

**REQUEST FOR PROPOSAL  
HOMWOOD-FLOSSMOOR PARK DISTRICT  
BUS TRANSPORTATION**

**The Homewood-Flossmoor Park District is seeking proposals for Bus Transportation for the 2022  
Summer Camp Season**

Dear Proposer,

The Homewood Flossmoor Park District is accepting written proposals from qualified Bus Transportation services for the Recreation Department's Summer Camp Program. As a Request for Proposal (RFP) this is not an invitation to bid and although price is extremely important, other factors will be put in place for considerations.

This request for proposal (RFP) is only an invitation to submit a proposal and does not commit the park district in any way to enter into a contract for Bus Transportation. In addition, the RFP does not obligate the Park District to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

Any questions regarding this Request should be directed to Emmanuel Esparza, Recreation Supervisor by email at [eesparza@hfparks.com](mailto:eesparza@hfparks.com).

**Interested companies must respond to this request no later than April 1<sup>st</sup>, 2022.** Proposals should be directed to:

Emmanuel Esparza, Recreation Supervisor  
Homewood-Flossmoor Park District  
3301 Flossmoor Road  
Flossmoor, IL 60422  
708-957-0280 phone  
708-957-8574 fax  
[eesparza@hfparks.com](mailto:eesparza@hfparks.com)

We look forward to receiving and reviewing your proposal,

Sincerely,

Emmanuel Esparza  
*Emmanuel Esparza*  
Recreation Supervisor

## **I. BACKGROUND/SUMMARY**

The Homewood-Flossmoor Park District is accepting proposals for transportation services for its Summer Camp Program. The Program typically operates Monday-Friday during the summer months. The Contract will be effective June 6, 2022 through August 5, 2022 at the discretion of the Homewood-Flossmoor Park District.

Services include providing busses and certified, licensed drivers to transport the Homewood-Flossmoor's Park District's Summer Camp participants and staff. The specific ages for Summer Camp transportation ranges from (ages 5-14) and adult staff. Furthermore, the Contractor may also provide scheduled transportation for a variety of other Recreation programs, including Teen Camp programming, all with adult staff supervision.

## **II. Specifications / Contractor Requirements**

The contract shall require the Company to provide the following services, and the proposal should be accompanied by such information about the Company as it deems appropriate to indicate its ability to provide such services adequately.

### **1. Company Personnel:**

The Company personnel shall be expected to perform, but not limited to, the following list of duties:

- A. Maintain facilities and bus fleet including preventative maintenance program. The maintenance facility shall be located within a twenty (20) mile radius of the Park District boundaries, and the contractor must have demonstrated successful operations for a minimum of two (2) years at this site.
- B. Recruit, select and train bus drivers.
- C. Prepare and administer pre-service and in-service bus driver training including safety and camper discipline topics.
- D. Keep records on all personnel.
- E. Maintain and keep current on all Federal and State laws regarding student transportation.
- F. Investigate requests and complaints regarding transportation services and make recommendations to the Park District's appointed representative.
- G. Prepare reports necessary to complete District, State and local requests for information.
- H. Supply a sufficient number of regular and substitute drivers to be available and properly trained so that full transportation service is provided.
- I. Secretarial duties including but not limited to telephone coverage, filing, report documentation, etc.
- J. Be aware and keep the Park District's appointed representative advised on ideas for improvements in the transportation system and cost savings.

- K. Be capable and experienced in school bus fleet operation and management.
- L. Use random drug and alcohol tests as part of employment policy in accordance with Department of Transportation regulations governing CDL drivers.
- M. Assist the Park District in developing safe and economical daily routes.
- N. Assign a responsible person to be at the base radio station with a telephone available whenever daily buses are on the road.
- O. Dispatch buses, check drivers and be totally familiar with all bus routes, schedules, facility locations, etc.
- P. Minimum telephone coverage by the Contractor, or terminal manager, shall be from 7:30 a.m. to 5:30 p.m. on camp days.
- Q. The number of full-time (or equivalent) employees to be used to perform the managerial, maintenance and clerical responsibilities shall be sufficient to fill the above requirements.

