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**Title:** CONSIDER AWARDING A CONTRACT TO AMERICAN TRANSPORTATION SYSTEMS TO PROVIDE RECREATIONAL BUS TRIP SERVICES FOR CITY-RELATED PROGRAMS ON AN AS-NEEDED BASIS (CITY COUNCIL)

**Sponsors:**

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**Attachments:** 1. Exhibit No. 1 - RFP 19-018 Notice of Invitation, 2. Exhibit No. 2 - RFP 19-018 Notice of Intent to Award (pages 4-6)., 3. Exhibit No. 3 - Draft American Transportation Service Agreement (pages 7-38).

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, November 19, 2019

Consent

**SUBJECT:**

**CONSIDER AWARDING A CONTRACT TO AMERICAN TRANSPORTATION SYSTEMS TO PROVIDE RECREATIONAL BUS TRIP SERVICES FOR CITY-RELATED PROGRAMS ON AN AS-NEEDED BASIS (CITY COUNCIL)**

**I. SUMMARY**

On September 12, 2019, a Request for Proposals (RFP) notice was published to solicit qualified vendors to provide recreational bus trip services for City-related programs on an as-needed basis. Ultimately, three vendors submitted their proposals. Based on the completeness of the firm’s response to the RFP, and the costs of providing this service, American Transportation Systems (American Transportation) was selected as the recommended vendor. Staff is now seeking City Council approval to award a contract to American Transportation at a not-to-exceed contract sum of \$150,000 per year for the period January 1, 2020 through June 30, 2023. The City has the option of extending the agreement for two (2) one-year terms, based on performance.

**II. RECOMMENDATION**

TAKE the following actions:

1. AWARD a contract to American Transportation Systems to provide recreational bus trip services for City-related programs on an as-needed basis at a total not-to-exceed contract sum of \$150,000 per year for the period January 1, 2020 through June 30, 2023, with the option of two (2) one-year extensions based on performance.

2. AUTHORIZE the Mayor to execute the contract, following approval as to form by the City Attorney.

### **III. ALTERNATIVES**

1. DO NOT AWARD the contract.
2. TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

The City of Carson provides recreational bus trips for City-related programs such as Summer Day Camp, City-organized excursions, and more. The Transportation Services Division utilizes the services of outside bus vendors to assist with transporting participants of these City-related programs when the task cannot be performed in-house. This can be due to a high amount of same-day trips or when specific buses such as school buses are needed for transporting large groups of youth participants. A typical operating year can easily consist of over 220 trips, with over 130 school bus trips taking place throughout the summer season alone. In an effort to select a safe and reliable firm to provide these trips on an as-needed basis, a RFP notice was published on September 12, 2019 to solicit qualified vendors (Exhibit No. 1). Ultimately, three (3) vendors submitted their proposals. Based on the completeness of the response to the RFP and the costs of providing this service, American Transportation was selected as the recommended vendor (Exhibit No. 2). The total not-to-exceed contract sum is \$150,000 per year for a 42 month term from January 1, 2020, through June 30, 2023. At the City's discretion, the agreement can be extended for two (2) one-year terms, based on performance (Exhibit No. 3).

### **V. FISCAL IMPACT**

Should the City Council approve the recommendation, funds for the first six months of this agreement are budgeted in the FY 2019-20 account 101-90-940-101-6004. This is a pass-through account for interdepartmental budget transfers. Monies for the remainder of the contract term will be included in the proceeding FY 2020-21, FY 2021-22, and FY 2022-23 budgets.

### **VI. EXHIBITS**

1. RFP 19-018 Notice of Invitation (page 3).
2. RFP 19-018 Notice of Intent to Award (pages 4-6).
3. Draft American Transportation Service Agreement (pages 7-38).

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