



**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	September 17, 2024
<b>TITLE</b>	Authorize Execution of Six Contracts with Various Transportation Providers for a Total Amount of \$2,000,000 and for Up to Five Years
<b>DIVISION</b>	Operations
<b>FROM</b>	Sandi Funke, Chief of Interpretive and Recreation Services Lisa Goorjian, Assistant General Manager of Operations
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors authorize execution of the following contracts for a total amount of \$2,000,000 to provide bus services to transport low-income students, seniors, and persons with disabilities to regional parks and facilities as part of the East Bay Regional Park District Transportation Program:

1. a five-year agreement with D. Harris Tours, Inc., in an amount not to exceed \$500,000;
2. a five-year agreement with Delta Charter Service in an amount not to exceed \$150,000;
3. a five-year agreement with Durham School Services in an amount not to exceed \$225,000;
4. a one-year agreement with First Student, Inc., in an amount not to exceed \$125,000
5. a five-year agreement with Michael's Transportation Services, Inc., in a not to exceed amount of \$1,000,000;

**BACKGROUND**

The East Bay Regional Park District's ("Park District") Transportation Program oversees all bus contracts that provide transportation for recreation, aquatic, and public affairs programs. All programs that need transportation within the Park District are processed through the Transportation Program. Park District programs needing bus transportation include the Parks Express program, which provides low-cost buses to East Bay schools with a substantial number of students enrolled in the federal free and reduced lunch program. Parks Express also provides transportation for organizations serving low-income populations, seniors, and persons with disabilities. Buses are also used for the following Park District programs: Kids Healthy Outdoor Challenge (KHOC), Fish Friends, Community Outreach, Richmond Rangers/Adventure Crew, Outdoor Recreation Co-Op, Jr. Lifeguards, swimming lessons, Stay Healthy in Nature Everyday (SHINE), Multi-Cultural Wellness Walks, and other programs requiring bus transportation.

The Transportation Program helps to eliminate a substantial barrier that can prevent many groups from accessing their regional parks and provides them the ability to engage in environmental education, recreation, and health and wellness activities. The demand for bus transportation increases every year. The Transportation Program is funded through the Park District's base budget, grants from the Regional Parks Foundation, and other sources including Parks California grant funding.

To meet transportation demands, the Park District is seeking authorization to execute contracts with five bus companies because of their variety of bus sizes and availability. They provide a range of vehicles from full-size 72-passenger buses to 21-passenger coaches, and vehicles with wheelchair lifts. Four of the bus companies (Michael's Transportation, Durham School Services, First Student, and D. Harris Tours) are the primary contractors utilized by the Park District. Michael's, Durham, First Student, and D. Harris Tours have all provided services to the Park District for more than 20 years.

**FISCAL IMPACT**

To support transportation demands, the total cost to execute these contracts over the next five years to the Park District will be \$2,000,000. The transportation Department processes invoices from fund 101 5246 000 6961, but the funds originate District wide from the budget of the department who requested the services,

<b>SOURCE OF FUNDS</b>	
101 5246 000 6961	\$ 2,000,000
<b>Total Funds Available</b>	<b>\$ 2,000,000</b>

<b>USE OF FUNDS</b>	
Michael's Transportation Services, Inc.	\$1,000,000
Durham School Services	\$ 225,000
Harris Tours, Inc	\$ 500,000
Delta Charter Service	\$ 150,000
First Student, Inc.	\$ 125,000
<b>Total Cost</b>	<b>\$2,000,000 Total</b>

**ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 09 -  
SEPTEMBER 17, 2024**

**AUTHORIZE EXECUTION OF SIX CONTRACTS WITH VARIOUS  
TRANSPORTATION PROVIDERS FOR A TOTAL AMOUNT OF \$2,000,000 AND  
FOR UP TO FIVE YEARS**

WHEREAS, the East Bay Regional Park District's (Park District) Transportation Program provides buses for various interpretive, recreation, aquatic and public affairs programs including Parks Express, Kids Healthy Outdoor Challenge (KHOC) program, Fish Friends, Community Outreach, Richmond Rangers/Adventure Crew, Outdoor Recreation Co-Op, Jr. Lifeguards, swimming lessons, the Stay Healthy in Nature Everyday (SHINE) program, and the Multi-Cultural Wellness Walks; and

WHEREAS, Michael's Transportation Services Inc., Durham School Services, D. Harris Tours Inc., Delta Charter Service, and First Student, Inc. have been the primary transportation contractors used by the Park District and have the range and availability of buses and vehicles needed to meet the needs of the Park District's transportation program: and

WHEREAS, the Park District has previously contracted with these transportation companies on a yearly basis because they are the only companies that meet the Park District transportation needs; and

WHEREAS, Michael's Transportation Services, Inc., Durham School Services, D. Harris Tours, Inc., Delta Charter Service, and First Students, Inc. have a proven track record of providing transportation services to the Park District for low-income students, seniors, and persons with disabilities ; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby authorizes execution of contracts for a term of five years with Michael's Transportation Services, Inc., in an amount not to exceed \$1,000,000; with Durham School Services in an amount not to exceed \$225,000; with D. Harris Tours, Inc., in an amount not to exceed \$500,000; with Delta Charter Service in an amount not to exceed \$150,000; and for a one-year term in an amount not to exceed \$125,000 with First Student, Inc.; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and adopted  
this 17<sup>th</sup> day of September 2024 by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: