BUS CHARTER BID

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NOTICE

Notice is hereby given that the Deerfield Park District will receive and open sealed bids for providing Bus Service to transport children to and from our various Day Camps during their 2020 summer sessions. The deadline for accepting sealed bids is Tuesday, January 28, 2020 promptly at 11:00 AM at the Jewett Park Community Center, 836 Jewett Park Drive, Deerfield, IL 60015.

Inquiries regarding said service should be addressed to Mrs. Laura McCarty, Director of Recreation, (847) 945-0650.

Bid proposals shall be submitted on the attached form and the sealed envelope marked "Bid Proposal, Bus Service, January 28, 2020.

Bids may be held by the Park District for up to thirty (30) days from the date of the bid opening for the purpose of reviewing the bids and investigating the qualifications of the bidders, prior to awarding the contract.

The Board of Commissioners reserves the right to accept or reject any or all bids and to waive any technicalities deemed to be in the best interest of the District.

Jeffrey Nehila
Secretary

INSTRUCTIONS TO BIDDERS

1. INTENT

It is the intention of these specifications to describe the level of service to be provided for Bus Service for the 2020 Summer Day Camp Program and alternate bid for Bus Service for the 2021 Summer day Camp Program.

2. PROPOSAL FORM

These contract documents include a complete set of bidding and specification forms which are for the convenience of the bidders and are not to be revised or altered in any way. These documents must be enclosed and sealed in an envelope, which states on the outside "Bid Proposal, Bus Service, January 28, 2020".

3. INTERPRETATIONS AND ADDENDA

No oral interpretation will be made to any bidder as to the meaning of the specifications. Interpretations, if made, shall be written in the form of an addendum and sent to all bidders to whom specifications have been issued

4. OPENING BIDS

Proposals will be received at the office of the Jewett Park Community Center, 836 Jewett Park Drive, Deerfield, IL 60015. No bids shall be permitted to be withdrawn after the time set for bid opening.

All bids received prior to the opening time shall be securely kept until the day and the hour above stated at which time all bids will be publicly opened and read. No bids will be received after the time set for bid opening.

5. RIGHT TO REJECT BIDS

The Park District reserves the right to accept any parts, or all of any bid and to reject any and all or parts of any and all bids. Any proposal, which contains items not specified, or which does not complete all the items scheduled for bid, shall be considered informal and may be rejected on this basis.

6. SIGNATURE AND LEGIBILITY

The prices for service and the names, addresses and signatures of the Bidders shall be clearly and legibly written. Signatures shall be signed in the space provided and in compliance with all legal requirements.

7. SPECIAL CONDITIONS

The Bidder shall familiarize himself with all of the Bid Documents as listed in the Table of Contents and with the Service Requirements, and he shall be responsible for all the material covered in same. No allowances will be made for information overlooked or for negligence on the part of the Bidder for not familiarizing himself with the service requirements. The Bidder's signature on the sealed bid shall be the Park District's guarantee that these requirements will be met by the Bidder.

SPECIFICATIONS

GENERAL REQUIREMENTS

1. The Deerfield Park District reserves the right to cancel the contract agreement at any time if provider defaults on any or all terms outlined in specifications.

2. The Deerfield Park District will be held harmless from any injury of accident cause by or to any individual, employee or any individual associated with the successful bidder.

3. Provider must provide the following insurance information:

Company shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Company shall maintain commercial general liability (GCL) and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 each occurrence. The CGL insurance should contain a general aggregate limit of $2,000,000.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Deerfield Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Deerfield Park District.

B. Business Auto and Umbrella Liability Insurance

Company shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $5,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be

endorsed provide contractual liability coverage equivalent to that provided in the 1990 and late editions of CA 00 01.

C. Workers Compensation Insurance

Company shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than $1,000,000 each employee for bodily injury by disease.

If Deerfield Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Company waives all rights against Deerfield Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Company's work.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Company shall furnish Deerfield Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Deerfield Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Deerfield Park District shall be certified mail, return receipt requested.

Failure of Deerfield Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Deerfield Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Company's obligation to maintain such insurance.

Deerfield Park District shall have the right, but not the obligation, of prohibiting Company or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Deerfield Park District.

