FOR: Summer Bus Service

Make bids on Proposal sheet attached hereto

BIDS RECEIVED UNTIL: **3:30pm Wednesday, February 22, 2017 at**
Park Center
2400 Chestnut Avenue – Suite P
Glenview, IL 60026

**GLENVIEW PARK DISTRICT
SUMMER BUS SERVICE**

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GLENVIEW PARK DISTRICT

I. BIDDING REQUIREMENTS AND INSTRUCTIONS

The following instructions relate to the proper form and method for submitting the Bid Proposal, the accompanying surety, the provisions for the letting of Contract and to such matters.

A. Preparation of the Proposal

Each bidder shall submit his proposal on the special form, which is supplied by the park district and attached to these specifications. The proposal must be received by the date and hour set aside for their opening. All proposals must be signed, in ink, by the proper officer of the firm bidding. All bidders must supply three references from organizations that have used their service within the prior three years. References must contain the name of the organization, name and title of the contact person, organization address and phone number, dates organizations used service and approximate contract amount.

B. Rejection of Proposals

It is the intention to award the contract to the lowest responsible bidder best meeting the requirements of the Park District. The Park District hereby reserves the right to reject any or all proposals or to accept any proposal that in its judgement will be in the best interest of the public.

C. Exemption From Taxes

Contractors and vendors supplying equipment and materials to the Glenview Park District shall not charge the Federal Excise Tax or State of Illinois Retailers Occupational Tax, since the Glenview Park District is exempt from these taxes.

D. Holding of Bids

The park district reserves the right to hold all bids for a period of thirty (30) days after the date of receiving said bids named in the advertisement, and the bidder shall not withdraw his bid during said thirty day period.

E. Acceptance of Proposals

The park district hereby reserves the right to accept portions of proposals on the basis of low bid for the various items on the proposal form.

F. Special Conditions

1. All buses provided must be a 72 passenger capacity bus.
2. Payment of tolls is the responsibility of the bidder and **all prices quoted herein must be inclusive to this potential cost.** The Park District will be responsible for all parking fees associated with excursions.
3. Bus Service Provider must have complete and accurate directions from the camp location to the destination for every trip. If possible, GPS units should be available and provided by the Bus Service Provider.
4. Hours per trip listed are approximate. The selected Bus Service Provider will receive from the Park District a "Comprehensive Service List" by June 1, 2017 with a detailed listing of destinations and confirmed times. Most field trip destinations will be selected from within a 45-mile radius of Glenview, Illinois.
5. Bus Service Provider must provide buses to the Park District that are equipped in accordance with, and meets applicable minimum Federal and State safety standards

(whichever is most strict) and will provide buses that have **properly installed individual safety belts.**

6. Buses must be equipped with a working cellular phone or working two-way radio.
7. If necessary, the Bus Service Provider must provide wheel chair accessible buses upon request **at no additional cost.**

G. Insurance Provisions

As an outside contractor of transportation services, the Bidder awarded the contract will be required to provide to the Park District with proof of insurance by May 1, 2017. The certificate of insurance will include the following information:

1. Insurance coverage dates.
2. Contractor particulars (address, phone, contact, signature).
3. Description of services to be provided.
4. Limits of coverage to meet our requirements.

H. Criminal Background Checks and Cross Referencing with the Illinois Child Sexual Offender Registry

I/we agree to enact and maintain a policy that requires all employees ages 18 and older who provide services to the Glenview Park District to be subjected to a criminal background check on an annual basis and shall also cross-reference all employees, staff and volunteers with the Illinois State Police Sex Offender Database or equivalent local or state sex offender database.

I/we further agree that I/we shall not assign any employee to the Glenview Park District who has not successfully complied with and completed the criminal background check requirements and/or has not been cross-referenced with the Illinois State Police Sex Offender Database (or equivalent local or state sex offender database).

I/we further agree not to assign any employee to the Glenview Park District who has been convicted of sexual or physical abuse of a minor under 18 years or age or any of the offenses listed in the Illinois Compiled Statutes 70ILCS 1205 section 8-23c.

I. Valid Commercial Drivers License

The Bidder awarded the contract will also be required by May 1, 2017 to provide the Park District with written proof that each driver providing services under the contract has a valid, unencumbered Commercial Drivers License. The Bus Service Provider shall also be required to warrant that it shall use only drivers who are competent, properly licensed and fit for the provision of transportation service for the children and shall immediately remove from service any driver who cease to be so qualified.

