



VILLAGE OF SCHAUMBURG

MUNICIPAL CENTER / 101 SCHAUMBURG COURT / SCHAUMBURG, IL 60193-1899
847.895.4500 / TDD 847.923.4435 / FAX 847.895.7806 / WWW.CI.SCHAUMBURG.IL.US

October 3, 2018

Subject: Request – # TR-050 19

From: Jan Williams, CPPB, Buyer
Purchasing Division.

The Village of Schaumburg IL has a current sealed bid opportunity for the **Septemberfest Shuttle Bus Service**. Bids are due no later than 11:00 a.m. on Tuesday, October 30, 2018.

*Bids shall be submitted in sealed envelopes clearly identified with the Respondent's name, address, subject matter and project number of bid as indicated in the specification, and designated date and time the bids are due. **Absolutely NO electronic bids will be accepted.***

Village bids and proposals are available on-line via the village's internet web site. The instructions for accessing this site and down loading the PDF files have been provided on page two of this notice.

It is extremely important that you immediately notify the Purchasing Division via e-mail to **jwilliams@schaumburg.com** if your firm intends to submit a response to the electronic document. This step is necessary to establish a communication link between the village and the Respondent so that any addenda or other relevant information may be transmitted properly. The Respondent, not the village, is responsible for obtaining any addenda to the original specification when the Respondent chooses the option of downloading electronic files. Addenda and other relevant information will be posted on the *Business to Government-Commerce and Bid Information* web page.

Documents may also be obtained at the Village of Schaumburg, Purchasing Division, 101 Schaumburg Ct., Schaumburg, IL from of 9:00 a.m. to 4:00 p.m., Monday through Friday. **If there are blueprint plans with the project, the files will be provided in CD format, not paper.**

Please complete the information requested below and return via e-mail to jwilliams@schaumburg.com.

Our firm has obtained the electronic PDF file for the **Septemberfest Shuttle Bus Service** and will be submitting a sealed response.

Company Name: _____ Contact Name: _____

Complete Mailing Address: _____

Phone No.: _____ Fax No: _____

E-mail Address: _____

The Village of Schaumburg's internet web site provides purchasing related information for current & future village suppliers.

IMPORTANT! Vendors that download and print documents from this web site are responsible for obtaining ALL files associated with the individual bids or proposal. In order to maintain the line of communication, vendors intending to respond to a bid or proposal document must provide the Purchasing Division with all company contact information via e-mail to jwilliams@schaumburg.com.

To access the Village of Schaumburg website:

- Logon to: www.villageofschaumburg.com, the main page of the village's web site.

The **Business to Government** page provides general information and access to the village's *Vendor Registration Form, Freedom of Information Form*, and several purchasing related links. To find this page, single click on the left side of the main website page.

The **Current Requests for Bids and Proposals** page provides access to downloadable PDF bid and proposal documents.

Please read the instructions entirely. Below the instructions is a list of bid & proposal opportunities. Access any of the listed projects by single clicking on the individual **TITLE**. A complete detail of the specific project will open up. All document files related to the specific project will be provided as PDF at the bottom of the detail page.

The **General Terms and Conditions** page provides answers to frequently asked questions concerning how to do business with the Village of Schaumburg. To find this page, single click on the left side of the *Business to Government* web page.

The **Procurement Processes** page provides an explanation of the processes utilized by the Village of Schaumburg for procurement of goods and services. To find this page, single click on the left side of the *Business to Government* web page.

**Village of Schaumburg
Legal Notice
Invitation for Bid**

The Village of Schaumburg, IL will accept sealed bids for **Septemberfest Shuttle Bus Service**.

Specifications and all Contract Documents are available on-line on the Village of Schaumburg's Purchasing Division web page at www.villageofschaumburg.com under **Bids & Proposals**. They may also be obtained from the Village of Schaumburg, Purchasing Division, Atcher Municipal Center, 101 Schaumburg Ct., Schaumburg, IL, 60193 during the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday with prior notification. Prices quoted must be valid for a minimum of 90 days from the date of the bid opening.

Bids will be received by Jan Williams, CPPB, in the Purchasing Office, at the above address until **11:00 a.m. on Tuesday, October 30, 2018**. All bids will be publicly opened immediately thereafter.

The Village of Schaumburg reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids. The Village of Schaumburg does not discriminate in admission, access to, treatment, or employment in its programs and activities.

General questions regarding this Legal Notice shall be directed to Jan Williams, CPPB, Purchasing Office, at (847)923.4512. **All detailed questions concerning the actual bid specification are to be forwarded in writing via e-mail to jwilliams@schaumburg.com no less than five (5) business days prior to the scheduled bid opening date.**

Following review and the Purchasing Division's receipt of an award recommendation, contract awards will be posted on the Village of Schaumburg's Internet web site <http://www.villageofschaumburg.com>.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate in this meeting are requested to contact the Village Manager's Office at (847) 923.4708 at least one (1) week prior to this public meeting if possible.

