

## General Information

The City of Olivette (City) is requesting proposals from qualified firms or individuals (Applicant) for 2019 Summer Camp Transportation.

There is no expressed or implied obligation of the City to reimburse responding applicants for any expenses incurred in preparing proposals in response to this request.

## Background Information

The City of Olivette, population 7,800, is located in St Louis County, Missouri. The City's Parks & Recreation Department offers a variety of summer camps including Camp O. A day camp for children ages 4 to 12 years old, Camp O features field trips and swim trips each week of the eight-week summer program. The Camp base is the Olivette Community Center; 9723 Grandview Drive, Olivette, MO 63132.

## Scope of Services

The City of Olivette is seeking proposals for transporting camp participants, volunteers and adult staff to field trip destinations in the St Louis region from June 4 through July 24, 2019. Each week of the eight-week program includes one swim trip to an off-site public pool and one field trip to a local attraction or park. Not all campers will attend the same field trip location or time frame. The Proposal Form (Exhibit A) details the number of the passengers and departure times for each location. The Field Trip Schedule (Exhibit B) provides the proposed dates for each trip. These dates and times are approximate until the contract is awarded and signed.

1. All trips will depart from and return to the Olivette Community Center: 9723 Grandview Dr, Olivette MO 63132.
2. The Community Center entrance driveway circle serves as school bus stop during the school year with a loading and unloading area. Camp O will utilize this same area for all departures and returns.

## Included in This Packet

- **Bidders Information Form**
- **Exhibit A 2019 Summer Camp Transportation Proposal Form:**  
provides specific destination addresses; departure times for both the initial pick-up and return trip pick-up; number of passengers; and number of trips needed
- **Exhibit B 2019 Field Trip Schedule:**  
tentative dates of each trip. These dates and times are approximate until the contract is awarded and signed.

## Specifications for Proposal

1. Completed Bidders Information Sheet
2. Completed Exhibit A: Summer Camp Transportation Proposal Form

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3. Insurance certificates stating limits set by the State of Missouri with a \$2.7 million general liability and a \$4 million umbrella
4. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (i.e. the City of Olivette) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU)).

The City of Olivette encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at [uscis.gov/e-verify](https://uscis.gov/e-verify) or by calling 1.888.464.4218.

#### Criteria for Selection

All proposals submitted will be evaluated using the following criteria:

1. Compliance with the RFP
2. Experience
3. Equipment and vehicles
4. Cost

#### Proposal Instructions

For consideration to be given to any proposal submitted pursuant to this RFP, two (2) copies must be received by **10:00am on April 12th, 2019** at the following address:

**City of Olivette, City Clerk  
Attn: Camp Transportation Bid  
1140 Dielman Road, Olivette, MO 63132**

No faxed, emailed, or late proposals will be accepted. The City will not be responsible for proposals placed in the mail which do not arrive by the deadline. Proposals received before the time of opening will be kept by the City Clerk securely and unopened. Proposals received after the deadline will not be considered.

#### Contact with City Personnel

At no time shall the Applicant, its agent, representatives or contracted personnel contact or otherwise communicate with City personnel. All questions relating to the RFP are to be emailed to Recreation Coordinator, Megan Hukill at [mhukill@olivettemo.com](mailto:mhukill@olivettemo.com). Addenda information shall be shared, as necessary, to all participants.

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Proposal Schedule:

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|--|-----------|
| • RFP issued on                          | 3/22/2019 |
| • RFP responses due and opened (10:00AM) | 4/12/2019 |
| • Recommendation to Council              | 4/23/2019 |
| • Contract completion and signing by     | 4/25/2019 |

Disposition and Disclosure of Proposals

All proposals submitted in response to this RFP will become the property of the City and a matter of public record. The Applicant must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any Applicant claiming such an exemption must also state in this proposal that the applicant agrees to hold harmless, indemnify and defend the City and its agents, officials, and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any Applicant failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Expiration of the Proposal

By submitting a proposal the applicant offers to enter into the Contract, the form and content of which shall be agreed upon by both parties. The applicant's proposal shall not be revocable for ninety (90) days following the response deadline indicated above. The City reserves the right to waive any defects in the offer of any vendor, to reject any or all offers, and to request additional information from any and all vendors.

DEADLINE FOR SUBMITTING PROPOSAL:

**Friday, April 12, 2019 at 10:00am**

The City of Olivette reserves the right to reject all or any part of bid proposal submitted.