2. School Buses:

- A. All school buses used in the performance of this contract shall be owned by the Contractor or, if not so owned, the Contractor shall furnish the Park District with a statement setting forth the name and address of the owner of each such school bus before placing said school bus in service. The Contractor shall present suitable evidence prior to the award of the contract establishing that he will have ample units available and ready for use. During the course of this contract, if any equipment used by the Contractor is condemned in whole or part, it is agreed that the unit will be replaced by the Contractor without expense to the District and without any claim or adjustment.
- B. All buses are to be equipped with an exclusive 800 MHZ radio system or cell phone. All licenses, fees, etc. associated with the two-way radio system or cell phone shall be obtained by the Contractor at their expense.
- C. All vehicles must be no less than 71 passenger capacity. A sufficient number of larger passenger vehicles must be available to serve the needs of the Park District whenever necessary.
- D. At any time in the performance of this agreement no bus shall be more than eight (8) years old. The average age of all buses shall be no more than four (4) years old unless prior approval is granted by the Park District.
- E. All passenger buses shall be equipped with a minimum of three (3) push-out windows per side and a safety cross arms mounted on the front of the bus.
- F. The Contractor shall keep all school buses used in the performance of the transportation requirements in a good state of maintenance and repair. The passenger section shall be kept in a clean and sanitary condition. The Contractor shall cause each school bus to be inspected in accordance with standards set forth by the State Board of Education and the Illinois Department of Transportation as well as all local, State and Federal standards, but under no circumstances shall there be less than two (2) inspections per year. All vehicles must carry a current school bus safety sticker at all times. **Documentation of said inspection reports shall be provided to the Park District prior the execution of contract.**

No bus shall be continued in use after being declared unsatisfactory or unsafe by either a governmental body, said State Board of Education, District or any other inspector appointed by either said State Board of Education or District nor returned to service until such unsafe conditions have been corrected. Approved, satisfactory substitute buses shall be supplied by Bus Company while any regular buses are not used. Any State inspector fees incurred in the periodic inspection of the vehicles herein described shall be at no cost to the Park District.

All buses shall be inspected daily and checked carefully for defects and such defects as may be found shall be remedied before using said vehicle. In addition, Bus Company shall maintain a sufficient number of approved standby buses in good operating condition to be used in the event any buses which are transporting campers in accordance with this Agreement shall fail to function or otherwise be unable to operate. No daily charge shall be made for any standby bus.

- G. The Company will be required to keep thorough, up-to-date records of all operating data and maintenance work done, and the Park District shall have access to these files.

Examples include:

- a. Gas mileage
- b. Oil usage
- c. Tire replacement
- d. Work repair orders
- e. Inspections (daily, other)

### 3. Drivers and Training:

- A. It is understood that the Company, its officers, agents and employees shall be considered, and at all times act in the capacity of an Independent Contractor and not as an employee of the Park District for any purpose, and shall not acquire either by contract or by operation of law any rights or benefits provided for employees of the Park District. All expenses of operation maintenance shall be paid by the bus contractor.
- B. All buses shall be operated at all times by trained, competent, and prudent drivers who shall meet the requirements for school bus drivers as set forth by the State of Illinois and the Department of Transportation. In addition, all drivers shall be required to follow all Park District transportation policies and regulations.
- C. The Contractor shall establish and implement a screening, hiring and training program which includes the following as a minimum:
  - 1. Driver completes a written application form which is provided by the Contractor.
  - 2. Driver has an initial interview with the Contractor or manager to determine the applicant's aptitude for the job.
  - 3. The Contractor shall conduct a record check on the applicant's driving record. Operator also must ensure that the applicant has had no conviction against public morals or felony charge. The applicant's driving record, which is obtained from the State of Illinois, shall be available upon request to the Park District.
  - 4. Contractor must provide adequate pre-service training, including first-aid training, so that the driver has a thorough knowledge of the State of Illinois traffic laws and regulations. In addition, the Contractor must provide a minimum of three (3) hours of

behind-the-wheel training with a qualified instructor before the driver takes his/her school bus road test with the Motor Vehicle Department.

