NORTHWEST SPECIAL RECREATION ASSOCIATION

To: Interested Bidders

The Northwest Special Recreation Association (NWSRA) is securing bids for transportation services for the 2027 Summer Day Camp program. Please see the attached information for daily bus service specifications.

NWSRA is an extension of 17 member park districts and provides year-round recreation programs to individuals with disabilities. Five camps run for 9 weeks from Monday, June 7 – Friday, August 6. During the second session, six camps will run for 4 weeks from Tuesday, July 6 – Friday, July 30. Please see the Daily Bus Service Specifications for more information.

Transportation is offered from various pick-up and drop-off locations as well as door-to-door within the NWSRA service area.

Weekly field trips are also a part of the day camp program. In addition to providing us with fees for daily transportation to and from camp, please provide your fees for field trips. Please see the specifications sheet for more details about field trips. Also, please note when you start the clock for field trips since billed hourly.

If interested in submitting a bid, please have the proper officer of your organization enter the proposed bid on the estimate sheet. This form should be signed in ink, placed in a sealed envelope marked "Day Camp Transportation Bid Quote" and submitted by **Monday, November 2nd at 10:00 a.m.** at which time the bids will be opened. You are welcome to but are not required to attend the bid opening. Notification to the companies responding to the bid request will be contacted in December, following November NWSRA Board of Trustees meeting.

If you have any questions about the daily bus service specifications, please contact Kate Moran at 847/392-2848, ext. 274. Thank you for your consideration.

**Accommodation Notice:** This information and the enclosures can be made available in an alternative format within 48 hours notice. Please contact NWSRA at 847-392-2848 if an alternative format is required.

# 2027 Requirements

## A. Daily Bus Service Specifications

1. Daily bus service for:
   2027 Damp Dates
   Session I: Monday, June 7 – Friday, August 6, 2027 Not July 5 (9 weeks)
   Session II: Tuesday, July 6 – Friday, July 30, 2027 (4 weeks)

   Note: Camp sessions are subject to change and may effect the number of vehicles needed.

   **Daily pick up and drop off at approximately 8 locations for various groups for Session I and II**
   Note: pick up and drop off locations may be subject to change but will remain in the NWSRA service area.

   Door-to-door transportation and accessible vehicles
   - Door-to-door transportation offered throughout all camps for 9 weeks
   - Please see additional information for camps with door-to-door transportation on the next page.

2. Riding time may not be more than one hour each way. NWSRA will work with the bus company to do routes together.
3. Costs must be for a per day/per bus basis.
4. NWSRA will make confirmation to parents/guardians at least one week prior to the first day of pick up.
5. Documentation which explains causes for any overtime/over mileage must be provided to substantiate any additional charges to NWSRA.
6. Drivers must have proper certification and license and show proof of licensure. CDL drivers subject to Federal regulations on drug/alcohol testing must also release test records upon request. Drivers must have training and experience driving individuals with disabilities and be trained in wheelchair tie-down procedures if driving a route that requires wheelchair tie downs.
7. The bus company must comply with all of the insurance requirements as outlined in the enclosed materials. Upon acceptance of the bid, the company must present Certificates of Insurance along with the bid. Please name NWSRA as "additionally insured" on the certificate.
8. Due to the nature of the special needs of the campers, several campers require an air-conditioned vehicle. Please indicate on the Bid Estimate Sheet if the company busses are air conditioned and available for use.

9. The bus company will supply safety vest hook-up systems as needed and indicated on the transportation reports. Families are required to provide their own safety vest for their child.
10. When necessary, NWSRA may provide a bus aide per vehicle and will notify the bus company when assignments are made.

**B. Additional Information for Camps with Door-to-Door Service**

1. Up to 4 accessible vehicles may be required
2. Air conditioning is required for all door-to-door routes due to health restrictions.
3. The bus company must provide the equipment needed to lock wheelchairs in place **in four-point tie down system.**
4. **Drivers must be trained in four-point tie downs; demonstrate the ability to secure two circle and two ratchet tie downs per wheelchair.**
5. Drivers doing wheelchair tie downs must wear closed-toe shoes to avoid any injuries.
6. The bus company will be alerted if campers are carrying oxygen tanks on the bus with them.

**C. Bus Aides**

NWSRA reserves the right to determine when a bus aide is necessary based on participant needs, behavioral considerations, or other circumstances identified by NWSRA. In instances where NWSRA determines that a bus aide is required, NWSRA will be responsible for hiring, assigning, and compensating the aide placed on the designated route. If the transportation contractor determines that an additional aide or authorized staff member is required to meet its own operational procedures, safety protocols, equipment requirements, or company policies, including the operation of wheelchair lifts, the contractor shall be solely responsible for providing and compensating that individual at no additional cost to NWSRA. Any such staffing requirements imposed by the transportation contractor shall be included in the contractor's submitted bid pricing and shall not result in additional charges to NWSRA.