All bids should be marked “Sealed Bid- Summer Bus Service”

Bids should be mailed to:

**Joe Pollina, Assistant Director of Recreation
Glenview Park District
2400 Chestnut Avenue – Suite P
Glenview, IL 60026
(224) 521-2552**

II. CHARTER BID INFORMATION
UPON REQUEST, BUS SERVICE PROVIDER MUST PROVIDE A WHEELCHAIR ACCESSIBLE BUS

<u>Camp</u> <i>(example)</i>	<u>Pick Up</u>	<u>Destination</u>	<u># of Trips</u>	<u>Hours per Trip</u>	<u># of Buses per Trip</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
<i>Fun Camp</i>	<i>Central Park</i>	<i>Glenview</i>	<i>2</i>	<i>1.25</i>	<i>1</i>		
Safety City	Park Center	Glenview	2	1.25	1		
Young Adventures	Crowley Park	Chicago/Suburban	8	4	1		
X-Treme X-Plorers	The Grove	Chicago/Suburban	7	4.25	1		
G-Crew	Flick Park	Chicago/Suburban	24	6.25	1		
Camp Wilderness	Roosevelt Park	Chicago/Suburban	8	5.25	1		
Camp Funview	Park Center	Chicago/Suburban	15	6	3		
Camp Funview Pool Shuttle	Park Center	Glenview	24	4.75	3		
Swing & Swim Shuttle	Glenview Tennis Club	Glenview	43	3.5	1		
Swing & Swim Golf Only	Glenview Golf Club	Glenview	35	3.5	1		
Swing & Swim Friday	Glenview Tennis Club	Winnetka	8	2.75	1		
Glenview Childrens Theatre	Springman School	Chicago/Suburban	2	5	1		
Out and About	Park Center	Chicago/Suburban	3	6	1		
Out and About Pool Shuttle	Park Center	Glenview	2	4.75	1		
Playtime Pals	Pleasant Ridge School	Glenview	4	2.75	1		
Sun Troopers	Pleasant Ridge School	Chicago/Suburban	7	5.25	1		
Fuin Quest	Pleasant Ridge School	Chicago/Suburban	7	5.25	1		
All In A Day's Work	Wagner Farm	Chicago/Suburban	3	5.5	1		
All In A Day's Work	Wagner Farm	Fair Oaks Farm, Indiana	1	8	1		
Ice Cool	Glenview Ice Center	Chicago/Suburban	8	6.25	1		
Ice Cool Pool Shuttle	Glenview Ice Center	Glenview	15	3	1		
Winter Break, 2017-18	Park Center	Chicago/Suburban	5	6	1		
Spring Break, 2018	Park Center	Chicago/Suburban	5	6	1		
TOTALS:						\$	\$

III. REFERENCE QUALIFICATIONS

The following statements as to experience of the Bidder are submitted with the proposal, as a part thereof, and the Bidder warrants that all these statements are true and correct.

BIDDER'S INFORMATION

- A. Bidder's organization has been in business under its present business name for _____ years, from _____ to _____.

- B. Services similar in character to that required in the proposed Contract which Bidder's organization has provided in the past three years. Three references are required.

Reference Information			
	#1	#2	#3
Organization			
Contact Name			
Address			
City			
Phone Number	()	()	()
Dates of Service			
Approximate Contract Amount	\$	\$	\$

IV. AUTHORIZATION OF BID

We propose to furnish, in accordance with your specifications, those items indicated. We understand that bids may be accepted all, or only in part. We agree to guarantee bid prices as stated in this document for additional bus trips as needed by Glenview Park District for summer camps through August 31, 2017.

The bidder agrees to deliver bus transportation services on time based on a schedule provided by the Glenview Park District. **The bidder also understands and agrees that failure to pick up campers on time at either the camp site or trip location will result in a 10% penalty of the total bid price for that specific trip for each late bus. A late bus is considered late if it is 5 minutes past the scheduled pick up time. An additional penalty equal to the original amount of 10% will be assessed every 10 additional minutes the bus is late.**

SUBMITTED BY

Firm: _____

By: _____
(Printed Name) (Authorized Signature)

Title: _____

Address: _____ City _____ Zip _____

Phone: () _____ () _____

Date: _____ Tax ID No. _____

Email: _____