
**E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M**

DATE: September 24, 2018

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Cindy Szkolka, Director of Recreation
Erica Brady, Inclusion Services Supervisor

**RE: TRANSPORTATION SERVICES BID FOR PROGRAM PARTICIPANTS
WITH SPECIAL NEEDS**

ISSUE

Staff proposes contracting with CDT (Cook-DuPage Transportation, Inc.)/National Express Transit to provide transportation to program participants with special needs, for offerings held at the Hanson Center by the Gateway Special Recreation Association. In order to receive the best possible service and pricing, a sealed bidding process for transportation services was conducted.

DISCUSSION

As part of the bidding process a legal notice was placed in the Elmhurst Press on August 10, 2018 to solicit bids, and bid packets were sent to 14 providers. The public bid opening was held on September 6, 2018. The following bids were submitted (bid tally attached).

Company	Total Bid 2019
CDT/National Express Transit	Year 1 - \$30,720 (20 rides per month: \$128/trip)
BriteLift Inc.	Year 1 - \$44,400 (20 rides per month: \$185/trip)
M & M Limo	Year 1 - \$57,600 (20 rides per month: \$240/trip)

The lowest bidder CDT/National Express (CDT) owns and operates over 275 vehicles with countless staff certified by the National Safety Council. All CDT vehicles are equipped with two-way radios and a GPS tracking system. Participants are able to speak to a live person 24 hours a day, 7 days a week as needed. CDT currently works with PACE and the City of Chicago to provide approximately 3,500 trips a day to people with special needs.

A scope review was conducted with CDT staff, including the Senior Vice President of Operations and the Quality Assurance Manager. District staff also met with the

Maintenance Supervisor and boarded several different vehicle types. Reference checks were conducted with PACE in Chicago, Paratransit in Boston, and Paratransit and fixed routes in Westmoreland, Pennsylvania. Overall, references were very positive citing drivers were professional and routes on schedule. While the CDT bid reflects a 16% per trip increase from the District's current transportation contract (\$100 per trip), it is significantly less than the second bidder.

Funds for transportation services are proposed to be allocated in the FY2019 budget SRA Fund, which is consistent with past practice. The bidding process was conducted in advance of the budget to ensure uninterrupted service to customers.

RECOMMENDATION

That the Board of Park Commissioners 1) award the Transportation Bid for individuals with special needs to CDT/National Express Transit and 2) authorize the Executive Director to execute a final contract.

Thank you.

Attachment: Bid Tally Sheet