Oscar Martin III
Purchasing Manager

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE required by the Illinois Fair Employment Practices Commission as a material term of all public contracts.

During the performance of this contract, the contractor agrees as follows:

- 1. That** it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under utilization.
- 2. That**, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3. That**, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, or ancestry.
- 4. That** it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
- 5. That** it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- 6. That** it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- 7. That** it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provision will be binding upon every such subcontractor; and that it will also include the provisions of paragraphs 1,5, 6, and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Village of Schaumburg does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.

STANDARD CONDITIONS

Contract Documents: Any drawings, plans, standard conditions, special conditions, supplemental additional conditions, specifications, bid notice, bid sheet, and addendum, if any, as specified herein shall form the "Contract Documents." For the purpose of this bid, the word "Village" shall refer to the Village of Schaumburg, and the word "Bidder" shall refer to any person, company, or entity submitting a bid. Any work shown or described in one of the documents shall be construed as if described in all the documents.

Interpretation of Contract Documents: Each request for interpretation of the Contract Documents shall be made in writing addressed Purchasing Division, Village of Schaumburg, 101 Schaumburg Ct., Schaumburg, IL 60193 and shall be received at least five (5) business days prior to the scheduled bid opening date. Interpretations and supplemental instructions will be in the form of written addenda to the Contract Documents.

Electronic Bid Documents: Bidders that download PDF documents from the Village of Schaumburg's Purchasing Division internet web page must immediately notify the Purchasing Division via e-mail to jwilliams@schaumburg.com if they intend to submit a response to the bid documents. This step is necessary to establish a communication link between the Village and the Bidder so that any addenda or other relevant information may be transmitted properly. The Bidder, not the Village, is responsible for obtaining any addenda to the original specification when the Bidder chooses the option of downloading bid or proposal files. Addenda and other relevant information will be posted on the *Current Requests for Bids and Proposals*, project specific, web page.

Submittal of Bid: Bids must be submitted to the attention of Jan Williams, CPPB at the above address no later than 11:00 a.m. on Tuesday, October 30, 2018. Bids arriving after the specified time will not be accepted. Mailed bids which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. Bidders shall carefully consider all bid delivery options (US Postal Service, UPS, Federal Express, private delivery service, etc.) and select a method that will successfully deliver their bid by the required time and date. Bids shall be submitted in sealed envelopes carrying the following information: Bidder's name, address, subject matter and project number of bid as indicated in the specification, and designated date and time of the bid opening.

Withdrawal of Bid: Bidders may withdraw or cancel their bid, in written form, at any time prior to the advertised bid opening time.

Bidder's Qualifications: No award will be made to any Bidder who cannot satisfy to the Village that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The Village's decision or judgment on these matters shall be final, conclusive, and binding. The Village may make such investigations as it deems necessary. The Bidder shall furnish to the Village, under oath if so required, all information and data the Village may request for the purpose of investigation.

Preparation of Bid: The Bidder's submittal shall include the completed *Bid Sheet* found in the Contract Documents and any further specified documentation. The Village will strictly hold the Bidder to the terms of the bid. The bid must be executed by a person having the legal right and authority to bind the Bidder.

Compliance with Laws: The Bidder shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of bids or the performance of the contract.

Alternate: Any reference in these specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended as a standard only. The Village's written decision of approval or disapproval of a proposed substitution shall be final.

Alternate bids will be considered only if received at the time stated for receipt of the bids. Submit alternate bids in a sealed envelope and identify the envelope as required for all bids, except that the phrase **Alternate Bid** shall be used. Bidders are cautioned that, if an alternate bid(s) involves an increase in the *Bid Sum*, the *Bid Deposit*, **if required**, shall be ample or be increased to cover the alternate *Bid Sum* or the entire bid may be rejected.

Freedom of Information Act (FOIA): The Village is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Village may be in possession of records covered by this act and therefore will be required to provide the Village with those records upon request and within the time frame of the Act.

Confidentiality: As a public agency, the Village is required to adhere to Freedom of Information Public Act 96-542. If a responding firm intends to request confidentiality on any portion of a bid, the submittal shall also include a redacted copy of the bid. Limited redactions will be considered. However, entire full redaction of bid submittals will not be considered for award. If a redacted copy is not provided, the original submittal may be released by the Village as received.

Bid Review: The Village reserves the right to reject any or all bids and/or to waive any irregularities or disregard any informality in the bids and bidding when, in its opinion, the best interest of the Village will be served by such action. Furthermore, the Village reserves the right to award each item to a different Bidder, or all items to a single Bidder unless otherwise noted on the *Bid Sheet*. The Village may determine as follows: 1) an equal or alternative is a satisfactory substitute; 2) an early delivery date is entitled to more consideration than price; 3) an early delivery date is to be disregarded because of the reputation of the Bidder for not meeting delivery dates; 4) a Bidder is not a responsible Bidder; and 5) what exceptions or deviations from written specifications will be accepted.

