



Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

## Board of Park Commissioners Committee-of-the-Whole Meeting

November 15, 2023

6:30pm

Joe Doud Administration Building, 545 Academy Drive

### AGENDA

- I. Call to Order and Roll Call
- II. Recognition of Visitors
- III. Approval of Meeting Minutes  
11/15.15 Committee-of-the-Whole Meeting of September 18, 2023
- IV. Informational Items / Verbal Updates
  - A. Field and Track Preparation Fees for Affiliates
- V. New Business
  - 11/15.16 Review 2024 Capital Improvement Plan
  - 11/15.17 Consider Transportation Services and Payment: First Student
  - 11/15.18 Consider 2024 Staff and Participant Apparel Bid #2254
- VI. Old Business
- VII. Next Meeting – December 11, 2023 at 6:30pm, Joe Doud Administration Building, 545 Academy Drive
- VIII. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook  
Posted on Park District Website: [nbparks.org](http://nbparks.org)

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at 847-291-2960, Monday through Friday 8:30am until 5:00pm, or by email to [eloftus@nbparks.org](mailto:eloftus@nbparks.org) at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at 800-526-0857.



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# MEMORANDUM

To: Board of Commissioners  
From: Eileen Loftus, Director of Recreation  
Agenda Item: 11/15.17 Consider Transportation Services and Payment: First Student  
Date: November 10, 2023

## Background & Analysis:

Every three years, the District conducts a competitive bid process for transportation services. The Park District contracts school bus transportation for Summer Day Camps, Adventure Campus programs, Days Off School programming, related extended care programs and occasional miscellaneous programs. The bid does not include specialty buses for Senior Center programming.

The last bid was conducted in November 2021, which resulted in an award of contract to First Student, Inc. ("First Student") for the three-year term of 2022, 2023, and 2024 (the "Contract"). The Contract was awarded to First Student based on the following rates:

Bidder	All Day Buses 2022	All Day Buses 2023	All Day Buses 2024	FT Buses 2022	FT Buses 2023	FT Buses 2024	AS Buses 2022	AS Buses 2023	AS Buses 2024
First Student, Inc. 1717 Park Street, #225 Naperville, IL 60563	\$345.00	\$357.00	\$370.00	\$53.00	\$55.00	\$57.00	\$55.00	\$57.00	\$59.00
Safeway Travels 550 N. Green Bay Road Waukegan, IL 60085	\$348.00	\$358.44	\$369.19	\$86.25	\$88.44	\$91.81	\$194.71	\$200.55	\$206.57
Durham School Services 2601 Navistar Drive Lisle, IL 60532	\$468.68	\$492.11	\$516.72	\$425.76	\$447.05	\$469.40	\$266.44	\$279.76	\$293.75
Positive Connections 308 W Erie Street Chicago, IL 60654	No Bid Received								

In its November 15, 2021 memo to the Administration and Finance Committee (the "Committee"), staff recommended approval of the Contract as follows:

"Staff recommends the approval of the Bus Transportation Services contract with First Student, Inc. of Naperville, Illinois in the amount not to exceed \$66,519 for the first of a three-year option. The not-to-exceed number is for January through December 2022. Subsequent requests for year two and three will be submitted for the fiscal years 2023 and 2024."

# NORTHBROOK PARK DISTRICT

The Committee approved award of the Contract to First Student at its Meeting on November 15, 2021: “The Administration and Finance Committee Chair moves to approve the contract for Bus Transportation Services, Bid #2207, from First Student, Inc. of Naperville, Illinois in the amount not to exceed \$66,519 for the first year (January-December 2022) of a three-year contract to the full Board for approval”. The full Board subsequently approved the Contract at the December 15, 2021 Regular Board Meeting.

Due to transitions in a leadership position in 2022, staff did not submit a memo to the Committee in 2022 for approval of a not-to-exceed amount for the 2023 transportation services. As noted below, however, the estimated total for transportation services for 2023 is less than the approved 2023 budgeted amount:

<b>Fiscal Year</b>	<b>Budget</b>	<b>Total Activity</b>	<b>Difference</b>
2022	\$66,519	\$44,111	\$22,408
2023	\$60,913	\$54,000*	\$6,913
2024	\$71,292**		

\*Estimated – Outstanding Invoice for the remainder of 2023

\*\*Currently proposed in FY 2024 Budget

After consultation with legal counsel, staff recommends the Board ratify approval of the Contract with First Student for 2023 since the Board did not approve a not-to-exceed amount for 2023.

