

TO: Douglas Marvin, Borough Administrator
FROM: Bernadette Cuccaro, Director of Community Activities
DATE: September 25, 2017
RE: Authorization to Bid for Bus Transportation

This requests Borough Council's authorization to go to bid for bus transportation services for the Community Activities Department. The current contract we have with Passaic Valley was for calendar years 2016 & 2017 and expires in December. Coach buses are currently used for:

- Summer Teen Venture Camp
- Field Trips (e.g. Summer Playground Camp, Adult Outings, etc.)

Teen Venture Camp runs 6 weeks each summer, and the bus transportation needs for this camp alone exceed the \$17,000 bid threshold (30 trips times \$600 average per trip). Registration for the Summer Teen Venture Camp begins in early March and has consistently sold out year after year.

In addition, the Recreation Department periodically uses coach bus services for special field trips/outings for both recreation and the Decorso Center.

We would like to request a 3-year contract, 2018, 2019 & 2020, with the bus transportation company that is awarded the bid.

Thank you in advance for your consideration.

Respectfully submitted by,

Bernadette Cuccaro
Director of Community Activities