



# Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

---

**TO:** Dr. Albert G. Roberts, Superintendent

**FROM:** Therese M. O'Neill, Assistant Superintendent for Finance and Operations

**RE:** Regular and Special Education Transportation

**DATE:** June 9, 2015

With the existing contracts for regular and special education (both in and out of district) transportation set to expire, I prepared specifications for these services that were reviewed by our legal counsel and insurance carrier and feature the following timeline for completing the bid process:

Legal advertisement in <u>Wednesday Journal</u>	Monday, May 4, 2015
Publication of legal notice	Wednesday, May 6, 2015
Bid packages to vendors	Thursday, May 7, 2015
Mandatory pre-bid meeting	Wednesday, May 13, 2015
Bid due date	Friday, May 29, 2015
Bid opening	Friday, May 29, 2015
Recommendation to Board of Education	Tuesday, June 9, 2015
Award of contract by Board of Education	Tuesday, June 23, 2015

As required by law, we maintain a list of all vendors who have previously expressed interest in providing these services and/or bid on the contract. After speaking with the vendors on the list, I emailed them the specifications on Thursday, May 7, 2015. These vendors included:

A.M. Bus Company	Grand Prairie Transit
Chicago Mini Bus Service	Illinois-Central School Bus
Citicare, Inc.	Lakeview Bus Lines, Inc.
Cook-Illinois	Midwest Bus Lines
First Student, Inc.	United Quick Bus

The following vendors participated in the mandatory pre-bid meeting on Wednesday, May 13, 2015 (sign-in sheet for the meeting attached - document #1):

A & B Bus Service	Jewel's Bus Company
Alltown Bus	Lakeview Bus Lines/Polar Express
First Student, Inc.	United Quick Transportation
Grand Prairie Transit	Westway Coach, Inc.
Illinois-Central School Bus	

The purpose of this meeting is to answer questions and/or address concerns from the vendors regarding the scope of services. During the session on May 13, the vendors in attendance raised 22 issues (see attached document – document #2) that we responded to with appropriate back-up documentation by the close of business on Friday, May 15, 2015.

On May 29, 2015, we received a bid from Lakeview Bus Lines/Polar Express, as well as letters from First Student, Inc., Grand Prairie Transit (special education transportation services), Illinois Central School Bus and Westway Coach, Inc. (regular education transportation services) stating their decision not to submit a bid. First Student, Inc. requested that they be kept on our bid list; Grand Prairie and Westway Coach, two companies that operate under an umbrella organization, indicated that “two months is not enough time to buy buses, hire drivers and get ready for the start of the school year;” and Illinois Central School Bus stated that “due to this contract bidding so late in the bid season, we are unable to submit a proposal.”

We were surprised by the responses from Illinois Central School Bus and Grand Prairie and Westway Coach because, per the attached document, these same companies submitted bids five years ago when we utilized a shorter timeline to contract for these services (see attachment – document #3). In addition, during the 20 years I have served as a business manager, vendors have always considered a timeline of this length more than acceptable. With both of these things in mind, I decided to call the vendors who attended the mandatory pre-bid meeting to ask why nobody identified the timeline as a concern. Below is a summary of the conversation with the three vendors I heard back from on this issue:

1. **Company One:**

“Manufacturing of special lift buses, from point of order to delivery, is eight months. We were nervous that, if awarded the contract, we wouldn’t be able to provide vehicles. Five years ago, getting drivers was not a problem. However, we are facing a shortage that would make trying to get 30 drivers in two months extremely difficult and perhaps even impossible.”

When asked why these concerns were not shared when contacted about this opportunity on May 7, the representative from the company said “I probably should have said something five years ago, but five years ago was a very different market than today.”

2. **Company Two:**

“There was more bidding being done this year from January through April. As a result, all of our vehicles were already slotted. We had no vehicles to allocate for your routes.”

When asked why this was not indicated during the pre-bid meeting, the representative from the company simply repeated that there were more bids out this year than previously.