Failure to maintain the required insurance may result in termination of this Contract at Deerfield Park District's option.

Company shall provide certified copies of all insurance policies required above within 10 days of Deerfield Park Districts' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A. M. Best, that rating should be no less than A VII using the most recent edition of A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Deerfield Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Company's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Deerfield Park District. At the option of the District, the Company may be asked to eliminate such deductibles or self-insured retentions as respects the Deerfield Park District, its officers, officials, employees, volunteers, and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Company shall cause each subcontractor employed by the Company to purchase and maintain insurance of the type specified above. When requested by the Deerfield Park District, Company shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

E. Indemnifications

To the fullest extent permitted by law, the Company shall indemnify and hold harmless the Deerfield Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Company's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss or use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Company, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable,

regardless of whether or not it is cause in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Company shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Company's breach of any of its obligation under, or Company's default of, any provision of the Contract.

4. Taxes

The Deerfield Park District is a Not-For-Profit Agency, which has a sales tax exemption status. Thus, bidders shall include NO sales tax monies in the bid price.

5. Location of Service

The bid form lists two separate sections for service. Bidders shall submit two separate prices - one for daily shuttle service within the general boundaries of the Village of Deerfield, and one price for field trips to locations around the Chicago Metropolitan Area. (Exact field trip locations and frequency of trips will be determined at a later date).

6. Guarantee

Successful bidder shall be able to provide prompt, dependable service as described within these specifications. By submitting a bid, the bidder guarantees that only qualified and commercial licensed drivers (as required by the State of Illinois) shall be used to provide this bus service.

All proposals submitted shall be clearly written with INK or typewriter on the attached form with the bidder's signature written in INK. All information must be given where indicated on the bid form; "No Bid," then so state. No bid shall be detached from these specifications.

7. The Board of Commissioners for the Deerfield Park District reserves the right to reject any or all bids or portions thereof if it shall deem it best for the public interest to do so.

8. The services covered under this Bid are to be provided from June 1, 2020 to August 14, 2020.

9. Qualifications of the Bidder:

The Park District may make such investigations, as it deems necessary to determine the ability of the bidder to provide the services as specified. Sworn statements

setting forth-prior experience of the bidder and such other pertinent information as to determine the qualifications or the ability of the bidder to perform. All statements shall be for the use and information solely of the Park District, who will retain copies of such data.

10. All bidders must supply three references for organizations that have used their service within the prior two years. References must contain the name of the organization; contact person, organization address and phone number, and dates organizations used service.

11. Bus service provider will provide buses to the Deerfield Park District that are equipped with seat belts and that meets minimum federal safety standards.

12. Bus services provider will provide radio communication devices in each of its buses of sufficient quality to transmit in a radius of 30 miles from Deerfield.

13. Bus service provider will submit monthly billing statements for service provided. Invoices must be received by the Park District within five (5) working days from the last day of the previous month.

14. Time billed for each field trip bus will be from the scheduled time of the trip departure from the campsite to the return time of the trip to the campsite. The return time will be documented by a signature of a Deerfield Park District employee with the bus driver upon the employee's departure from the field trip bus. Travel time to and from the bus company facility will not be billed to the Deerfield Park District.

15. All shuttle drivers are required to stay in Deerfield during the camp day to assist with transportation needs that may arise during the day.

16. A site supervisor/dispatcher will be on site beginning at 8:00 a.m. each camp day and will remain in Deerfield until the last camper drop off is made to manage the camp bus operation.

DETAILED REQUIREMENTS FOR BUS SERVICE

1. Camp Transportation Service for 2020

A. Successful bidder shall can supply between three (3) and eight (8) 66 passenger (minimum capacity) buses and licensed drivers to provide camper pick-up service before the camp day begins, shuttle service during the camp day, and camper drop-off service at the end of each camp day at predetermined stops within the general boundaries of the Village of Deerfield. The actual number of buses and drivers will be determined by June 1, 2020 and will be based on camp enrollments.

This service shall be provided on the following dates from approximately 7:30 am to 4:00 pm:

June 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30

July 1, 2, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31

B. Some buses may be used only for morning pick up service and afternoon drop off service, other buses will be needed for the full day.