5. All drivers shall be required to take a Defensive Driving Class within one hundred-twenty (120) days of employment, and evidence of satisfactory completion shall be furnished to the Park District.
  6. Applicant drivers must pass physical, written and road tests, and obtain a minimum of a class "C" license and an Illinois School Bus Permit before transporting campers.
  7. The Contractor must provide ongoing in-service training programs for the bus drivers. Drivers shall be required to attend the meetings. The meeting topics shall be geared to driver needs including safety, discipline, drills, etc. Failure to attend may, at the sole option of the Park District, result in replacement of the non-attending driver. Park District staff shall be informed in advance when these meetings take place.
  8. In addition to the in-service meetings, meetings shall be conducted on topics that require immediate attention.
  9. The contractor must provide route training before the driver is given the responsibility of transporting campers. This would include, but not be limited to:
    - a. a specific map of the daily routes indicating exact locations of facilities
    - b. specific information about the daily route indicating danger points, road hazards, etc.;
    - c. actual driving of the route.
- D. The Contractor will be responsible for the proper supervision over the drivers to ensure the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding the laws, regulations, and Park District policies.
- E. The Contractor shall furnish to the District at the beginning of each season a listing of names, ages, addresses, driver's license numbers, expiration dates and telephone numbers of all regular and substitute drivers, along with the route they will be driving. This listing shall be maintained current by the Contractor.
- F. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age and fully licensed as a school bus driver by the State of Illinois. All drivers shall maintain a courteous attitude and neat appearance. A uniform appearance is recommended. All drivers must speak English.
- G. Each driver assigned to the performance of this agreement shall be free from any physical defect that lessens his/her ability to operate a vehicle safely; each such driver shall have 20/20 vision in both eyes, with or without glasses, shall have no artificial limbs; shall have full use of his arms and legs; and shall have normal hearing in both ears. Within two (2) weeks prior to the commencement of the performance of this agreement, the Park District shall be furnished proof that each driver has satisfactorily met the State requirement for a physical examination. Thereafter, throughout the term of the agreement, each driver shall have a new physical examination each year. The Park District or its representative may at its discretion demand such additional examinations of drivers as it deems necessary and the costs of such additional

examinations shall be paid by the Contractor. If new drivers are assigned to the performance of this agreement after its commencement, such new drivers must be examined five (5) days prior to such assignment. Any driver who is found to be physically unfit to operate a school bus will be removed immediately from performance of his/her transportation duties.

- H. The Company shall provide all drivers with a manual or handbook outlining all Company policies and procedures. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There should also be a procedure outlining the steps to follow if the bus breaks down. All drivers should be schooled and tested on these procedures to the extent that they will be prepared if an emergency does occur. The Park District's Superintendent of Recreation must be immediately notified by the Contractor when any accident has occurred or any driver has been stopped by the police and issued a citation.
- I. Bus drivers shall be hired, employed and under complete supervision by the bus Contractor, however, the company shall replace any school bus driver, who in the sole opinion of the Park District's Executive Director is detrimental to the best interest of the campers.

The Company shall keep the files on each bus driver including, but not limited to, the driver's written application form, references, including those checked with written notes by the Company, employment record, driving record, written evaluations, etc. The Park District shall have access to these files upon request.