No bid will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or had failed to perform faithfully any previous contract with the Village.

Form of Contract: The form of contract between the Village and the successful Bidder will be a purchase order referencing the bid specification, the bid submitted by the successful Bidder, and the resulting purchasing order.

Bid Results: Following the bid opening, bid tabulations will be posted on the Village's Internet web site at www.ci.schaumburg.il.us under the **Bids & Proposals**, project specific, web page. Bid tabulations posted on-line represent "as read" submittals at time of the bid opening. They do not represent contract award. Final awards will be posted when approved.

Delivery: Where applicable, all materials shipped to the Village must be shipped F.O.B. delivered, designated location, Schaumburg, Illinois. If the delivery is made by truck, arrangements must be made in advance by the Bidder, with concurrence by the Village, for receipt of the materials. The materials must be delivered where directed. Truck deliveries will be accepted at the Public Works Facility between 7:00 a.m. and 3:30 p.m. and at all other Village locations 8:00 a.m. and 4:00 p.m., **weekdays only**.

Inspections: The Village shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Village. Any items rejected shall be removed from the premises of the Village and/or replaced at the entire expense of the successful Bidder.

A. GENERAL SUPPLEMENTAL ADDITIONAL CONDITIONS

Licensing and Permits: As applicable, the successful Bidder and their subcontractor(s) must be licensed with the Village and shall obtain all required building permits prior to the start of any work. The Village will waive applicable Village permit fees for the specific contract. Permit application forms may be obtained from the Community Development Department and license application forms may be obtained at the Collector's Office at the Village of Schaumburg, 101 Schaumburg Court, Schaumburg, IL.

Payment: Payment shall be made within 30 days of invoice receipt and approval, unless otherwise specified in the agreed upon contract. **All invoices must include the PO number associated with the order and shall be submitted to the Village of Schaumburg, Accounts Payable Division, 101 Schaumburg Rd., Schaumburg, IL 60193.** If prevailing wage is a requirement of the contract, the invoice must include certified payroll and waivers. Failure to submit all documentation as specified may result in delay of invoice payment.

Termination of Contract: The Village reserves the right to terminate in whole or any part of this contract, upon written notice to the Bidder, in the event of default by the Bidder. Default is defined as failure of the Bidder to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such a manner as the Village may deem appropriate, supplies, or services similar to those terminated.

The Bidder shall be liable for any excess costs for such similar supplies or service unless evidence is submitted to the Village that, in the sole opinion of the Village, clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Bidder.

Hold Harmless Agreement (Contractual Liability): The Bidder agrees to indemnify and save harmless the Village, including its elected or appointed officials, employees, and agents against any and all claims, loss damage, injury, liability, and court costs and attorney's fees incident thereto, including any claims made by employees of the Bidder or any of their subcontractors, as well as all other persons, resulting directly or indirectly from the work covered by this contract or the equipment used in connection therewith. It is understood that this agreement shall apply to any and all such claims whether resulting from the negligence or the intentional acts of the Bidder, or otherwise. *(With the single exception of any claim, damage, loss, or expense arising solely out of professional services performed by the Village, its agents, or employees, including: 1) the preparation of maps, plans, opinions, reports, surveys, designs, or specifications, and 2) supervisory, inspection, or engineering services.

*** Special Requirement:** If the Bidder is an architectural firm or engineering firm, said Bidder shall file a certificate of insurance for professional liability, errors and omissions coverage subject to final acceptance by the Village of said coverage.

Insurance: The Bidder will provide certificates of insurance evidencing the following types and limits of insurance. The certificates of insurance will specifically address each of the requirements noted below. Each insurance company shall be acceptable to the Village. The General Liability coverage shall name the Village of Schaumburg as additional insured. All insurance noted below is primary and in no event will be considered contributory to any insurance purchased by the Village. All insurance noted below will not be canceled, reduced, or materially changed without providing the Village thirty (30) days advance notice, via certified mail.

The Bidder will provide written Proof of Endorsement, with the General Liability policy number on the endorsement.

- A. **Comprehensive General Liability** including Products Liability/Completed Operations insurance, in an amount not less than \$1,000,000/occurrence, \$2,000,000/policy limit, including Broad Form

Contractual Liability insurance, in an amount not less than \$1,000,000/occurrence, \$2,000,000/policy limit, subject to the terms and conditions of the policy. A copy of the policy may be required.

