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**Title:** CONSIDER APPROVAL OF CONTRACT SERVICES AGREEMENT WITH AMERICAN TRANSPORTATION SYSTEMS FOR RECREATIONAL CHARTER BUS SERVICE (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit No. 1 - Agreement

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

Tuesday, May 02, 2023

Consent

**SUBJECT:**

**CONSIDER APPROVAL OF CONTRACT SERVICES AGREEMENT WITH AMERICAN TRANSPORTATION SYSTEMS FOR RECREATIONAL CHARTER BUS SERVICE (CITY COUNCIL)**

**I. SUMMARY**

To help accommodate transportation for staff-coordinated excursions and permit trips, a Request for Proposals (RFP) notice was issued on March 2, 2023 for recreational charter bus service. A total of two vendors submitted proposals. Based on the completeness of the firm’s response and proposed costs, American Transportation Systems (American Transportation) was selected as the lowest responsive and responsible bidder. To complete the procurement pursuant to the RFP, staff recommends award to and approval of a contract services agreement with American Transportation for a three-year term, with a not-to-exceed contract sum of \$375,000 over the initial term, with a City option for a single two-year extension (Exhibit No. 1).

**II. RECOMMENDATION**

TAKE the following actions:

1. AWARD and APPROVE the proposed Contract Services Agreement with American

Transportation Systems, a California corporation, for a three-year term with the option for a single two-year extension, with a not-to-exceed contract sum of \$375,000 over the initial three-year term (Exhibit No. 1; “Agreement”); and

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

**III. ALTERNATIVES**

1. REJECT all proposals and re-solicit for proposals.
2. TAKE another action the City Council deems appropriate.

**IV. BACKGROUND**

Transportation staff arrange recreational bus trips for various programs such as Excursions, Summer Day Camp, and more. When a trip cannot be performed in-house, staff seeks charter bus service to fulfill the request. This is typically common during the summer season when there is a high demand for school bus transportation for various youth programs.

To secure a reliable vendor for the start of Fiscal Year 2023-24, a RFP was issued on March 2, 2023 for recreational charter bus service. A total of two vendors submitted proposals. Based on the completeness of the firm’s response and proposed costs, staff selected American Transportation Systems (American Transportation) as the lowest responsive and responsible bidder. Staff’s evaluation scoring sheets are shown below.

	Technical Evaluation Criteria - American Transportation Systems	Weighted Score
1.	General Qualifications (pg. 9) -Must meet minimum qualifications -Submission of required documents listed in Section II – Additional Requirements	33 / 35
2.	References (pg. 9) -Minimum of three references from prior/current clients -Inclusion of required details per client reference	15 / 15
3.	Fee Proposal (Attachment II) -Evaluation of fixed \$ cost per first ‘x’ hours -Must provide rate for subsequent hours on a \$/per hour basis	43 / 50
	<b>Total</b>	<b>91 / 100</b>

	Technical Evaluation Criteria – Fast Deer Bus Charter	Weighted Score
1.	General Qualifications (pg. 9) -Must meet minimum qualifications -Submission of required documents listed in Section II – Additional Requirements	20 / 35
2.	References (pg. 9) -Minimum of three references from prior/current clients -Inclusion of required details per client reference	15 / 15
3.	Fee Proposal (Attachment II) -Evaluation of fixed \$ cost per first ‘x’ hours -Must provide rate for subsequent hours on a \$/per hour basis	30 / 50
	<b>Total</b>	<b>65 / 100</b>

A notice of intent to award to American Transportation was issued on March 23, 2023, and no protest was received. To complete the procurement pursuant to the RFP, staff now recommends award to and approval of the proposed Agreement with American Transportation.

Under the Agreement, American Transportation would provide school buses, premium coach buses, and mini school buses/shuttle buses with drivers for trips as needed, at the request of the City's Contract Officer, at the billing rates specified in Agreement Exhibit "C-1," which may be increased based on CPI on an annual basis during the term of the Agreement pursuant to request of American Transportation and approval of the City's Contract Officer (after verifying that the requested increase accurately reflects the increase in CPI over the relevant time period). The Agreement provides for an initial three-year term with a not-to-exceed contract sum of \$375,000 over that initial term, and gives City Council the option to extend the term for a single two-year extension period at the same rates of compensation (inclusive of any approved CPI increases).

## **V. FISCAL IMPACT**

None. Funds for the first year of this Agreement were included in the proposed Fiscal Year 2023-24 budget in the Proposition C account no. 219-90-940-101-6004. Funds for the remainder of the term will be included in subsequent annual budgets.

## **VI. EXHIBITS**

1. Draft Agreement (pgs. 4-38).

Prepared by: Jason Jo, Transportation Program Manager