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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 3, 2014

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

DISTRICT WIDE 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 June 1, 2014 through May 30, 2016, at a total cost not to exceed \$3,000,000.

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

USER: District Wide

TERM:

The original term of the agreement shall commence on June 1, 2014 and continue through May 30, 2016, with options to renew for an additional four (4) two-year periods.

SCOPE OF SERVICES:

Pursuant to Board Report Number 31970, adopted on August 1, 2013, the Board authorized SCR Medical Transportation, Inc. to provide Shuttle services to initially serve the Malcolm X campus. The shuttle service connects the campus to satellite parking facilities being utilized during the construction of the new Malcolm X College campus.

The District further seeks to engage SCR Medical Transportation, Inc. to provide the full range of shuttle bus service, to include operating shuttle buses along several pre-determined, fixed routes available to students, faculty and staff. These routes will connect main campuses with each other, as well as with CTA hubs and District satellite facilities. SCR will provide:

- Buses that will be fully dedicated to the District
- Regular and emergency maintenance
- Fuel
- Screening, hiring, and training drivers
- Ridership statistics
- Re-routing when necessary to adjust to major, planned CTA service disruptions
- On-board security cameras and panic alarm
- Internet access for riders via WI-FI capability

- Bus arrival technology to provide CCC riders with easy access to real-time information on when the next bus is arriving

BENEFIT TO CITY COLLEGES OF CHICAGO:

By providing a simple way to connect between campuses, this shuttle bus service will remove a barrier to cross-registration and thereby support the District's Reinvention initiatives. Through the implementation of these shuttle bus services, CCC will also ease the commuting burden placed upon its students, as well as encourage the use of public transportation and potentially reduce the use of personal vehicles by providing an easy link between CTA hubs and campuses. Where necessary, SCR will re-route buses to help minimize the impact of any CTA station and line closures and ensure District commuters can still get to campus easily. SCR will also provide CCC with a dedicated coordinator to manage the day-to-day operations of the District's shuttle service. This person will ensure a smooth launch of the service and provide a main point of contact for CCC to address any concerns. The coordinator will also oversee response to any unforeseen events (such as breakdown or accident on the road) ensuring that District riders are picked up by backup vehicles and arrive at their destinations safely. Buses may also be wrapped with CCC branding, providing a new means to raise awareness as the buses drive throughout the City and in the very neighborhoods that CCC serves.

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: SCR Medical Transportation Inc., Aries Charter Transportation Inc., Chicago Mini Bus Travel, Windy City Limousine, Pontarelli Group Charter Inc., and 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 Office Administrative and Procurement Services, Academic Affairs (Student Affairs), Marketing and Communications, Safety and Security, Wright College, Office of Information Technology, Risk Management, and 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 #SJ1301 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, staff recommended the acceptance of the proposal from SCR Medical Transportation, Inc. to provide shuttle bus services for the District.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement and determined that SCR Medical Transportation, Inc. has submitted in its proposal MBE participation of 87% and WBE participation of 13% in compliance with the Board Approved Participation Plan.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
SCR Medical Transportation, 8825 S. Greenwood Ave. Chicago, IL 60619	MBE	87	Direct	City of Chicago
Global Capital Ltd 220 W. Superior, Ste. 303 Chicago, IL 60654	WBE	13	Direct	NWBEC

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: \$3,000,000

Charge To: Office of Administrative & Procurement Services

Source of Funds: Education Fund

FY14: 530000-00003-0005038-60000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 3, 2014 – Office of Administrative and Procurement Services