For the 2024 Contract year with First Student, staff recommends the Contract include First Student’s 2024 rates without a not-to-exceed amount. Staff also recommends future bus transportation service contracts be awarded based on rates approved by the Board without a not-to-exceed amount. This approach is similar to how the District structures its contracts for mowing services. Excluding the not-to-exceed limit enables the District to accommodate increased registration and added programs that require additional bussing after the bus contract award. Eliminating the not-to-exceed limit will also expedite the billing process.

In most cases, vendor invoicing for operational goods and services items occurs monthly, and payment of these invoices is within the authority of the Executive Director or their designee in accordance with existing authorized procedures. First Student is regularly behind on billing, most recently resulting in three outstanding invoices totaling \$45,136.16 for services rendered in June and July. Given the collective amount of these invoices, Board approval is required.

<b>Month</b>	<b>Type</b>	<b>Amount</b>
June	Daily	\$ 8,568.00
June	Trips	\$ 10,229.12
July	Daily	\$ 21,420.00
July	Trips	\$ 4,919.04
		<b>\$ 45,136.16</b>

Services for August and programs for the remainder of the fiscal year are estimated to be around \$9,000. Staff is working with First Student to secure invoices in a timelier fashion.

## **Staff Recommendations:**

1. Staff recommends the Board ratify the First Student Contract for 2023.
2. Staff recommends approval of payment to First Student in the amount of \$45,136.16 for providing bus transportation services for the months of June and July 2023.
3. Staff recommends proceeding with the Contract with First Student for 2024 without a not-to-exceed amount.

# NORTHBROOK PARK DISTRICT

4. Staff recommends the Board authorize staff to solicit future bids for bus transportation services for up to a three-year term, in accordance with the rates approved by the Board, without a not-to-exceed amount.

**Draft Motion:**

The President of the Board of Commissioners moves to: 1) ratify the contract with First Student, Inc. for Bus Transportation Service for 2023; 2) approve payment to First Student, Inc. in the amount of \$45,136.16 for Bus Transportation Services provided in June and July 2023; 3) authorize staff to proceed with the First Student, Inc. contract for 2024 without a not-to-exceed amount; and 4) authorize staff to solicit bids for bus transportation services up to a three-year term, without an inclusion of a not-to-exceed requirement.

**Pc:** Chris Leiner, Executive Director



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# MEMORANDUM

To: Board of Commissioners  
From: Wendy Peterson, Executive Administrative Assistant  
Agenda Item: 11/15.18 Consider 2024 Staff and Participant Apparel Bid #2254  
Date: November 10, 2023

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## Staff Recommendation:

Staff recommends approving the bids for the 2024 Staff and Participant Apparel Bid #2254 from: ParkInk for Categories A and F in the amount of \$14,561.00; Score Sports for Category E in the amount of \$56,206.20; Sunburst Sportswear for Category D in the amount of \$17,191.08; and Woolenwear/PersonaliTee's for Categories B and C in the amount of \$14,467.75, for an overall total of \$102,426.03.

## Background & Analysis:

The 2024 Staff and Participant Apparel Bid #2254 includes orders for District apparel that will be delivered during the 2024 calendar year. Category E is an exception with the bid specification covering four soccer seasons (fall 2024, spring and fall 2025, and spring 2026.) Uniform delivery and payment align with each soccer season and the expense is budgeted in the applicable fiscal year. The only items exempt from this bid are some Full-time and Part-time IMRF apparel items, apparel for programs/events that develop after the Bid Manual was released and specialized apparel (i.e. ice skating costumes).

Bid specifications were sent to 57 companies with five submitting the bids listed on the attached Bid Summary.

A computational error was found in ParkInk's low bid of \$39,792.00 for Category E Soccer Uniforms. Per the recommendation of District legal counsel, staff contacted ParkInk and received written confirmation of the computational error and confirmation that their corrected bid amount is \$79,584.00. Based on the corrected amount, the lowest qualified bid for Category E Soccer Uniforms is \$56,206.20 submitted from Score Sports.