3. **Company Three:**

“In years past, we operated out of two facilities (garages). However, with the ‘exchanges of business’ and loss of contracts in recent years, we downsized to one facility. As a result, we would have no place to park our vehicles. In addition, production time for new vehicles is extremely long (8 months) and getting drivers is difficult.”

When asked why this was not indicated during the pre-bid meeting, the representative from the company indicated that, at the time, “they weren’t even sure if they were going to bid” but chose to attend.

In summary, the timeline issue is clearly something that would still be a problem for vendors even if we were to start the process over. Given that these vendors all replied *yes* when asked in April if they wanted to bid on the contract, I believe rejecting Lakview's bid at this time would not serve the district's best interests.

Therefore, I am recommending that, rather than award a three-year contract to Lakeview Bus Lines, Inc./Polar Express, we award a two-year contract to the company and go out to bid for a new three-year contract in the fall of 2017 (November, 2017). This will ensure that all of the vendors who may choose to participate in this process will have a sufficient amount of time to prepare their bids. In addition, it will allow us to competitively test the market so we can be sure that we are receiving the best possible price for these services, while also continuing to meet the needs of our students.

The total cost proposed is \$3,071,470 for 2015-16 and 2016-17 (for both regular and special education), with no variance in cost for these two years, or **\$85,184 less (a 2.6% reduction)** than anticipated to be paid this year. Attachments #4, #5, and #6 are the specific bid cost sheets which, when extended, total this \$3,071,470 amount (and based on our current scheduling of this year). Of course, there may be variances depending on the addition/deletion of out-of-district students, increased enrollment needs, and the number of field trips.

To provide some overview to fees paid Lakeview over these past five years (through May, 2015), I have pulled these numbers from our general ledger:

2010-11	\$2,959,974		
2011-12	\$2,685,216	<b>(\$274,758)</b>	<b>- 9.3%</b>
2012-13	\$2,998,930	(\$313,715)	11.7%
2013-14	\$3,058,839	(\$ 59,909)	2.0%
2014-15	\$3,156,654	(\$ 97,815)	3.2%

The average increase over these past 5 years has been 1.9% although the variances in 2011-12 (**9.3% reduction**) and 2012-13 (11.7% increase) are a manifestation of timing of bill payments, additions/deletions of bus routes depending upon increased student enrollment, and the number of relegated out-of-district schools and students.

tmo

attachments (6)

Transportation Bid  
Mandatory Pre-Bid Meeting 5-13-15

Company Name	Address	Phone Number	Contact Person	Email Address
Jewell's Bus Co.	1025 W. 11th St. Chgo, 60643	773-291-9900	Carstina Ross Jewel Lockhart	CRSCEJEWELSBUSCOMPANY.COM jlocke@jewelbuscompany.com
A+B BUS SERVICE	3508 MARTENS FRANKLIN PK 60153	847-671-2533	ED FRANKLIN	FRANKLIN@GMSX.COM GMSX
First Student	1207 Greenwood Manor	847-607-0752	Marcy Murphy	marcy.murphy@firstgroup.com
Illinois Central School Bus	640 Kimberly Dr Carol Stream, IL 60188	630-240-7645	Jeff Sherman	j.sherman@illris-central.com
Lakeview Bus Lines	2400 Maywood, Bellwood, Ill	708 734-5555	Michael Wagner	MWAGNER@LAKEVIEWBUSLINES.COM NET.
Westonway Richlee Villa Park	100 E Hill St Villa Park IL	630 879-2780	Mary Fox	MFOX@GRANDPRAIRIE TRANSIT.COM
Grand Prairie Transit	12019 W 91st WILLOWSPRING	630-655-8233	Terry Beyer	TBeyer@GrandPrairieTransit.com
LAKEVIEW BUSLINES	2400 Maywood Dr, Bellwood, IL 60104	630-408-9343	DAVID HACKEL	david.lakeviewbuslines@ktwo.com
United Quick Transport	2004 S Kostrow Ave Chicago, IL	773-522-1995	Henry Cardenio	dispatch@unitedquick.com
ALLTOWN BUS	7300 N. ST. LOUIS AVE. SKOKIE, IL. 60076	847-674-0090	GREG POLAN	g.polan@alltownbus.com



# Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

## Mandatory Pre-Bid Meeting – May 13, 2015

1. Confirmation that ALL buses (whether regular or special education– in/out-of-district buses/vehicles) MUST HAVE: seatbelts, video cameras, GPS devices, air-conditioning, High band digital two-way radios, Cell Phones. **RESPONSE: Yes.**
2. Provide copy of all routes, AM, Midday, PM (including start time, stop time, mileage, # of passengers) in Excel with possible.
3. Request for summer school routes and times: ESY (Special Education) and Prep for Success.
4. Request for out-of-district school bell times. Also, how many children on each bus for each school.
5. Request for out-of-district summer school routes and times.
6. Approximate estimation of field/athletic/charter trips (# of trips, # of hours, # of miles). How long are specified field trip routes (Regular Education) to White Pines in Oregon, IL and George Williams College in Wisconsin?
7. Provide vendors with list of school names and addresses. **RESPONSE: See attachment #1.**
8. Provide vendors at attendance at Mandatory Pre-Bid meeting copy of sign-in sheet. **RESPONSE: See attachment #2.**
9. Review language of Worker's Compensation Insurance (page 13) of Section 6 with legal counsel. **RESPONSE: Language as written in specifications remains the same.**
10. Provide copy of current transportation contract. **RESPONSE: This is already provided in specifications.**
11. Determine cut-off date for questions from vendors. **RESPONSE: Final submission date for questions is May 22, 2015 no later than 4:00 p.m.**
12. Can children from other districts be combined with our relegated routes? **RESPONSE: No, only District 97 students can/must be on vendor's buses.**
13. Can a vendor respond to solely Regular or Special Education bids or must vendor submit bid for both contracts? **RESPONSE: A Vendor can provide a bid submittal for either Regular Education, Special Education or both.**
14. Delete alternate 1 on Page 32 from Special Education Transportation specification. **RESPONSE: Yes**
15. Page 33 – Regular Education, shouldn't the language be "addition" rather than "reduction) in alternate 1? **RESPONSE: No, reduction is correct. Currently the distance is one mile from the school so children beyond the mile limit are being transported. By extending the limit to 1-1/2 miles, the children between one mile and 1-1/2 would not be transported, possibly reducing bus service.**
16. Alternate 2 on Page 32 of Special Education and Page 33 of Regular Education is not mandated to be submitted. **RESPONSE: Yes.**

17. Clarify and clean-up Appendix D (Regular Education) to acquire clearer cost information for routes (am/pm, kindergarten, PKP). **RESPONSE: See attachment #4.**
18. Clarify and clean-up Appendix D (Special Education) re: out-of-district routes given that each route will be different given the school location. **RESPONSE: See attachments #5 and #6.**
19. Billing for October-November, 2014 and February-March, 2015. **RESPONSE: See attachment #3.**
20. Provide total expenditures paid to vendor for 2013/14 school year. **RESPONSE: \$3,058.838.89.**
21. Consider adjusting Fuel cost chart (Section 12-page 21) to reflect closer to start of school. **RESPONSE: We will maintain the chart as prepared in specifications.**
22. Imposition of Penalties (Section 11) – will they be imposed? **RESPONSE: District 97 endeavors to formulate a collaborative, open and communicative relationship with its vendor. Imposition of Penalties will be imposed if infractions involving the safe arrival and pick-up of children is jeopardized at any time.**

(5/24/10)

**INVITATION TO BID**  
**Special Education Transportation Services**

The Board of Education of Oak Park Elementary School District 97 invites you to submit a bid proposal for providing Special Education Transportation Services to the District.

