



# AGENDA REPORT

Library and Community Service

<b>DATE:</b>	May 7, 2024
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	LaShonda White, Deputy City Manager, Community Services Ranjana Maharaj, Deputy Director for Community Services-Recreation Troy Porter, Recreation Supervisor
<b>Subject:</b>	Bus Transportation for 2024 Summer Camp Excursions
<b>FINANCIAL IMPACT:</b>	The proposed \$20,000 expenditure is covered using the following account strings:  ACHIEVE PROGRAM SITES: <ul style="list-style-type: none"> <li>• Booker T. Anderson Community Center - 01253251-400223-40F01</li> <li>• Nevin Community Center - 01253451-400223-40F01</li> <li>• Parchester Community Center - 01253851-400223-40F01</li> <li>• Shields Reid Community Center-01253551-400223-40F01</li> </ul> ELEVATE PROGAM SITES: <ul style="list-style-type: none"> <li>• May Valley Community Center - 01253951-400223</li> <li>• Richmond Recreation Complex - 01253751-400223</li> </ul>
<b>PREVIOUS COUNCIL ACTION:</b>	None
<b>STATEMENT OF THE ISSUE:</b>	Community Services-Recreation Staff is requesting approval of a contract with First Student, Inc. to provide bus transportation for 2024 summer camp excursions.

<b>RECOMMENDED ACTION:</b>	APPROVE a contract with First Student, Inc. to provide bus transportation services to the City of Richmond Community Services-Recreation Division for 2024 summer camp excursions, in an amount not to exceed \$20,000, and for a term beginning July 1, 2024, and ending December 31, 2024 – Community Services Department – LaShonda White 510-620-6828/Ranjana Maharaj 510-620-6972/Troy Porter 510-620-6919)
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**DISCUSSION:**

Beginning Monday, June 10, 2024, until Friday, August 9, 2024, the City of Richmond Community Services-Recreation will provide Elevate Summer Camps at the May Valley Community Center and the Richmond Recreation Complex; and Achieve Summer Camps at the Booker T. Anderson, Nevin, Shields Reid, and Parchester Community Centers.

The Elevate Summer Camp is an at-cost summer camp opportunity where participants enjoy activities, games, sports, and special events. The Achieve Summer Camp is a no-cost summer camp provided in collaboration with the West Contra Costa Unified School District and the West Contra Costa Public Education Fund (Ed Fund). The camps include an educational component to help prevent summer learning loss while in a fun and interactive environment.

Both camps are designed to enrich the lives of youth ages 6 through 14. Each summer, to augment the camp curriculum, excursions are offered as a supplement to daily activities. These excursions are a traditional and integral part of each participant’s experience. Due to the large number of participants, bus transportation services are needed to manage the excursions effectively.

Therefore, staff solicited proposals via a Request for Qualifications (RFQ) through Bids Online from numerous transportation providers to provide the transportation needed for the 2024 summer excursions. The RFQ included the following information on the selection process and the criteria for rating the bids.

General

The City’s overall objective is the selection of a highly qualified transportation company to provide bus trips at a reasonable cost. Within its overall objective, it is also the City’s intent that:

- The selection process be fair and open.
- The selection of the transportation company be based on clearly stated objective criteria.
- Proposals be evaluated by a qualified evaluation committee.

## Selection Process and Evaluation Criteria

- The selection process started with the receipt of proposals from interested firms.
- The proposals were reviewed by an evaluation committee using the “Proposal Rating Matrix” to determine the most responsible bidders and to make a recommendation regarding the award of a contract.
- Staff had the discretion not to recommend a firm if the Staff Review Committee determined if the proposals received did not adequately meet the criteria set forth in the RFQ.

## Rating Criteria

The following questions were used by the evaluation committee to rate the proposals:

- Experience demonstrated in providing transportation services, i.e., references.
- Experience demonstrated in managing the company, i.e., internal controls, management personnel, etc.
- Background and skills demonstrated in understanding of the requirements of State Laws
- Proposed price
- Flexibility and Reliability

The bid results are summarized below.

## Bid Results

Vendor Name	Pricing	Notes	Rater Team Score	Final Rank
First Student, Inc.	\$16,509	Most competitive bid. Bus yard is in Richmond, CA	287	1
Delta Charter	\$41,075	School buses. Buses out of Stockton Ca, Higher bid	235	6
Zum	\$46,705	Higher bid	269	2
Bay Area Charters	\$48,520	Higher bid	252	4
Busloop	\$45,100	Higher bid. Chartered buses.	245	5
Epic Limosine	\$40,717.50	Higher bid	254	3
D. Harris Tours	\$34,400	Higher bid. 2 <sup>nd</sup> lowest	229	7

Five vendors submitted a quote, and five standards were used to evaluate these bids. Upon careful review of the quotes, City staff decided to award the contract to First Student, Inc. City staff is seeking City Council approval for a contract with First Student, Inc. to provide transportation services for the 2024 summer camp excursions in an

amount not to exceed \$20,000, and for a term beginning July 1, 2024 and ending December 31, 2024.

**DOCUMENTS ATTACHED:**

Attachment 1 – Contract

Attachment 2 – Bid Project Report