After review of the bids, staff has determined that the vendors listed below submitted the lowest responsible bid per category and recommends awarding the bid as set forth below:

Company	Categories to Award	Total # of Categories to Award	Total Amounts
ParkInk	A and F	2	\$ 14,561.00
Score Sports	E	1	\$ 56,206.20
Sunburst Sportswear	D	1	\$ 17,191.08
Woolenwear/PersonaliTee's	B and C	2	\$ 14,467.75
<b>TOTAL BID:</b>		<b><u>6</u></b>	<b>\$102,426.03</b>

# NORTHBROOK PARK DISTRICT

## Reference Checks

ParkInk is the lowest responsible bidder for Categories A and F of the bid. Two references were received and highlighted positive communication, timeliness and quality. ParkInk was not found on the Better Business Website.

Score Sports is the lowest responsible bidder for Category E of the bid. Two reference checks for Score Sports were positive regarding communication, timeliness and quality. Additionally, the District has worked with Score Sports and had a positive experience. Score Sports has an A+ rating on the Better Business Bureau website.

Sunburst Sportswear is the lowest responsible bidder for Category D of the bid. Two reference checks for Sunburst Sportswear were positive regarding communication, timeliness and quality. Additionally, the District has worked with Sunburst Sportswear for multiple years and have had a positive working relationship.

Woolenwear/PersonaliTee's is the lowest responsible bidder for Categories B and C of the bid. Two reference checks for Woolenwear/PersonaliTee's were positive for communication, timeliness and quality. Woolenwear/PersonaliTees was not found on the Better Business Website.

## **Explanation:**

The cost of participant apparel is included in registration fees. Staff and participant apparel will be included in the budget for FY 2024 in individual program and facility budgets. The cost of soccer uniforms will be included in the budget for FY 2024, 2025 and 2026.

## **Draft Motion:**

The Administration and Finance Committee Chair moves to approve the award of the 2024 Staff and Participant Apparel, Bid #2254 for an overall total of \$102,426.03, as follows: 1) approve award of Categories A and F to ParkInk of Carlsbad, California for the combined total amount of \$14,561.00; 2) approve award of Category E to Score Sports for the total amount of \$56,206.20; 3) approve award of Category D to Sunburst Sportswear of Glendale Heights, Illinois for the total amount of \$17,191.08; and approve award of Categories B and C to Woolenwear/PersonaliTee's of Prospect Heights, Illinois for the total amount of \$14,467.75 to the full Board for approval.

**Pc:** Chris Leiner, Executive Director

Mike Tokar, Director of Finance & Technology

Eileen Loftus, Director of Recreation



**Bid Summary**  
**Bid #2254: 2024 Staff and Participant Apparel**

Bid Submission Deadline: October 26, 2023 @ 2pm

Bid Opening: October 26, 2023 @ 2:15pm

Bidder	Category A: Aquatics Staff Apparel	Category B: Hats & Bags	Category C: Summer Camp Apparel - Staff & Participant	Category D: Program Apparel - Staff & Participant	Category E: Soccer Uniforms	Category F: Division Staff Apparel
Northern Safety and Industrial 232 Industrial Park Drive Frankfort, New York 13340	\$7,053.67	No Bid	No Bid	\$22,277.70	No Bid	No Bid
Parklnk 7040 Ave. Encinitas #104 Carlsbad, California 92011	\$4,605.00	\$4,874.00	\$15,980.00	\$21,632.25	\$79,584.00	\$9,956.00
Score Sports 726 East Anaheim Street Wilmington, California 90744	No Bid	No Bid	No Bid	Non-Conforming Bid	\$56,206.20	No Bid
Sunburst Sportswear 95 N. Brandon Drive Glendale Heights, Illinois 60139	\$5,476.64	No Bid	\$10,979.40	\$17,191.08	No Bid	\$10,171.48
Woolenwear/PersonaliTee's 739 Pinecrest Drive Prospect Heights , Illinois 60070	\$5,041.82	\$3,962.39	\$10,505.36	\$19,607.89	\$154,372.23	Non-Conforming Bid