- B. **Automobile Liability** insurance, in an amount not less than \$1,000,000 combined single limit. Said insurance is to be extended to cover hired and non-owned vehicles.
- C. **Umbrella or Excess Liability** coverage, the Contractor shall provide evidence of Umbrella or Excess Liability coverage of \$2,000,000.
- D. **Workers' Compensation** is to be provided as required by statute, by an insurance company licensed to write worker's compensation in the State of Illinois. Employer's Liability, in an amount not less than \$500,000 each accident, \$500,000 disease – policy limit, and \$500,000 disease – each employee.
- E. Insurance Rating – All insurance policies required by this contract shall be underwritten by insurance companies with a minimum A. M. Best rating of A:VII.
- F. A certificate of insurance is required as evidence of coverage, with the Village of Schaumburg named as an additional insured. The certificate will include an "Additional Insured Endorsement". The same full insurance coverage provided to the named insured, whether it is the contractor or a sub-contractor, shall be provided to the Village without any limitations or endorsements that might limit or exclude coverage. If insurance is canceled for any reason whatsoever the Village will be given not less than thirty (30) days prior written notice.

Any and all deductibles or other forms of retention are the responsibility of the Contractor. All deductibles or other forms of retention are subject to the approval of the Village. Contractor will disclose to the Village in writing the amounts of any deductible or self-insured retentions on the insurance required under this contract.

Contractor waives any right of subrogation it may have or later acquire against the Village.

The Bidder shall not commence work under this contract until they have obtained all insurance required under this section and such insurance has been approved by the Village, nor shall Bidder allow any subcontractor to commence work on their subcontract until the same insurance has been obtained by the subcontractor. The Bidder and their subcontractor(s) shall maintain all insurance required under paragraphs A through D of this Section for not less than one (1) year after completion of this contract.

Change Orders: After the contract award, changes in or additions to the work and/or a change in the amount of money to be paid to the Bidder must be the result of an approved change order first ordered by the Director of the lead department and approved by the Village Manager and/or the Village Board.

Public Act 094-0460 will require the successful contractor verify any change order request you receive from a subcontractor will not exceed 49% of your original subcontract amount. Any needed change order that will increase the subcontract by 50% or more will require your opening up that portion of the work to competitive bidding.

**VILLAGE OF SCHAUMBURG
INVITATION FOR BID
SEPTEMBERFEST SHUTTLE BUS SERVICE**

Introduction: The Village of Schaumburg seeks to hire a qualified firm to operate the Village's Septemberfest Shuttle Bus service which operates annually over the Labor Day holiday weekend (Saturday, Sunday, and Monday). The Village of Schaumburg seeks a maximum term of three years with the possibility of exercising two additional one-year options.

Background: Septemberfest, a not-for-profit event, has been hosted by the Village for more than 40 years with an annual attendance of approximately 250,000 persons. As a service, primarily to our residents, and in response to very limited parking, free shuttle bus transportation is provided via fixed bus routes each day of the event. Bus service begins just prior to the festival's opening each day and continues, uninterrupted, one-hour past the official close of the event, or until all those using the service have exited the festival site; whichever is later. The number of buses used varies throughout each day, and on certain select routes, is scheduled according to past observed peak and off-peak demand periods. Flexibility with vehicles and employees have been required of the service operator to accommodate demand that sometimes presents itself outside of the projected peak and off-peak demand cycles.

The number of routes operating for Septemberfest has varied over the years. There is the possibility that location and number of routes may change from year to year. In 2018, six bus routes provided access throughout most of the Village to those desiring to attend the festival. Between 2000 and 2018, ridership has varied between 22,000 and 43,000. Weather conditions have been a prevailing factor on attendance and ridership figures.

Contract Term: The initial term of this contract shall begin on the date of award of the contract to and including April 30, 2022 subject, however, to the right of the Village to cancel and terminate the same at any time by giving a thirty (30) day notice in writing to the contractor. In the event of such cancellation, the contractor shall be entitled to receive payment for services and work performed and materials and equipment furnished under the terms of the contract prior to the effective date of such cancellation, but will not be entitled to receive any damages on account of such or any further payment whatsoever.

Upon mutual agreement, this contract may be extended for two (2), one (1) year optional extensions, with the first extension running from May 1, 2022 to April 30, 2023 and the second extension running from May 1, 2023 to April 30, 2024, upon a ninety (90) day written notice from the Village of its intention to exercise this option.

- Saturday, August 31, 2019 / Sunday, September 1, 2019 / Monday, September 2, 2019
 - Saturday, September 5, 2020 / Sunday, September 6, 2020 / Monday, September 7, 2020
 - Saturday, September 4, 2021 / Sunday, September 5, 2021 / Monday, September 6, 2021
 - Saturday, September 3, 2022* / Sunday, September 4, 2022* / Monday, September 5, 2022*
 - Saturday, September 2, 2023* / Sunday, September 3, 2023* / Monday, September 4, 2023*
- *Denotes option year.

Payment: Following the event the company will invoice the Village's Accounts Payable Division for all services rendered. Payment will be made within thirty days of the Village's approval of the invoice.

Payment Adjustment: In the event that the company violates any of the requirements for which it has responsibility, the Village may deduct from payment an amount equal to \$100 per infraction for each day a provision is violated. At the Village's discretion, one incident may yield more than one infraction. In the event of cessation of service, or default or termination of the contract, the obligation of the Village to make payments shall cease on the date of the first occurrence of cessation, termination, or default.