- J. The drivers shall be responsible for loading and unloading students and, with assistance from any camp staff, responsible for camper discipline while on the bus. Corporal punishment will not be used. Decisions on disciplinary problems, suspensions or expulsions shall rest with the Park District. The responsibility for any vandalism damages to the Contractor's equipment or facilities will be discussed on a case by case basis.
- K. All bus conduct rules shall be obeyed by both campers and drivers. This shall include no smoking, profane language, etc. Drinking beverages and eating may be allowed on field trips. The drivers shall be responsible for a complete safety test BEFORE leaving on any trip. This test shall consist of, but not limited to the following:
  - 1. Rear safety door
  - 2. Windows
  - 3. Fuel
  - 4. Tires
  - 5. Lights

4. Telephones:

- A. The Bus Company shall maintain at its own expense two telephone lines. One line is to be listed for the general public and one line is to be an unlisted number for the purpose of allowing the designated representative of the Park District or the Bus Company to inform the Bus Company of any problems with minimum delay. The Bus Company shall have competent personnel available to answer said public and private lines during normal working hours.

5. Penalties:

A. The Contractor shall be penalized as follows for each instance of lateness:

<u>Instances of Lateness</u>	<u>Penalty per Occurrence</u>
Buses 1-10 min. late:	\$20.00
Buses 11-20 min. late:	\$40.00
Buses over 20 min. late:	\$50.00
Buses over 45 min. late:	\$100.00

B. In all cases, buses will complete a bus route despite the lateness and despite the penalty clauses invoked.

C. In all cases where the Contractor anticipates delays or the missing of routes because of the circumstances beyond the Contractor's control, the Contractor shall notify the Park District of said situation immediately upon becoming aware of it. Failure to so notify the Park District shall make the Contractor liable to penalty clauses herein delineated.

D. The penalties shall be invoked on all runs made by any of the Contractor's school buses for the Park District.

E. Penalties shall be deducted from the monthly billings.

F. Repeated violations of the time schedules shall be sufficient cause for the Park District to invoke the Breach of Contract section.

G. The determination of Contractor fault as delineated in this section shall be made by the Park District's appointed representative. If the Contractor disagrees with a determination related to a penalty, the Contractor may appeal to the representative's superior.

6. Payment:

A. The Contractor shall submit monthly billing for daily routes no later than the 10th of each month delineating services provided during the previous month. The billing should also delineate all deductions related to the implementation of the penalty clause. Penalty clause deductions will appear on the billing for the subsequent month's service, thereby being deferred for a thirty (30) day period. However, the final bill from the Contractor to each District shall include all penalty clause deductions not included previously. It shall be the responsibility of the Park District to review the billings and to advise the Contractor if penalty clauses are incorrectly reported. If an objection is not made to a penalty billing within thirty (30) days of billing, the Park District forfeits its right to request said penalty deduction.

7. Rules:

A. The Park District shall have the authority to establish rules covering the performance of drivers and the conduct of campers. The failure of any driver assigned to the performance of this agreement to obey and enforce all rules established by the Park District with respect to the transportation of campers by bus shall be sufficient reason for the removal of such driver from the performance of this agreement upon the request of any Park District appointed representative.

8. Observance of Laws:

A. In the performance of this agreement, the Contractor shall observe all laws of the State of Illinois and the ordinances of the municipalities applicable thereto.

9. Safety Precautions:

- A. All traffic regulations must be observed at all times.
- B. Each driver shall remain with his/her bus at all times whether en route or at a facility.
- C. Each driver shall use all care to guard the children, prevent undue crowding, and maintain order in his bus without use of force or fear. Any child refusing to obey the driver will be reported to the Park District whose decision and action in the matter will be final.
- D. All children riding the buses will be carried to their designated locations. No child shall be allowed to get off at a stop other than his/her designated location.

10. Indemnification:

- A. The Contractor is responsible for and shall hold harmless, indemnify and defend the Park District, its agents, its employees, and Park District Board members from and against any and all loss, damage, injury, liability and claims or expenses by reason of any loss, personal injury, death or other damage that may be done to or suffered by any person, including employees of the Contractor, or the Park District, arising in connection with the operations to be carried on by the Contractor.
- B. The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend the Park District, its Board, Officers or agents of the Park District from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights, copyright, or trademark of any person or persons in consequence of the use in performance of this contract of any article of which the Contractor is not the patentee or assignee or has not the lawful right to use.