**BIDDERS INFORMATION SHEET**  
*TO BE COMPLETED BY ALL BIDDERS AND SUBMITTED WITH PROPOSAL*

COMPANY INFORMATION		
Business Name:		Year Established:
Address:		
City:	State:	Zip:
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual		
Day Phone:		Cell or Evening Phone:

EXPERIENCE

EQUIPMENT AVAILABLE	

**REFERENCES**

Organization:	Contact Name:
Day Phone:	Email Address:

Organization:	Contact Name:
Day Phone:	Email Address:

Organization:	Contact Name:
Day Phone:	Email Address:

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## EXHIBIT A: Summer Camp Transportation Proposal Form

Submitted by:	Title:
Authorized Representative of (Company Name) hereinafter called bidder:	

Pursuant to and in accordance with the above stated invitation for bid, the signee hereby declares that they have examined the invitation for bid documents and specifications for the items listed below. The undersigned proposes and agrees that if their bid is accepted to furnish the items submitted below including delivery to Olivette Missouri in accordance with delivery schedule outlined in Exhibit B and according to the prices products/services information submitted. The signed Bidder understands, that if awarded, the contract will be from June 1, 2019 through July 31, 2019.

#	DESTINATION	PASSENGER COUNT	DEPART OCC	DEPART FIELD TRIP	VEHICLE(S) ASSIGNED	VEHICLE CAPACITY	COST PER TRIP	TRIP COUNT	TOTAL COST
1	Maryland Heights AquaPort 2344 McKelvey Rd, M'and Heights, MO 63043	75	10:50 AM	2:15 PM				4 trips	\$
2	Kokomo Joe's Fun Center 4105 N Cloverleaf Dr, St Peters, MO 63376	75	11:30 AM	1:45 PM				1 trip	\$
3	St Louis Zoo 1 Government Way, St Louis MO 63110	75	9:15 AM	2:00 PM				1 trip	\$
4	Myseum 283 Lamp and Lantern Village Town & Country, MO	25	11:30 AM	2:00 PM				1 trip	
5	City Museum 701 N. 15th Street, St. Louis, MO 63103	40	9:15 AM	2:15 PM				1 trip	\$
6	Laumeier Sculpture Park 12580 Rott Rd, St. Louis, MO 63127	75	10:00 AM	2:15 PM				1 trip	\$
7	White Birch Pool 1186 Teson Rd, Hazelwood, MO 63042	75	10:50 AM	2:15 PM				5 trips	\$
8	Columbia Bottoms Conservation Area 801 Strdtman Rd, Stt Louis, MO 63138	75	9:45 AM	1:30 PM				1 trip	\$
9	Olivette Lanes 9520 Olive Blvd. Olivette, MO 63132	75	10:55 AM	1:45 PM				1 trips	\$

10	<b>Circus Kaput</b> 231 E Chesterfield Ctr, Chesterfield, MO 63017	75	11:00 AM	2:00 PM				1 trips	\$
11	<b>Painting With A Twist</b> 12623 Olive Blvd, Creve Coeur, MO 63141	40	11:00 AM	1:45 PM				1 trips	\$
12	<b>Pottery Hollow</b> 116 N Kirkwood Rd, Kirkwood, MO 63122	25	11:00 AM	1:45 PM				1 trips	\$
13	<b>Rockin' Jump</b> 7375 Watson Rd, St Louis, MO 63119	75	10:15 AM	1:30 PM				1 trips	\$
14	<b>Creve Coeur Lake Rentals</b> 13171 Dripping Springs Rd, M.Hts, MO 63043	25	10:15 AM	1:30 PM				3 trips	\$
15	<b>Tilles Park</b> 9551 Litzsinger Rd, St Louis, MO 63124	50	10:30 PM	1:45 PM				1 trip	\$
16	<b>AMC 12</b> 10465 Olive Blvd Creve Coeur, MO 63141	75	11:30 AM	2:00 PM				1 trip	\$
TOTAL COST PER SUMMER									\$

**Please provide Bidder's Cancellation Policy:**

## EXHIBIT B- Field Trip Schedule

All trips will depart from and return to the Olivette Community Center at 9723 Grandview Drive, Olivette, MO 63132.

NOTE: All destinations are tentative; schedule will be finalized at contract signing.

4-Jun	<b>Aqua Port</b>
6-Jun	<b>Kokomo Joe's Family Fun Center</b>
11-Jun	<b>White Birch</b>
12-Jun	<b>STL Zoo</b>
18-Jun	<b>Aqua Port</b>
19-Jun	<b>City Museum</b>
19-Jun	<b>Myseum</b>
20-Jun	<b>Laumeier Sculpture Park</b>
25-Jun	<b>White Birch</b>
26-Jun	<b>Columbia Bottoms Conservation Center</b>
27-Jun	<b>Olivette Lanes</b>
2-Jul	<b>Aqua Port</b>
5-Jul	<b>Circus Kaput</b>
9-Jul	<b>White Birch</b>
10-Jul	<b>Painting with a Twist</b>
11-Jul	<b>Pottery Hollow</b>
17-Jul	<b>Rockin' Jump</b>
18-Jul	<b>Aqua Port</b>
22-Jul	<b>Creve Coeur Lake</b>
23-Jul	<b>White Birch</b>
24-Jul	<b>Creve Coeur Lake</b>
25-Jul	<b>Tilles Park/Creve Coeur Lake</b>