Service Requirements: Maps outlining 2018's routing scenario are found in Exhibit A. Routes may be subject to change prior to Septemberfest, 2019 and these examples shall be used as a guide.

Routing

Route 1 (Blue Route). This route originates at the intersection of Emerson Drive (just to the west of Springinsguth Road and the United Methodist Church) and Schaumburg Road.

- Emerson Drive **NORTH** to where Emerson ends at Cloverdale Lane;
- **NORTH** on Cloverdale to Tebay Place;
- **NORTH** on Tebay (past Cottington Drive) to Ashley Lane;
- **NORTH** onto Ashley Lane to Bode Road;
- **WEST** on Bode Road (past Walnut Lane) to Knollwood Drive;
- **SOUTH** on Knollwood Drive approximately 1.5 miles down to Schaumburg Road;
- **EAST** on Schaumburg Road to the Septemberfest site (District 54 Parking Lot staging area);
- **Route 1 DOES NOT stop at the Schaumburg High School parking lot.**
- From the staging area, turn right (**WEST**) to Emerson Drive (approximately 3 miles).

Route 2 (Purple Route) begins at Weathersfield Way and Walnut Lane.

- Weathersfield Way **EAST** to Plum Grove Road;
- Plum Grove Road **NORTH** to Schaumburg Road;
- Schaumburg Road **WEST** to the Septemberfest site (District 54 Parking Lot staging area).
- From the staging area, turn right (**WEST**) on Schaumburg Road to Springinsguth Road (2 miles).
- **SOUTH** on Springinsguth Road to Weathersfield Way.
- **WEST** on Weathersfield Way to Whittier Lane.
- **NORTH** on Whittier Lane to Walnut Lane.
- **SOUTH** on Walnut Lane to Weathersfield Way.

This route will be modified (Route 2A - see separate map) between 8:30 am and 2:00 pm for the parade only on Monday of the event weekend. Regular routing will resume after 2:00 pm.

Route 2A (Purple Route on Parade Day) begins at Weathersfield Way and Walnut Lane.

- Weathersfield Way **EAST** to Roselle Road;
- Roselle Road **NORTH** to Schaumburg Road;
- Schaumburg Road **EAST** to the Septemberfest site (District 54 Parking Lot staging area).
- From the staging area, turn right (**WEST**) on Schaumburg Road to Springinsguth Road (2 miles).
- **SOUTH** on Springinsguth Road to Weathersfield Way.
- **WEST** on Weathersfield Way to Whittier Lane.
- **NORTH** on Whittier Lane to Walnut Lane.
- **SOUTH** on Walnut Lane to Weathersfield Way.

Route 3 (Red Route). This route begins at Jane Addams Junior High School (intersection of Springinsguth Road/Norwell Lane) remote parking lot.

- Springinsguth Road **SOUTH** to Wise Road;
- **EASTBOUND** on Wise Road to Plum Grove Road;
- Plum Grove Road **NORTH** to Schaumburg Road;
- Schaumburg Road **WEST** to the Septemberfest site (District 54 Parking Lot staging area).
- From the staging area, turn right (**WEST**) on Schaumburg Road to Springinsguth Road (2 miles).
- **SOUTH** on Springinsguth Road to Jane Addams Junior High School remote parking lot.

This route will be modified (Route 3A - see separate map) between 8:30 am and 2:00 pm for the parade only on Monday of the event weekend. Regular routing will resume after 2:00 pm.

Route 3A (Red Route). This route begins at Jane Addams Junior High School (intersection of Springinsguth Road/Norwell Lane) remote parking lot.

- Springinsguth Road **SOUTH** to Wise Road;
- **EASTBOUND** on Wise Road to Roselle Road;
- Roselle Road **NORTH** to Schaumburg Road;
- Schaumburg Road **EAST** to the Septemberfest site (District 54 Parking Lot staging area).
- From the staging area, turn right (**WEST**) on Schaumburg Road to Springinsguth Road (2 miles).
- **SOUTH** on Springinsguth Road to Jane Addams Junior High School remote parking lot.

Route 4 (Green Route) begins at Conant High School remote parking lot on N. Plum Grove Road.

- Plum Grove Road **SOUTH** to Schaumburg Road;
- Schaumburg Road **WEST** to Septemberfest site (District 54 Parking Lot staging area);
- Septemberfest site (District 54 Parking Lot staging area) **EAST** on Schaumburg Road to National Parkway;
- National Parkway **NORTH** to Thacker Street;
- Thacker Street **WEST** across Plum Grove Road to Conant High School Remote Parking Lot;

Route 5 (Yellow Route) begins at Schaumburg High School remote parking lot. This route is an express route from Schaumburg High School to the staging area and back to Schaumburg High School.