**Special Education Transportation Services Bidding Schedule - Dates**

- Legal advertisement to Oak Leaves -- Monday, May 24, 2010
- Bid packages to vendors -- Thursday, May 27, 2010
- Publish legal advertisement -- Thursday, May 27, 2010
- Mandatory Pre-Bid Meeting -- Tuesday, June 1, 2010
- Bid due date – Friday – June 11, 2010
- Bid opening – Friday – June 11, 2010
- Recommendation to Board of Education – June 22, 2010
- Approval by Board of Education – July 13, 2010



Oak Park Elementary School District 97  
Proposed Costs  
Regular Transportation Services  
Appendix D

Item Description - Premised on K-5 Schools (one mile from school)

Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018
-----------------------	-----------------------	-------------------------

See Appendix "B" Routes

"Runs" refer to transportation of students to one school. District 97 has scheduled school times so that there are 12 AM double runs (routes). For PM routes there are 12 double run routes

Morning Routes for K-5 and Middle schools	Pricing	Pricing	Pricing
AM cost for running a double route per day	104. <sup>00</sup>	104. <sup>00</sup>	106. <sup>00</sup>

Morning Routes for K-5 and Middle schools	Pricing	Pricing	Pricing
PM cost for running a double route per day	104. <sup>00</sup>	104. <sup>00</sup>	106. <sup>00</sup>

Field Trips	Pricing	Pricing	Pricing
Hourly Rate for field trips, athletic trips & Meets, music shuttles, and Middle Schools Early and Late Runs	32. <sup>00</sup>	32. <sup>00</sup>	34. <sup>00</sup>

Field Trips	Pricing	Pricing	Pricing
Cost Per Trip: White Pines - Oregon, Illinois	350. <sup>00</sup>	350. <sup>00</sup>	350. <sup>00</sup>

Field Trips	Pricing	Pricing	Pricing
Cost Per Trip: Geo. Williams College - Wisconsin	350. <sup>00</sup>	350. <sup>00</sup>	350. <sup>00</sup>

\*\*\* All buses must have individual seat belts

**Notes:**

The vendor is instructed to itemize all additional cost that may be attendant to providing the scope or services predicted by the District. These additional costs are to be clearly itemized here and included in the bid submission

**Additional Costs:**

	Pricing	Pricing	Pricing
Tolls & Parking & FEES At cost	A-C	A-C	A-C
OVER 50 MILES Jan TRIPS 1.32 per Mile	1.35	1.35	1.35
NO CANCELLATION FEE	0	0	0
THIS IS AN ALL OR NONE BID	0	0	0



Oak Park Elementary School District 97  
Proposed Costs  
Special Education Transportation Services  
Appendix D

Item Description

Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018
-----------------------	-----------------------	-------------------------

**Appendix "A" –In District Special Education routes**

(16 vehicles) Price per bus per day for non wheelchair  
(6 w/c veh..) Price per bus per day wheelchair vehicles

Pricing	Pricing	Pricing
188. <sup>00</sup>	188. <sup>00</sup>	190. <sup>00</sup>
188. <sup>00</sup>	188. <sup>00</sup>	190. <sup>00</sup>
4136. <sup>00</sup>	4,136. <sup>00</sup>	4180. <sup>00</sup>
727,936	727,936	735,680

Total daily cost for the combined 22 vehicles  
Total cost based on 176 School Days

**Appendix "B" –Early Childhood Routes**

(3 vehicles) Price per bus per day for non wheelchair baby seat buses  
(1 w/c veh..) Price per bus per day wheelchair vehicles with baby seats

Pricing	Pricing	Pricing
188. <sup>00</sup>	188. <sup>00</sup>	190. <sup>00</sup>
188. <sup>00</sup>	188. <sup>00</sup>	190. <sup>00</sup>
752. <sup>00</sup>	752. <sup>00</sup>	760. <sup>00</sup>
132,352	132,352	133,760
132,352	132,352	133,760

Total daily cost for the combined 4 vehicles

Total cost based on 176 School Days

**Appendix "B" –PKP Routes-Longfellow**

(1 vehicle) Price per bus per day for non wheelchair with baby seats  
(1 vehicle) Price per bus per day Mid Day take home  
(1 vehicle) Price per bus per day Mid Day Take In