11. Commercial General and Umbrella Liability Insurance:

Bus company shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 26 or substitute providing equivalent coverage, and under the commercial umbrella if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the District.

A. Business Auto and Umbrella Liability Insurance

Bus Company shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$5,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20 or a substitute form providing equivalent to that provided in the 1990 and later editions of CA 00 01.

B. Workers Compensation Insurance

Bus Company shall maintain workers' compensation and employee liability insurance. The commercial umbrella and/or employers' liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If the District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required, the Bus company waves all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Bus Company's work.

C. Evidence of Insurance

Prior to beginning work, the Bus Company shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Bus Company's obligation to maintain such insurance.

For insurance companies which obtain a rating from A.M. Best - that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

12. Force Majeure:

- A. The parties to the proposal understand that under certain circumstances the contractor may be unable to perform in the customary manner due to an act of God, fire, strike, loss of transportation facilities, lock out, or commandeering of materials, products, plants, or facilities by the Government.

In the event that service is interrupted for more than twenty-four (24) hours for any of the above reasons or any other event which prevents the Contractor from furnishing service, the Park District shall have the right to secure and substitute other transportation service. The Contractor agrees to pay the difference between his charges and the charges of the substitute bus company.

13. Reassignment:

- A. The Bus Company shall not reassign or sell any rights to this contract to another party or parties without prior written approval from the Park District. Such action without approval shall invalidate this contract.

14. Breach of Contract:

- A. If the Company shall violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the Park District, be void and the Park District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the Park District but shall not be less than five (5) days after receipt of written notice by the Contractor.
  
- B. If, in the opinion of the Park District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including, but not limited to, attorney fees incurred in enforcing or correcting such breach.

**Company Information**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Request for Proposal Sheet**

Company Name: \_\_\_\_\_

The undersigned proposes to provide all bus service according to the Specifications and as follows:

**Homewood-Flossmoor/Summer Camps**

**All-Day Buses**

One all-day bus needed for every day, Tu-F, 6/6/2022 through 8/5/2022. Up to three (3) buses and drivers may be used between the hours of 8:30 a.m. and 3:30 p.m. A weekly bus assignment schedule will be provided to the bus Company approximately one week in advance. Depending on the day of the week, an all-day bus may be used for mini excursions to facilities within ten (10) miles of Homewood-Flossmoor, such as Lions Club Pool, Millennium Park, Irons Oaks, Sports Complex, Coyote Run etc.

Additional options for added buses include:

1. Field trips that extend outside of the 10-mile radius from the Homewood-Flossmoor area (for trips downtown, etc.).
2. Mini-excursions within a 10-mile radius, with the additional space of more than one bus needed.

**All Day Buses – Homewood-Flossmoor**

**Cost per bus/day = \$ \_\_\_\_\_**

(6/06/2022 to 8/5/2022, Tu-F)

**Local Field Trips**

One (1) or more buses and drivers will be needed to transport the children from their designated campsite to their field trip destinations and back between the hours of 9:00 a.m. – 3:00 p.m. Proposer’s shall provide the cost per hour for said field trips. All field trips will be billed from the Park District’s actual start time of the field trip as determined by the requested time per the Park District to the actual ending drop-off time of the field trip. The Park District will not be billed for late bus arrivals. Additional trips not listed may be added.

**Examples of Local Field Trips**

Gym kinetics, Windy City Thunderbolts, Cosley Zoo, Bellaboos children play and Discovery Center, Tinley Park Roller Rink, Mascot Hall of Fame, Oak Forest Bowling Alley etc.

**Price per Hour = \$ \_\_\_\_\_**

HFPD Recreation Services

**BUS SERVICE REFERENCE SHEET**

#1

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

#2

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

#3

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Service: \_\_\_\_\_