

Agenda Report

DATE: AUGUST 31, 1998

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: **AUTHORIZATION TO AMEND CONTRACT WITH EMBREE BUS INC.**

RECOMMENDATION:

It is recommended that the City Council: (i) find that there is a good cause to extend the time of performance of services until June 30, 1999; (ii) authorize the City Manager to execute an amendment to contract No.16,452.

BACKGROUND:

As a result of previous City Council budgetary discussions to maximize available General Fund dollars for youth programs, the Human Services, Recreation and Neighborhoods Department initiated, February, 1997, a "Request For Proposal" (RFP) for bus transportation for recreational excursions. In response to the RFP two bus companies submitted proposals for the contract. An interview panel of three was assembled which consisted of recreation professionals, from our Human Services, Recreation and Neighborhoods Department and one from the City of Baldwin Park. Based on the results of the interviews, Embree Bus Inc. was selected as the best company to provide transportation for the Human Services, Recreation and Neighborhoods Department's Programs. This recommendation was based on Embree Buses Inc. safety policies and reasonable prices for transportation. Embree Buses Inc. has successfully provided this service for fiscal year 1998.

The Human Services, Recreation and Neighborhoods Department recommends that the bus transportation for recreational/educational excursions continue to be contracted out to the firm identified as "Embree Buses Inc." The Contractor will provide the Department transportation for recreational/educational excursions on an as needed basis. The contractor's services will be

performed according to the standard of regulations of the California Highway Patrol (CHP) and OSHA. Embree Buses Inc. has also produced evidence of a five million-dollar liability insurance policy reviewed by the City, holding the City harmless.

The evaluation of the program after one year of service has documented positive performance. Embree Buses Inc. was responsible for the Department's year round excursions for recreational programs such as: Day Camps, Summer Aquatics, Youth Sports and the Running Roses Track Program. In addition, they provided transportation to city/school related activities. The management of the firm has maintained a good working relationship with the Program Management of the Human Services, Recreation and Neighborhoods Department. Switching providers of the bus transportation service at this time would cause a disruption in neighborhood programs.

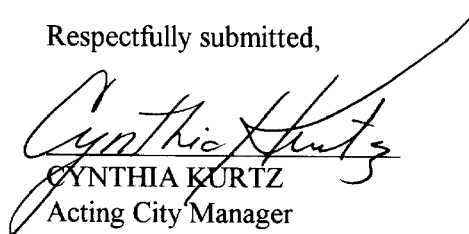
One Embree bus can accommodate 54 to 72 passengers at a cost of \$45.00 per hour (a 7 hour bus trip would cost approximately \$300.00). Without bus transportation most children would be unable to attend field trips, special events and recreation programs.

Embree Buses Inc. has submitted the required affirmative action forms. The firm is located in Pasadena, California. Currently, there are two hundred and eleven permanent employees; one hundred and fifty-seven (74%) are minority and eighty-seven (41%) are female. The proposed contract is in compliance with the Affirmative Action in Contracting Ordinance P.M.C. 4.09 and the rules and regulations promulgated thereunder.

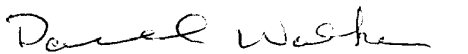
FISCAL IMPACT:

There is no impact on the General Fund for this contract. Funding for Prop A was appropriated in the FY 99 operating budget of Public Works & Transportation Department under Traffic Commuter Services Prop A funds, account # 8114 – 208- 763313 funding, and Prop C funds, account # 8114 –209-763313 as authorized by City Council. There will be up to \$50,000.00 directed towards recreational/educational transportation services for the Human Services, Recreation and Neighborhoods Department.

Respectfully submitted,


CYNTHIA KURTZ
Acting City Manager

Prepared by:


Darrell Walker, Recreation Supervisor



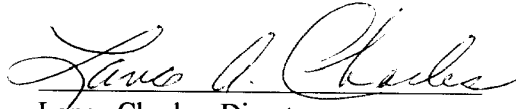
Lisa Jeffery, Recreation Services Manager
Human Services, Recreation and Neighborhoods Department

Approved by:



Patsy Lane, Director
Human Services, Recreation and
Neighborhoods Department

Reviewed by:



Lance Charles, Director
Affirmative Action and Diversity Department