



CITY COUNCIL STAFF REPORT

MEETING DATE: February 13, 2023

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Execute a Three-Year Agreement for Products and/or Services with Avalon Transportation for Bus Transportation Services for Youth Center and Adult Community Center Programs in an Amount Not to Exceed \$189,311, with an Option to Renew for Two Additional Years.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the City Manager to execute a three-year agreement for products and/or services with Avalon Transportation for bus transportation services for Youth Center and Adult Community Center programs in an amount not to exceed \$189,311, with an option to renew for two additional years.

FISCAL IMPLICATIONS:

There is no fiscal impact or additional appropriation necessary for Fiscal Year (FY) 2022-23. Bus transportation services for the Parks and Recreation Department programs have been budgeted as a part of the Youth Development and Adult Services field and program supplies budget. The first-year partial contract cost of \$16,230 (annual cost \$54,592) will be covered by the adopted FY 2022-23 budget. The remaining first year contract costs will be included in the FY 2023-25 biennial budget. The included contingency allows for unforeseen fuel surcharge increases and the ability to add additional trips each year based on program needs.

Fiscal Year	Contract Amount	Contingency (10%)
FY 2023-24	\$54,592	\$5,459
FY 2024-25	\$57,322	\$5,732
FY 2025-26	\$60,188	\$6,018
FY 2026-27	\$63,197	\$6,319
FY 2027-28	\$66,357	\$6,635

BACKGROUND:

Each year, the Parks and Recreation Department plans approximately 37 senior day trips and youth field trips. Eighteen of these trips are for the Trips and Tours program at the Adult Community Center (ACC). Each month, the ACC offers a day trip to various destinations around the greater Bay Area including museums, sightseeing adventures, and other fun activities. In addition, the ACC plans six casino trips. The departure and return times of these day trips vary based on location, but typically last a minimum of six hours.

The remaining trips are field trips scheduled through the youth Adventure Camp program, as well as some Extreme Excursions trips for older youth. Eight Thursdays each summer, camps utilize two buses to transport campers to locations such as Great America, Happy Hollow, San Francisco and Oakland Zoos, and Blackberry Farm, to name a few. Although timing is unique to each trip, a typical field trip day lasts from 8:45 a.m. until 5:00 p.m.

ANALYSIS:

A request for proposals (RFP) was released on December 23, 2022, to secure proposals for bus transportation services for all Parks and Recreation trips. Four vendors responded to the RFP with proposals by the deadline and each vendor was ranked based on set criteria for the services requested.

All proposals were reviewed and evaluated to determine which vendor met all requirements as well as consideration of proposal pricing. Of the four proposals received, Avalon Transportation met all of the requirements for the services requested and proposed the lowest cost. In addition, Avalon Transportation is the transportation services vendor that Parks and Recreation has used in the past. Therefore, staff recommends that Avalon Transportation be selected to provide bus transportation services.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the City Manager to execute a three-year agreement for products and/or services with Avalon Transportation for bus transportation services for Youth Center and Adult Community Center programs in an amount not to exceed \$189,311, with an option to renew for two additional years; or
2. Do not adopt the Resolution; or
3. Provide staff with direction.

Respectfully submitted by:
Amy Newby, Parks & Recreation Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Avalon Transportation Proposal