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**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**

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**DATE:** April 8, 2024

**TO:** Board of Park Commissioners

**FROM:** James W. Rogers, Executive Director  
Sarah Lagesse, Director of Recreation

**RE: BUS TRANSPORTATION SERVICES FOR SUMMER CAMP 2024**

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**ISSUE**

Staff proposes contracting with Westway Coach, Inc. to provide transportation to field trips for program participants in Funseekers Camps at Eldridge Park and Wagner Community Center, and Camp Canteen at the Wagner Community Center. As staff continues to expand camp offerings, the cost of services, including transportation to field trips increases. To receive the best possible service and price, a sealed bidding process for transportation services was conducted.

**DISCUSSION**

As part of the bidding process, a legal notice was placed in the Suburban Life on March 15, 2024, to solicit bids. Bid packets were sent to ten contractors. Four contractors returned proposals. Westway Coach submitted the lowest, most responsible proposal of \$32,200.

Westway Coach is one of 15 operating companies that are wholly owned subsidiaries of Cook-Illinois Corporation. Cook-Illinois operates over 2,200 school buses in and around the Chicago area. All vehicles are equipped with two-way radios and GPS tracking systems. All drivers receive a minimum of 50 hours of special training. Participants can speak to a live person 24 hours a day, 7-days a week as needed. A scope review was conducted with Westway Coach staff, and references have been checked, including several school districts.

Funds for transportation were budgeted in the FY 2024 budget in the Recreation Fund. Attached is the bid summary sheet.

**RECOMMENDATION**

That the Board of Park Commissioners (1) award the Bus Transportation Services for Summer Camp 2024 contract to Westway Coach; and (2) authorize the Executive Director to execute a final contract.

Thank you.

Attachment: Bid Tally Sheet

Elmhurst Park District  
 Bus Transportation Services-Summer Camp Bid  
 Friday, March 29, 2024- 10 a.m.

Submitted By	Contractor Compliance and Certifications Attachment	References	Substance Abuse and Prevention Program Certificate	Bidder Information Sheet	Bid Proposal Form	Total Cost: Funseekers North to EE	Total Cost: Funseekers North to NPS	Total Cost: Funseekers North to Chgo/Suburb.	Total Cost: Funseekers South to EE	Total Cost: Funseekers South to NPS	Total Cost: Funseekers South to Chgo/Suburb.	Total Cost: Canteen to EE	Total Cost: Canteen to NPS	Total Cost: Canteen to Chgo/Suburb.	Bid Total
1 First student	✓	✓	✓	✓	✓	4,200	4,200	5,000	2,100	2,100	2,800	4,200	4,200	7,000	36,400
2 safe way	✓	✓	✓	✓	✓	4,400	4,400	5,000	2,240	2,240	2,800	2,240	2,240	6,720	33,040
3 North Amer. Central Co.	✓	✓	✓	✓	✓	5,110	5,110	7,300	2,550	2,555	3,050	2,555	2,555	8,100	40,150
4 Cook IL Corp.	✓	✓	✓	✓	✓	4,200	4,200	5,000	2,100	2,100	2,800	2,100	2,100	7,000	32,200
5 Westway															
6															
7															
8															

Asst. Treasurer *[Signature]* 03/29/2024      Witness: *[Signature]* 3/29/2024