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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 9, 2025

**TO:**        Board of Park Commissioners

**FROM:**    James W. Rogers, Executive Director  
             Sarah Lagesse, Director of Recreation  
             Jessica Marquez, Division Manager of Recreation

**RE:**        **BUS TRANSPORTATION SERVICES FOR SUMMER CAMP 2025**

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**ISSUE**

To ensure the highest quality service and most competitive pricing for transportation services for summer camp field trips (including Funseekers Day Camp, Camp Canteen, and Safety Town Camp), and because the total cost exceeds the Executive Director's purchasing authority, a sealed bidding process was conducted.

**DISCUSSION**

The bid packets included pricing for 2025, with the option to extend the agreement for two additional, successive, one-year terms in 2026 and 2027; with the understanding that the District reasonably believes funds will be available in 2026 and 2027. If sufficient funds are not budgeted or appropriated by the District for the second or third year, the District will provide written notice to cancel renewal of the contract as promptly as practical.

As part of the bidding process, a legal notice requesting bids was placed in the Suburban Life newspaper on February 28, 2025. Bid invites were sent to 15 contractors, and 3 contractors returned proposals (bid tally attached). As noted in the bid tally sheet, the lowest bid in the amount of \$115,624 was submitted by First Student. Upon review of the bid documents, it was found that the Bidder Information Form was incomplete as it did not include the required signatures from the president, as well as attested by the secretary of the company. Given the incomplete bid information as it pertains to First Student, staff recommends the disqualification of First Student for Bus Transportation Services as they are deemed not a responsible bidder.

Westway Coach, Inc. of Villa Park, IL submitted the next lowest, most responsible proposal of \$118,484.40. Westway Coach is 1 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 Chicagoland area. All their vehicles are equipped with two-way radios and GPS tracking system. All drivers receive a minimum of 50 hours of special training. Participants have access to a live support 24 hours a day, 7 days a week, as needed. A scope review was conducted with Westway Coach staff, and references have

been checked from Berkley School District 87 and Itasca School District 10. Additionally, the Park District contracted with Westway Coach for transportation services for summer camp in 2024 and received excellent service. Funds for camp transportation are budgeted in the FY 2025 budget in the Recreation Fund.

**RECOMMENDATION**

That the Board of Park Commissioners (1) reject the Transportation Services bid from First Student as not responsible; (2) authorize the Executive Director to execute a one-year contract with Westway Coach for \$37,892.40 for the 2025 camp season; and (3) if mutually agreed upon, extend two additional one-year contracts for 2026 in the amount of \$39,744, and 2027 in the amount of \$40,848.

Thank you.

Attachment: Bid Tally Sheet

Elmhurst Park District  
 Bus Transportation Services-Summer Camp Bid  
 Wednesday, March 12, 2025 - 9:30 a.m.

Submitted By	Contractor Compliance and Certifications Attachment	References	Substance Abuse and Prevention Program Certificate	Bidder Information Sheet	Bid Proposal Form	Contract Term: 5/1/25-8/30/25 - Annual Cost Per Hour	Contract Term: 5/1/25-8/30/25 - Annual Total	Contract Term: 5/1/26-8/30/26 - Annual Cost Per Hour	Contract Term: 5/1/26-8/30/26 - Annual Total	Contract Term: 5/1/27-8/30/27 - Annual Cost Per Hour	Contract Term: 5/1/27-8/30/27 - Annual Total	Bid Total
1 <i>Safeway</i>	✓	✓	✓	✓	✓	\$59.83	\$41522.02	\$61.62	\$43260.60	\$63.47	\$44558.10	\$129,340.72
2 <i>West Coach Inc.</i>	✓	✓	✓	✓	✓	\$69.40	\$37,892.40	\$72.00	\$39744.00	\$74.00	\$40848.00	\$118,484.40
3 <i>First Student</i>	✓	✓	✓	✓	✓	\$65.00	\$36530.00	\$68.25	\$38766.00	\$71.00	\$40328.00	\$115,624.00
4												\$ -
5												\$ -
6												\$ -
7												\$ -
8												

Assist Treasurer

Witness:



Witness:

