

31139
ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 1, 2011

BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

PUBLIC PASSENGER CHAUFFEUR DRIVER TRAINING SERVICES
NOVA DRIVING SCHOOL
HAROLD WASHINGTON COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with Nova Driving School to provide a road instructional driver training course for the Public Passenger Chauffeur Training Institute at Harold Washington for a period of three (3) years from October 7, 2011 through October 7, 2014 with an option to renew for an additional two (2) year period at an annual cost not to exceed \$345,000, and a total cost of \$821,000.00 for the contract term.

VENDOR: Nova Driving School
3323 W. Armitage
Chicago, IL 60647

USER: Harold Washington College

TERM:

The term of the agreement shall commence on October 7, 2011 and end on October 7, 2014, with an option to renew for an additional two (2) year period.

SCOPE OF SERVICES:

Nova Driving School will provide two hours of on-the-road training to all newly licensed public chauffeurs and veteran chauffeurs who are required by the City of Chicago Department of Business Affairs and Consumer Protection to take this training. City Colleges will provide and maintain the necessary insurance coverage. Nova Driving School will provide the following services:

1. A minimum of five cars which meet state requirements for such vehicles and approved by the Department of Business Affairs and Consumer Protection, vehicle inspectors.
2. The driving school will follow a specific driving route which will be developed by Harold Washington College. This route will be monitored periodically and may be altered at the discretion of the College.
3. Driving range training will be conducted Monday through Friday, between the hours of 9:00 am and 4:00 pm, with the last two-hour training session

beginning no later than three o'clock. Training will not be conducted on Saturday or Sunday.

4. Participant registration must take place at Harold Washington College. At the end of the training students must return to the college with documentation of successful completion in order to receive a certificate.
5. The designated driving school will invoice Harold Washington College, 30 E. Lake St., Chicago, IL 60601; by the last day of each month for the number of participants who have been served during that month.
6. Harold Washington College will pay for the number of participants who have successfully completed the training. Payment will be made to the driving school within sixty days of the date of receiving the invoice.

BENEFIT TO CITY COLLEGES OF CHICAGO:

As part of the requirements by the City of Chicago Department of Business Affairs and Consumer Protection, all new drivers must satisfy a minimum of 3 years driving experience in the United States. In order to insure drivers with less than 3 years of experience can fulfill this requirement, each driver must complete an 8 hour Defensive Driving course and a 2 hour Range Driving course at Harold Washington College.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #MWJ1109 was publicly advertised on July 1, 2011. Ten (10) companies were contacted. Three (3) companies responded to the RFP on July 19, 2011: 1) American Defensive Driving School; 2) Illinois Driving School, Inc.; and 3) Nova Driving School.

All qualifications were reviewed, evaluated and ranked by staff which included Harold Washington College, Office of Business Enterprises, Office of Risk Management, Procurement Services and Office of MBE/WBE Contract Compliance.

The evaluation criteria included:

1. Qualifications and experience of firm that includes past experience with similar services for governmental and higher education institutions
2. Qualifications and experience of committed personnel
3. Proposer's ability to meet the scope of services
4. Cost of Services
5. M/WBE compliance

Illinois Driving School was deemed non-responsive for non-compliance with the M/WBE requirements. The committee reviewed the next highest ranking vendor Nova Driving School and based on the proposal and pricing, the evaluation team recommends Nova Driving School to provide the 2 hour road instructional driver training course.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above requests and, Nova Driving School is in compliance with the Board Approved Participation Plan.

MBE Vendor:	Nova Driving School 3323 W. Armitage Chicago, IL 60647	Direct Participation	CMSDC Certification 93%
WBE Vendor:	Alko Automotive 6113 W. Roosevelt Cicero, IL 60804	Direct Participation Repairs	City Certification 3%
	Tulsa Power 3968 S. Ashland Chicago, IL 60609	Direct Participation Fuel	City Certification 7%

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

All expenses incurred by this activity are covered by student tuition and fees.

Total: \$821,000

Charge to: Harold Washington College

Source of Funds: Educational Fund

FY12: 00003-2021910-10000-00000-530000: \$131,000

FY13: 00003-2021910-10000-00000-530000: \$345,000

FY14: 00003-2021910-10000-00000-530000: \$345,000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

September 1, 2011 – Harold Washington College