C. Due to certain camp ending dates; the park district has the option of reducing the required number of shuttle buses after July 24, 2020.

D. The exact shuttle service routes and number of buses needed will be determined by the Deerfield Park District in cooperation with the successful bidder by June 1, 2020.

E. In cooperation with the Deerfield Park District, the successful bidder shall provide a representative to help plan and coordinate all bus routes to run as efficiently as possible.

F. Bus drivers will not be allowed to bring other children or passengers on buses while providing transportation for the Deerfield Park District.

2. Field Trips for 2020

A. Bidder shall be capable of supplying between one (1) and ten (10) additional buses (66-passenger minimum capacity) and licensed drivers on various days between June 1 and August 14, 2020, for field trips to various locations in the Chicago Metropolitan Area. Exact dates and times will be determined at a later date. Buses must remain on site with the camp during the field trip hours.

PROPOSAL FOR 2020 BUS SERVICE

Date_____2020

Board of Commissioners
Deerfield Park District
836 Jewett Park Drive
Deerfield, Illinois 60015

Dear Commissioners:

I/We propose to provide Bus Service for the 2020 Summer Day Camp programs per the enclosed specifications, as follows:

Description of Service		Price
A. Between three (3) and eight (8) 66 Passenger (minimum capacity) buses with drivers for daily camp transportation service.		
Days	Approximate Hours	
From June 1 to August 14, 2020	7:30 AM to 4:00 PM	
	Per Day, Per Bus.....	$_____
B. Between one (1) and ten (10) additional buses with drivers for Field trips - exact dates, times and number of buses to be determined at a later date.		
	Per Hour, Per Bus.....	$_____

Respectfully Submitted,

_____

Company Address City State Zip

_____

Signature Title Phone Number

DETAILED REQUIREMENTS FOR BUS SERVICE FOR ALTERNATE BID

1. Camp Transportation Service for 2021

A. Successful bidder shall can supply between three (3) and eight (8) 66 passenger (minimum capacity) buses and licensed drivers to provide camper pick-up service before the camp day begins, shuttle service during the camp day, and camper drop-off service at the end of each camp day at predetermined stops within the general boundaries of the Village of Deerfield. The actual number of buses and drivers will be determined by June 1, 2021 and will be based on camp enrollments.

This service shall be provided on the following dates from approximately 7:30 am to 4:00 pm:

June 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30,

July 1, 2, 3, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

B. Some buses may be used only for morning pick up service and afternoon drop off service, other buses will be needed for the full day.

C. Due to certain camp ending dates; the park district has the option of reducing the required number of shuttle buses after July 23, 2021.

D. The exact shuttle service routes and number of buses needed will be determined by the Deerfield Park District in cooperation with the successful bidder by June 1, 2021.

E. In cooperation with the Deerfield Park District, the successful bidder shall provide a representative to help plan and coordinate all bus routes to run as efficiently as possible.

F. Bus drivers will not be allowed to bring other children or passengers on buses while providing transportation for the Deerfield Park District.

2. Field Trips for 2021

A. Bidder shall be capable of supplying between one (1) and ten (10) additional buses (66-passenger minimum capacity) and licensed drivers on various days between June 1 and August 13, 2021, for field trips to various locations in the Chicago Metropolitan Area. Exact dates and times will be determined at a later date. Buses must remain on site with the camp during the field trip hours.

PROPOSAL FOR 2019 ALTERNATE BID
(2021 Transportation Services)

Date_____2020

Board of Commissioners
Deerfield Park District
836 Jewett Park Drive
Deerfield, Illinois 60015

Dear Commissioners:

I/We propose to provide Bus Service for the 2021 Summer Day Camp programs per the enclosed specifications, as follows:

Description of Service — Price

A. Between three (3) and eight (8) 66 Passenger (minimum capacity) buses with drivers for daily camp transportation service.

Days	Approximate Hours
From June 1 to August 13, 2021	7:30 AM to 4:00 PM

Per Day, Per Bus..... $_____

B. Between one (1) and ten (10) additional buses with drivers for Field trips - exact dates, times and number of buses to be determined at a later date.

Per Hour, Per Bus..... $_____

Respectfully Submitted,

_____

Company Address City State Zip

_____

Signature Title Phone Number