- Schaumburg Road **EAST** to Septemberfest site (District 54 Parking Lot staging area);
- Septemberfest site (District 54 Parking Lot staging area) **WEST (on Schaumburg Road)** to Schaumburg High School remote parking lot.

Route 6 (Brown Route) begins at District 54 Parking Lot staging area.

- Septemberfest site (District 54 Parking Lot staging area) **EAST** on Schaumburg Road to Brookston Drive;
- Brookston Drive **SOUTH** to Springwood Drive;
- Springwood Drive **EAST** Across Meacham Road (where it turns into Old Schaumburg Road);
- Old Schaumburg Road **EAST** to Wildflower Lane;
- Wildflower Lane **NORTH** to Schaumburg Road;
- Schaumburg Road **WEST** to Whitman Drive;
- Whitman Drive **NORTH** to Sandburg Drive;
- Sandburg Drive **WEST** to Saugus Lane;
- Saugus Lane **NORTH** to Woburn Lane;
- Woburn Lane **NORTH** to Petersham Lane
- Petersham Lane **EAST** as it curves into Southwick Lane;
- Southwick Lane **SOUTH** to Rutland Lane;
- Rutland Lane **WEST** to Saugus Lane;
- Saugus Lane **SOUTH** to Sandburg Drive;
- Sandburg Drive **WEST** to where it curves and turns into Burberry Lane
- Burberry Lane **EAST** to Whitman Drive;
- Whitman Drive **SOUTH** to Schaumburg Road;
- Schaumburg Road **WEST** to Septemberfest site (District 54 Parking Lot staging area);

Operations

Day/Time/Vehicle Requirements

Route 1

Saturday

9:30 a.m. – 11:30 p.m./2

Sunday

8:30 a.m.- 5:30 p.m./2

5:30 p.m.- 11:30 p.m./3

Monday

8:30 a.m. – 10:30 p.m./2

Route 2

Saturday

9:30 a.m. - Noon/2

Noon - 4:00 p.m./3

4:00 p.m. - 6:00 p.m./2

6:00 p.m. - 11:30 p.m./3

Sunday

8:30 a.m.- Noon/2

Noon - 4:00 p.m./3

4:00 p.m. - 6:00 p.m./2

6:00 p.m. - 11:30 p.m./3

Monday

8:30 a.m. - Noon/2

Noon - 4:00 p.m./3

4:00 p.m. - 6:00 p.m./2

6:00 p.m. - 10:30 pm/3

Route 3

Saturday

9:30 a.m. – 11:30 p.m./2

Sunday

8:30 a.m.- 5:30 p.m./2
5:30 p.m.- 11:30 p.m./3

Monday

8:30 a.m. – 10:30 p.m./2

Route 4

Saturday

9:30 a.m. - Noon/2
Noon - 4:00 p.m./3
4:00 p.m. - 6:00 p.m./2
6:00 p.m. - 11:30 p.m./3

Sunday

8:30 a.m.- Noon/2
Noon - 4:00 p.m./3
4:00 p.m. - 6:00 p.m./2
6:00 p.m. - 11:30 p.m./3

Monday

8:30 a.m. - Noon/2
Noon - 4:00 p.m./2
4:00 p.m. - 6:00 p.m./2
6:00 p.m. - 10:30 p.m./3

Route 5

Saturday

9:30 a.m. - Noon/4
Noon - 4:00 p.m./5
4:00 p.m. - 6:00 p.m./4
6:00 p.m. - 11:30 p.m./5

Sunday

8:30 a.m.- Noon/4
Noon - 4:00 p.m./5
4:00 p.m. - 6:00 p.m./4
6:00 p.m. - 11:30 p.m./5

Monday

8:30 a.m. - Noon/4
Noon - 4:00 p.m./4
4:00 p.m. - 6:00 p.m./4
6:00 p.m. - 10:30 p.m./5

Route 6

Saturday

9:30 a.m. - Noon/1
Noon - 4:00 p.m./1
4:00 p.m. - 6:00 p.m./1
6:00 p.m. - 11:30 p.m./2

Sunday

8:30 a.m.- Noon/1
Noon - 4:00 p.m./1
4:00 p.m. - 6:00 p.m./1
6:00 p.m. - 11:30 p.m./2

Monday

8:30 a.m. - Noon/1
Noon - 4:00 p.m./1
4:00 p.m. - 6:00 p.m./1
6:00 p.m. - 10:30 p.m./1

The Village anticipates a total of 657 service hours over the three day festival (Route 1 = 92 hours, Route 2 = 113.5 hours, Route 3 = 92 hours, Route 4 = 109.5 hours, Route 5 = 195.5 hours, and Route 6 = 54 hours). 657 hours total.

All vehicles provided shall be large enough (if school buses used, approximately 30-foot long, maximum seating capacity of 72) to provide adequate capacity, and thoroughly cleaned prior to entering operation and periodically throughout the day. Air conditioned vehicles are required. At maximum levels of operation and peak times (generally the closeout of service after concerts/fireworks), we anticipate that up to 20 buses may be in operation at certain times.

