

**City of Culver City, California
City Council Agenda Item Report**

Meeting Date: <u>05/12/08</u>		Item Number: <u>C-5</u>
AGENDA ITEM: Approval of an Agreement with First Student Charter for Recreation Program Transportation Services for the Period of June 23, 2008 through June 30, 2009 with an Option to Renew the Agreement by Mutual Consent for a Maximum of Five Years.		
Contact Person/Dept.: Pamela Robinson, Recreation Manager; and, Dawn Beal, Recreation Supervisor		Phone Number: (310) 253-6632; and, (310) 253-6645 (respectively)
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐
Public Hearing: ☐		Action Item: ☐ Attachments: ☒
Public Notification: Master Notification List (05/07/08); Departments – Parks, Recreation, and Community Service (05/07/08); All City Transportation (05/07/08); First Student Charter (05/07/08); Four Winds Inc. (05/07/08); Tumbleweed Transportation (05/07/08).		
Department Approval: William La Pointe, Director of Parks, Recreation and Community Services (04/30/08).	City Attorney Approval: Carol Schwab (by H. Baker) (05/06/08)	
Fiscal Impact Review: Jeff Muir (05/07/08)	City Manager Approval: Jerry B. Fulwood (05/07/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with First Student Charter for Recreation Program Transportation Services for the period of June 23, 2008 through June 30, 2009 with an option to renew the agreement by mutual consent for a maximum of five years, in an amount not-to-exceed \$23,500 per year. <u>BACKGROUND/ DISCUSSION:</u> Since its inception, the Recreation Division of the Culver City Parks, Recreation and Community Services Department has provided an array of activities year round that require transportation of its participants, including: • Day Camps that are available to youth when school is not in session during summer, winter and spring breaks; and • The Teen Center and After School Programs that offer educational and recreational excursions during the school year. On December 20, 2007 the City of Culver City entered into an agreement with First Student Charter for Recreation Transportation Services in an amount not to exceed \$10,000. This agreement has been fulfilled and a new transportation services agreement must be put in place. The timing of this item is essential as some Recreation Division programs that require transportation services will begin during the week of June 23, 2008.		

**City of Culver City, California
City Council Agenda Item Report**

Culver City Municipal Code Section 3.07.070(A) states that the City may award purchase orders and contracts in any amount for personal & professional services without engaging in the formal bidding process; provided that, the purchase order or contract shall be based upon competitive quotations, whenever practical from not less than three vendors.

Staff contacted and received quotations from two transportation companies used in the past (Attachments 1 and 2) and two transportation companies that have been providing transportation services within Culver City (Attachments 3 and 4). The table below shows a summary of the quotations received:

SERVICE CONTRACT FOR BUS TRANSPORTATION					
COMPANY NAME	AVERAGE PRICE PER TRIP	BASE RATE	# HOURS & MILES INCLUDED IN BASE RATE	RATE PER HOUR OVER BASE RATE	RATE PER MILE OVER BASE RATE
First Student Charter	\$368.00	\$310.00	5 hours / No Limit on Miles	\$58.00	None
Four Winds, Inc.	\$370.80	\$325.80	5 hours / No Limit on Miles	\$45.00	None
Tumbleweed Transportation	\$404.00	\$337.00	4 hours / Fifty (50) Miles	\$67.00	\$1.50
All City Transportation	\$640.00	\$550.00	5 hours / No Limit on Miles	\$90.00	None

Staff recommends awarding a contract to First Student Charter for recreation program transportation services for the following reasons: (1) they have provided the best overall quote; (2) as a past provider of transportation services for the Recreation Division, this company has the best understanding of our needs; (3) it has been staff's experience that First Student Charter has demonstrated outstanding past practices in the areas of prompt accurate billing, on time pick-up & drop-offs and excellent customer service. Staff also recommends that the contract include an option to renew on an annual basis by mutual consent for a maximum of five years. This would allow staff the time to develop a relationship with Student Charter thereby establishing a set of standards to continue improving the transportation and supervision of the youth.

FISCAL ANALYSIS:

There are sufficient funds available for Recreation Program Transportation Services for the period June 23 through June 30, 2008 in the Fiscal Year 2007-08 budget in the following account(s): 10132600.619800 (Teen Center – Other Contractual

**City of Culver City, California
City Council Agenda Item Report**

Services); and 10132120.619800 (Camps – Other Contractual Services). Sufficient funding for these services will also be included in 10132330.619800 (Culver City After School Program – Other Contractual Services); 10132600.619800 (Teen Center – Other Contractual Services); and 10132120.619800 (Camps – Other Contractual Services) in Fiscal Year 2008-09 if the Recreation Division budget is adopted by the City Council as recommended by the City Manager.

ATTACHMENTS:

1. First Student Charter Bid
2. Four Winds, Inc. Bid
3. All City Transportation Bid
4. Tumbleweed Transportation Bid

MOTION:

That the City Council:

1. Approve a professional services agreement with First Student Charter for Recreation Program Transportation Services for the period of June 23, 2008 through June 30, 2009 with an option to renew the agreement by mutual agreement for a maximum of five years, in an amount not-to-exceed \$23,500 per year; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.