

32151
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JANUARY 9, 2014

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

SHUTTLE BUS SERVICES
SCR MEDICAL TRANSPORTATION, INC.
(AMENDMENT TO BOARD REPORT #31970, ADOPTED AUGUST 1, 2013)
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the agreement with SCR Medical Transportation, Inc. (SCR) to provide shuttle bus services with increased service levels to meet rider demand and to respond to unanticipated loss of street parking at an additional cost of \$200,000, at a total not to exceed cost of \$535,000 for a two-year period from August 1, 2013 through July 31, 2015.

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

USER: District Wide

TERM:

The term of the agreement commenced on August 1, 2013 and will continue through 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 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

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 the satellite parking lots that will be in use during the construction of the new Malcolm X campus.

This amendment allows for increased levels of service during peak-time ridership hours and thereby reduces shuttle wait times for students, faculty, and staff using the Malcolm X College satellite parking lots. Additionally, due to City street closures, street parking in the vicinity of Malcolm X College will be significantly more limited than previously anticipated. These street closures require increased use of the satellite parking lots and thereby create a need for shuttle operations on additional days where previously no shuttle service had been needed. This amendment allows the increased service levels required to respond to these street closures.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report # 31970, the Board approved the execution of an agreement with SCR Medical Transportation Inc. 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. is in compliance with the Board Approved Participation Plan.

MBE Vendor:

SCR Medical Transportation, Inc.
8825 S. Greenwood Avenue

Direct Participation
87% - Transportation

City Certification

Chicago, IL 60619

WBE Vendor:

Global Capital Ltd.
220 W. Superior, Ste. 303
Chicago, IL 60654

Direct Participation
13% - Asset Management
and Leasing

NWBEC Certification

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: \$200,000

Charge to: Office of Administrative & Procurement Services

Source of Funds: Capital Fund

FY14: 530000-92015-3005031-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

January 9, 2014 – Office of Administrative and Procurement Services