In addition, operators shall have direct access to at least three more buses, and drivers to operate them, to cover potential breakdowns and unforeseen increased demand shall it occur at any given time during the three day event. Bus storage should be no more than five miles beyond the Septemberfest event site to provide flexibility and ease of vehicle replacement if necessary.

Though activities for each night of Septemberfest end at 10:00 p.m. on Saturday, 10:15 p.m. on Sunday, and at 9:00 p.m. on Monday, buses will continue to run **at least** one hour, possibly longer after that time to ensure transport of those who used the shuttle service throughout the day (i.e. 11:30 p.m. Saturday and Sunday, 10:30 p.m. Monday). These times are reflected on the timetables above.

The festival days and hours are listed below:

Saturday - 10:00 a.m. to 10:00 p.m.

Sunday - 9:00 a.m. to 10:00 p.m. (fireworks display evening)

Monday - 9:00 a.m. to 9:00 p.m. (rain date for fireworks display evening)

Staffing: The service operator must provide appropriate street supervision and monitoring at the drop-off/pick-up area. The minimum number of staff positions is listed. **Staffing positions and the number of staff will most likely not total to the same number.** The actual number of employees, when taking account of the long operational day, will likely be **at least double** the number of staff positions required, especially in regards to drivers and route administrators.

In their submittal, bidding companies must provide proof of current staffing levels, and must be able to demonstrate access to staff sufficient in size to fully meet the requirements set below. A finalized list of all staff associated with the event shall be provided to the Village one week prior to the first day of the event. **Bidders shall provide documentation demonstrating staff training and readiness to perform their functions as described below.**

• **Minimum Site Staffing Requirements:**

- **Operations/Project Manager** must be assigned to this project and act as the primary point of contact and liaison between the bus operating company and Village staff overseeing the operation. Project/Operations Manager must be on-call over the three day event and is expected to be on-site during crucial hours of operation (opening of service daily, and from 6:00 p.m. to close of service). **Staff positions necessary by this standard – one.**
- **Assistant Operations/Project Manager(s)** must be assigned to this project and act as secondary points of contact in Manager’s presence or primary point of contact during those hours when the Operations/Project Manager is off-site. **Staff positions necessary by this standard – two.**
- **Route Administrators** – Route administrators are personnel assigned by the operating company to oversee administration of each route location within the staging area, and at the three remote parking lot route locations. The Route Administrators interface directly with the riding public whose chief function is to provide friendly direction to riders, route information, oversee orderly operation of service, and, have experience with crowd control to be able to manage the lines that form towards the end of the service day, in an organized manner. Uniform dress codes/yellow (colored) vests, identifying the administrator as an employee of the transportation company will provide visual identification of the administrator to the public, and is required. **Staff positions necessary by this standard – nine – but there must be an administrator on duty throughout the 15+ hour service days.**
- **Drivers** - Drivers are to be trained and appropriately scheduled to ensure compliance with all operational safety federal, state, and local operational guidelines. The operating company shall instruct **drivers to use the right-hand lanes** as much as possible to ensure ease of boarding and exiting the buses. The drivers must be aware

that accurate passenger counts are necessary and part of their job. Additionally, to address volumes that can be fluid, drivers must be able to drive interchangeably on all of the routes.

- Verification of this training, which, in addition, is required to demonstrate that each driver is familiar with routes they will be operating, must be provided to the Village's Transportation Manager, or designated staff managing the shuttle service, two weeks prior to the first day of service for every driver scheduled to drive.

Qualifications: Experience with projects of similar size and scope (events with 250,000 attendees or more and transport of 40,000 bus riders or more) including experience of the team who will be managing the project and the on-site operations managers. We also need to know the number of available drivers currently working for the bidder and the geographic area they have experience driving in

Questions: All questions concerning this Invitation for Bid must be submitted in writing via e-mail to jwilliams@schaumburg.com no less than five (5) business days prior to the scheduled due date. Questions shall not be addressed directly to the Transportation Dept. or Al Larson Prairie Center for the Arts during the open solicitation period. **Verbal questions will not be accepted.**

Meetings: The operations supervisor(s) from the selected bus company must meet with the Transportation Departments staff and possibly Village's Special Events Coordinator at least four weeks prior to the festival to review the routes, turn-around/operations, staging area plus additional operational requirements. The meeting shall be held on-site at a time convenient to both the Village and the bus company.

A meeting must be scheduled between Village of Schaumburg Transportation staff that must include the Operations/Project Manager, Assistant Operations/Project Manager, plus management staff who would be responsible for overseeing drivers, dispatchers, maintenance, and route administrative staff, six weeks prior to the first day of Septemberfest service.

Signage: To make it easier for our riders to discern their routes, **route signage must be prominently displayed on each bus to make it as clear as possible** to those boarding, that they are on the correct bus. In addition to the colored route maps being displayed in the window, a sign with the route number shall also be displayed in the window.

