



AGENDA
JUNE 4, 2014
BOARD OF TRUSTEES
VILLAGE OF BRIARCLIFF MANOR, NEW YORK
REGULAR MEETING – 7:30 PM

Board of Trustees Announcements

Village Managers Report

Public Comments

1. Award of Bid – Bus Transportation
2. Budget Amendment – Unclaimed Bail Money
3. Minutes
 - May 21, 2014 – Regular Meeting

NEXT REGULAR BOARD OF TRUSTEES MEETING – JUNE 18, 2014

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JUNE 4, 2014

1. AWARD OF BID, BUS TRANSPORTATION

BE IT RESOLVED that the bid for the furnishing of Bus Transportation Services for various programs operated by the Recreation and Parks Department (VM-1415-1) is hereby awarded to Briarcliff Bus Co., Inc. of Briarcliff Manor, New York as per the rates in the attached schedule.

BE IT FURTHER RESOLVED that the Village Manager is hereby authorized and directed to execute a contract with Briarcliff Bus Co., Inc. for the furnishing of Bus Transportation Services for the Recreation and Parks Department.

Philip E. Zegarelli
Village Manager

pzegarelli@briarcliffmanor.org



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Briarcliff Manor, N.Y. 10510
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Facsimile: (914) 941-4837

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PZ

M E M O R A N D U M **to the M/BOT**

15 May 2104

2014 Summer Camp Transportation Contract

Attached please find Henry Jamin's summary memorandum regarding the annual Transportation Service Contract bid out annually to cover our 2014 Summer Camp programs.

Bottom-line, we had 3 bidders and the 2 traditional sharpest bidders were very close. Both are experienced bidders and providers of bus transportation for the various programs within our summer camp program. Similar to last year, one bidder did the better on the basics of daily shuttling kids to and from VBM facilities while the other did the better on the out of town trips component of our summer program. Having one company do one task and the other the remaining job is not operationally feasible or logical.

After calculating all the variables, Briarcliff Bus Company is the lowest responsible bidder by \$415.00 over Royal Coach. Since we had budgeted \$36,283 for this contract, the Briarcliff Bus Company bid of \$28,040 is some \$8,243.00 less than budgeted.

The recommendation goes to Briarcliff Bus Company: set for approval at our 4 June 2014 meeting.




RECREATION and PARKS DEPARTMENT

Village of Briarcliff Manor

Henry A. Jamin, CPRP, Superintendent

MEMO TO: Philip E. Zegarelli, Village Manager

FROM: Henry Jamin, Superintendent 

DATE: May 14, 2014

RE: 2014-2015 Transportation Service Contract

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Bids for our department's 2014-2015 transportation services contract were opened at 11:00 am on Thursday, May 8th, and we received three submissions this year. Analyzing these bids involves determining how the unit cost prices submitted will translate into true expenditures once we are into the actual provision of the services we require. The transportation services are for our summer day camp programs, and variables such as final camper enrollment (determines the true # of buses needed for each trip) and possible cancellations due to weather make this contract one that cannot be assigned a specific dollar amount at the time of award. We can, however, calculate an anticipated expenditure total and award the contract based upon this analysis. To this end, I have multiplied each unit price by the number of buses we anticipate using for each of the trips included in the bid. This analysis provides us with an estimate that is as accurate as can be determined at this time, and a copy of the bid analysis worksheet is attached for your review and information.

Briarcliff Bus Company was the low bidder with a projected total contract amount of \$28,040. The second lowest bid was submitted by Royal Coach with a projected total of \$28,515, and the third bid was from Towne Bus Corp. at an estimated \$47,490. Additional companies were provided with bid packages, but did not submit bids this year. The low bid projection for Briarcliff Bus is \$8,243 less than our approved budget of \$36,283 for these services, and their total is projected to be \$475 less than the bid from Royal Coach.

Based upon their low bid and the very positive experiences we have had with them over many years of service, I recommend that the Village Board award this year's contract, VM-1415-1, to Briarcliff Bus Company at the unit prices submitted. The term of the contract shall be from date of award through August 8, 2014.

Please let me know if you have any questions, or if there is anything further I can provide regarding the matter of this contract award. Thank you for your attention and consideration.