Pricing	Pricing	Pricing
188. <sup>00</sup>	188. <sup>00</sup>	190. <sup>00</sup>
60. <sup>00</sup>	60. <sup>00</sup>	60. <sup>00</sup>
60. <sup>00</sup>	60. <sup>00</sup>	60. <sup>00</sup>
308. <sup>00</sup>	308. <sup>00</sup>	310. <sup>00</sup>
54,208	54,208	54,560

Total daily cost for the combined vehicles

Total cost based on 176 School Days

**Field Trips**

Cost per hour: Total trip expense for 2013--2014, \$42,000

Pricing	Pricing	Pricing
32. <sup>00</sup> P/H	32. <sup>00</sup> P/H	34. <sup>00</sup> P/H

**Attendant**

Daily Cost per AM & PM route

Pricing	Pricing	Pricing
55. <sup>00</sup>	55. <sup>00</sup>	58. <sup>00</sup>

**Additional Costs:**

15.<sup>00</sup> PER DAY PER WHEELCHAIR  
Field Trips

Pricing	Pricing	Pricing
15. <sup>00</sup>	15. <sup>00</sup>	15. <sup>00</sup>
32. <sup>00</sup> P/H	32. <sup>00</sup> P/H	34. <sup>00</sup> P/H

All special needs transportation vehicles must include the following:  
Air conditioning, GPS, Cameras and baby seats where required.  
All special needs routes require an attendant and seat belts

**POLAR EXPRESS SCHOOL BUS CO.  
LAKEVIEW BUS LINES, INC.  
2400 MAYWOOD DRIVE  
BELLWOOD, IL 60104**

**Oak Park Elementary School District 97  
Special Education Transportation Services  
Appendix D  
Daily route pricing for Out of District Special Education Routes**

OUT-OF-DISTRICT SPECIAL EDUCATION ROUTES

**Daily route to/from:**

Pricing is per bus per day (AM & PM), Attendant is not included in this daily pricing:

			<u>Daily Pricing</u>
Albright	1110 S. Villa Avenue	Villa Park, IL 9:00 / 2:45	<u>240.<sup>00</sup></u>
Center of Indep	100 West Plainfield Road	Countryside, IL 9:00 / 3:00	<u>130.<sup>50</sup></u>
Child's Voice	180 Hansen Court	Wooddale, IL 8:30 / 3:00	<u>235.<sup>00</sup></u>
Easter Seals	1939 West 13 <sup>th</sup> Street	Chicago, IL 9:00 / 3:00	<u>210.<sup>00</sup></u>
Giant Steps	2500 Cabot Drive	Lisle, IL 8:45 / 2:45	<u>225.<sup>50</sup></u>
Hillside Academy	4100 Warren Boulevard	Hillside, IL 8:15 / 2:30	<u>205.<sup>00</sup></u>
MacNeal	10110 Gladstone	Westchester, IL 8:30 / 3:00	<u>205.<sup>00</sup></u>
New Horizon	6737 W. Forest Preserve Dr.	Chicago, IL 8:45 / 2:30	<u>205.<sup>00</sup></u>
Parkland Academy	900 S. Park Avenue	Streamwood, IL 8:30 / 3:00	<u>245.<sup>00</sup></u>
Rush Day School	2150 West Harrison Street	Chicago, IL 9:00 / 3:00	<u>205.<sup>00</sup></u>
<b>DAILY TOTAL</b>			<u><u>2,105.<sup>00</sup></u></u>

Notes:

- All vehicles require air conditioning.
- Bus company must supply all harnesses, as required by IEP.
- All vehicles must have seat belts and cameras.
- All vehicles must have a designated attendant/monitor.

**POLAR EXPRESS SCHOOL BUS CO.  
LAKEVIEW BUS LINES, INC.  
2400 MAYWOOD DRIVE  
BELLWOOD, IL 60104**