The operating company is required to post additional signage on each bus as directed by Village of Schaumburg staff from any shuttle service sponsor(s), and additional ordinance signage from the Village as required. The operator is responsible for making arrangements with the Village and sponsor(s) at least one week prior to the first day of service to ensure proper delivery and installation of any signage.

Final Reports: To ensure as accurate an account of ridership as possible, drivers must be made aware that they need to **track riders and keep records** during the three day event. This helps the Village to assess routing and service needs for future events. These reports must be

submitted to the Village within ten (10) calendar days following the conclusion of the service. The reports shall include, but may not be limited to the following information in a format acceptable to the Village:

- Daily vehicle hours and passenger counts by each shuttle route per hour of operation;
- At the close of service in the staging area, all passengers shall be counted as they board buses and time sheets shall be kept noting the time each bus/each route departs the staging area. This report will be separate, and in addition to, the daily passenger and vehicle hour counts, and;
- Daily mileage for each shuttle route per each *vehicle hour of operation**

* A vehicle hour is defined as one bus operated one hour and shall consist of the time in operation from when the bus first begins service on its assigned route until it makes its last drop off. Time for reaching the festival site, lunch, refueling, accidents, breakdowns, or any other breaks in service shall not be subject to compensation.

Contact Information: The Village will require a valid 24-hour emergency telephone number of a company representative for use during the hours of operation of the Septemberfest Festival. This company representative may be called upon to handle any potential problems encountered with the service during the events.

IFB Deliverables and Evaluation: IFB submittals shall include the items listed below. Evaluations of submittals received will be evaluated by a team of Village staff and will be based on the completeness of the bidder's response. Interviews will be required as a part of this process. The final selection will be made by the Village Board, based on recommendations from the Transportation Department staff team, Septemberfest Committee and the Village Manager's Office.

- **Total Cost** – Submittals shall include a separate breakout of staffing/operational costs and anticipated fuel costs on the *Bid Sheet*. Both fuel and staffing/operational costs shall then be totaled to one final Total Cost figure for the *Bid Sheet*. An average of 7,500 miles has been driven per year over the last five years.
- Qualifications of the firm and the individuals assigned to the team
- Experience with projects of similar size and scope
- The name, address, and telephone number of the principal contact person for this contract
- References – at least three required for project of similar size and scope, including company name, contact name and contact information
- Verification of the number of employees available to fulfill the contract based on staffing requirements stated in the specifications and length of their employment at the firm
- A Start-Up and Training Plan for the event service. An interview with the managing representatives for companies submitting a bid will be part of the decision process.
- Completeness of the bidder's proposed Work Plan, including adherence to service standards detailed throughout the bid. Work Plan shall include methodologies to be used and any proposed changes to the Village's task list.
- A sample Final Report that was completed for a project of similar size and scope

- A copy of a previous Certificate of Insurance as evidence of coverage. A letter from the bidder's agent indicating their ability to comply may be provided in lieu of the certificate. If awarded the contract, vendor will be required to submit a certificate naming the Village as additional insured for this event and provide written proof of endorsement.

BID SHEET

Note: the Bidder must complete all portions of the Bid Sheet.

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than sixty (60) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

Bidding Company Name: _____

SEPTEMBERFEST SHUTTLE BUS SERVICE

Description	Hours	Hourly Rate	Total Cost
Hourly rate and total cost for staffing/operational costs, for all routes as specified.	657	\$	\$
Hourly rate and total cost for anticipated fuel costs, for all routes as specified.	657	\$	\$
TOTAL EVENT COST		\$	

Additional cost should the Village require transportation beyond the stated requirements	\$	Per bus/ Per hour
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If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.		
Will you be utilizing a subcontractor?	YES	NO
If yes, have you included all required information with your bid submittal?	YES	NO

We understand payment of prevailing wage is a requirement of this contract. We agree to submit monthly certified payroll to the Village no later than the 15 th of each month in which work has been performed.	YES	NO
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INDEMNIFICATION: The Bidder hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

_____ (Company Name) is not barred by law from submitting a bid to the Village for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

_____ (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

_____ (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

_____ (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 265/1 et. seq., Public Act 095-0635: and that

_____ (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

Bidder's Firm Name

Signed Name and Title

Street Address

Print Name and Title

City State Zip Code

E-mail Address

Phone Number

Fax Number

Date

DETAIL EXCEPTION SHEET

EXCEPTIONS: Any exception must be clearly noted on the *Detail Exceptions Sheet(s)*. Failure to do so may be reason for rejection of the bid. It is not our intention to prohibit any potential bidder from bidding by virtue of the specifications, but to describe the material(s) and service(s) actually required. The Village reserves the right to accept or reject any or all exceptions.

DETAIL EXCEPTIONS SHEET MUST BE ENCLOSED WITH BID SHEET.

Bidder's exceptions are:
