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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 1, 2013

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

SHUTTLE BUS SERVICES
SCR MEDICAL TRANSPORTATION, INC.
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with SCR Medical Transportation, Inc. (SCR) to provide shuttle bus services for a two year period from August 1, 2013 through July 31, 2015, at a total cost not to exceed \$335,000.

VENDOR: SCR Medical Transportation, Inc.
8825 South Greenwood Avenue
Chicago, Illinois 60619

USER: District Wide

TERM:

The term of the agreement shall commence on August 1, 2013 and end on July 31, 2015, with options to renew for an additional four (4) two-year periods.

SCOPE OF SERVICES:

The District seeks to engage SCR Medical Transportation, Inc. to provide shuttle bus services along fixed routes available to students, faculty and staff. Shuttle services will initially serve the Malcolm X campus. The shuttle service will connect the campus to Chicago Transit Authority (CTA) hubs and to satellite parking facilities that will be in use during the construction of the new Malcolm X College campus.

SCR will provide:

- Shuttle service that will be fully dedicated to the District
- Regular and emergency maintenance
- Fuel
- Screening, hiring, training, and all management and oversight of drivers
- Ridership statistics

BENEFIT TO CITY COLLEGES OF CHICAGO:

Through implementation of these shuttle services, CCC will provide a convenient and safe connection between the main Malcolm X College campus and nearby CTA stations, as well as the satellite parking lots that will be in use during the construction of the new Malcolm X campus.

By providing an easy link between the CTA and campus, the District will encourage the use of public transportation and potentially reduce the use of personal vehicles. SCR will utilize low-emission Compressed Natural Gas (CNG) vehicles contributing further to the District's sustainability initiatives and reputation as a responsible steward of the environment.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #SJ1202 was publicly advertised on October 16, 2012. Twenty Five (25) vendors were contacted and a pre-proposal conference was held on October 22, 2012. Six (6) firms responded to the RFP on November 16, 2012: 1) SCR Medical Transportation Inc.; 2) Aries Charter Transportation Inc.; 3) Chicago Mini Bus Travel; 4) Windy City Limousine; 5) Pontarelli Group Charter Inc.; and 6) Free Enterprise System/Royal. Three (3) no-bids were received from Olson Transportation, Standard Parking Company and National Express Transit Corporation.

All proposals were reviewed, evaluated, and ranked by staff which included the Office Administrative and Procurement Services, Academic Affairs (Student Affairs), Marketing and Communications, Safety and Security, Wright College, the Office of Information Technology, Risk Management, and the Office of MBE/WBE Contract Compliance. The committee also had a representative from the Faculty Council, as well as the Student Trustee and an SGA member as advisors.

The evaluation criteria outlined in RFP included:

- 1. Experience
- 2. Implementation Plan and Technical Approach
- 3. Capacity and Equipment Availability
- 4. Cost
- 5. M/WBE Compliance plan (including Student Hiring)

Based on the evaluation scoring, SCR Medical Transportation, Inc. is recommended to provide shuttle bus services for the District.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement request and determined that SCR Medical Transportation, Inc. has submitted in its proposal and is in compliance with the Board Approved Participation Plan.

MBE Vendor:

SCR Medical Transportation, Inc. 8825 S. Greenwood Avenue Chicago, IL 60619	Direct Participation 87% - Transportation	City Certification
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WBE Vendor:

Global Capital Ltd. 220 W. Superior, Ste. 303	Direct Participation 13% - Asset Management	NWBEC Certification
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Chicago, IL 60654

and Leasing

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 2, Section 2.7.4(b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY14 – FY15: \$335,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

August 1, 2013 – Office of Administrative and Procurement Services