**D. Field Trip Specifications**

1. Bus service for approximately 60 trips to outlying areas during Session I and Session II.
2. Participants will be picked up at each camp and returned to the same camp.
3. Field trips will be held during the camp day, approx. 9:00 a.m. – 2:00 p.m.
4. The number of campers and staff on the vehicle for field trips varies with each camp and may range from 30 to 40 passengers, and we only allow 2 individuals per seat.

**E. Requirements**

1. Companies interested in bidding agree to receive payment from NWSRA via a credit card. Furthermore, the company will incur all fees related to the credit card charge and agrees that NWSRA will not be responsible for any charges related to payment via a credit card.
2. Company agrees to name NWSRA as additionally insured for the services provided and will meet all insurance requirements stated on the following pages.
3. Company must attach certificate of insurance when returning bid sheet
4. Company does fully and forever release and discharge and hereby covenant and agree to hold harmless and indemnify the NWSRA, NWSRA member park districts or other agencies providing facilities to or through the NWSRA, their officers, agents, and servants against any suit, claims, costs, attorney's fees for and on account of any injury as a result of the transportation service provided.
5. NWSRA has the sole right and option to extend for three additional one-year terms at the same price. The contractor agrees in its bid that the SRA at its sole option can extend or renew the Agreement by giving notice to the contractor prior to February of any year that the Contract will extend for an additional year at the same price.
6. Please attach 3 references from a day camp setting with a special recreation or a park district.

**2026 Day Camp Transportation Statistics**

**Session I (9 weeks)**
Total Number of routes: 9
Number of campers on each route: 3 – 10 campers per bus
Number of bus aides: ranged from 3-5

**Session II (4 weeks)**
Number of routes: 7 (in addition to the 9 Session I routes)
Number of campers on each route: 3 – 14 campers per bus
Number of bus aides: ranged from 3-5

**Field Trips**
Number of field trips requiring a charter: 40

# Insurance Requirements
# Bus, Van Companies

Company shall obtain insurance of the types and in the amounts listed below.

**A. Commercial General and Umbrella Liability Insurance**

Company shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Northwest Special Recreation Association (NWSRA) shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to NWSRA. Any insurance or self-insurance maintained by the NWSRA shall be excess of the Company's insurance and shall not contribute with it.

**B. Business Auto and Umbrella Liability Insurance**

Company shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $5,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**C. Workers Compensation Insurance**

Company shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.

If NWSRA has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Company waives all rights against NWSRA and

its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Company's work. The Workers'

Compensation policy shall be endorsed with a waiver of subrogation in favor of the NWSRA for all activities of the Company, its employees, agents and subcontractors.

**D. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to beginning work, Company shall furnish NWSRA with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to NWSRA prior to the cancellation or material change of any insurance referred to therein. Written notice to NWSRA shall be by certified mail, return receipt requested.

Failure of NWSRA to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of NWSRA to identify a deficiency from evidence that is provided shall not be construed as a waiver of Company's obligation to maintain such insurance.

NWSRA shall have the right, but not the obligation, of prohibiting Company or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by NWSRA.

Failure to maintain the required insurance may result in termination of this Contract at NWSRA's option.

Company shall provide certified copies of all insurance policies required above within 10 days of NWSRAs' written request for said copies.

**2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the NWSRA has the right to reject insurance written by an insurer it deems unacceptable.

**3. Cross-Liability Coverage**

If Company's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**4. Deductibles and Self Insured Retentions**

Any deductibles or self-insured retentions must be declared to the NWSRA. At the option of the NWSRA, the Company may be asked to eliminate such deductibles or self-insured retentions as respects the NWSRA, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**5. Subcontractors**

Company shall cause each subcontractor employed by Company to purchase and maintain insurance of the type specified above. When requested by the NWSRA, Company shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**E. Indemnification**

To the fullest extent permitted by law, the Company shall indemnify and hold harmless the NWSRA and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Company's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Company, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Company shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Company's breach of any of its obligations under, or Company's default of, any provision of the Contract.

# 2027 Rate Outline

**A. Fee for Pick-up/Drop-off Points**
Bid submitted per day/per bus: _____

**B. Fee for Door-to-Door Accessible Service**
Bid submitted per day/per bus: _____

**C. Field Trip Service**
Per Mile (Gate to Gate OR PU point / DO Point) _____

Per Hour (Gate to Gate OR PU point / DO Point) _____

**D. Bus Aides**
Fee per hour _____

**E. Air Conditioning Required**
Will your company provide air-conditioned vehicles?
Yes_____ No_____ How many _____

Transportation Company Name:

_____

Transportation Company Representative (signature): Date:

_____ _____