Village of Briarcliff Manor Bus Bid Results and Analysis FYE 2015

projected

Bid Item #	Item Description	# of buses	# of days or trips	Briarcliff Bus Co.		Royal Coach		Towne Bus Corp.		BUDGET as APPROVED	
				BUS	Total	BUS	Total	BUS	Total	BUS	Total
A7314.444 TREE CAMP											
A	Shuttle Buses	1	37.5	215	8063	229	8588	420	15750	250	9375
B-1a	Bounce U - Elmsford	2	1	225	450	175	350	240	480	245	490
B-1b	Cortlandt Lanes - Cortlandt Manor	2	1	225	450	225	450	240	480	370	1110
A7315.444 SUPER CAMP											
A	Shuttle Buses	1	37.5	215	8063	229	8588	420	15750	250	9375
B-2a	Maritime Center	2	1	365	730	325	650	520	1040	385	770
B-2b	Rockland Boulders Stadium	2	1	375	750	355	710	520	1040	394	788
B-2c	Bounce U - Elmsford	2	1	225	450	225	450	250	500	236	472
	<i>Trip Budgeted but eliminated pre-bid</i>		1							265	530
	<i>Trip Budgeted but eliminated pre-bid</i>		1							268	804
B-3a	Splashdown - Fishkill	3	1	345	1035	325	975	520	1560	363	1089
B-3b	Rockland Boulders Stadium	3	1	375	1125	355	1065	520	1560	395	1185
B-3c	Bounce Trampoline - Valley Cottage	3	1	275	825	325	975	250	750	290	870
A7316.444 CAMP ADVENTURE											
B-4a	Medieval Times - Lyndhurst, NJ	1	1	425	425	385	385	520	520	450	900
B-4b	Bounce Trampoline - Valley Cottage	1	1	275	275	325	325	250	250	395	790
B-4c	MetLife Stadium - East Rutherford	1	1	425	425	415	415	550	550	450	900
B-4d	Club Getaway - Kent, CT	1	1	485	485	450	450	710	710	510	1020
B-4e	Cortlandt Lanes - Cortlandt Manor	1	1	250	250	235	235	340	340	300	600
B-4f	Mountain Creek - Vernon, NJ	1	1	550	550	450	450	710	710	510	1020
B-4g	Discovery Adventure Park, Bridgeport	1	1	375	375	385	385	710	710	395	790
A7317.444 CAMP HORIZON											
B-5a	Cortlandt Lanes - Cortlandt Manor	1	1	250	250	235	235	340	340	265	265
B-5b	Play America, Freehold, NJ	1	1	485	485	450	450	690	690	450	450
B-5c	Shamrock Charter, New Rochelle	1	1	350	350	335	335	550	550	370	370
B-5d	Brownstone Park - Portland, CT	1	1	435	435	385	385	550	550	455	455
B-5e	Sports Center, Shelton, CT	1	1	375	375	385	385	550	550	395	395
B-5f	IMAX/Dave & Busters - West Nyack	1	1	325	325	355	355	550	550	350	350
B-5g	Medieval Times - Lyndhurst, NJ	1	1	425	425	375	375	550	550	445	445
B-5h	Big Bear Ziplines - Hyde Park, NY	1	1	395	395	325	325	520	520	395	395
B-5i	Grand Prix - Mt. Kisco	1	1	275	275	225	225	490	490	280	280
B-6	Cancellation Fee	0	0	50	0	75	0	165	0		0

TOTALS >>> \$ 28,040 \$ 47,490 \$ 28,515 \$ 36,283

Amount less than Royal Coach Total = \$ (475.00)

Amount less than Adopted Budget = \$ (8,243.00)

Village of Briarcliff Manor Bus Bid Results and Analysis FYE 2015

Bid Item #	Item Description	# of buses	# of days or trips	Briarcliff Bus Co.		Royal Coach		Towne Bus Corp.		BUDGET as APPROVED		BUDGET as Anticipated to be Revised		Totals including Coach Buses			
				BUS	Total	BUS	Total	BUS	Total	BUS	Total	BUS	Total				
A7314.444 TREE CAMP																	
A	Shuttle Buses	1	37.5	215	8063	229	8588	420	15750	250	9375	250	9375	10605			
B-1a	Bounce U - Elmsford	2	1	225	450	175	350	240	480	245	490	245	490				
B-1b	Cortlandt Lanes - Cortlandt Manor	2	1	225	450	225	450	240	480	370	1110	370	740				
A7315.444 SUPER CAMP																	
A	Shuttle Buses	1	37.5	215	8063	229	8588	420	15750	250	9375	250	9375				
B-2a	Maritime Center	2	1	365	730	325	650	520	1040	385	770	385	770				
B-2b	Rockland Boulders Stadium	2	1	375	750	355	710	520	1040	394	788	394	788				
B-2c	Bounce U - Elmsford	2	1	225	450	225	450	250	500	236	472	236	472				
	Trip Budgeted but eliminated pre-bid		1							265	530	265	530				
	Trip Budgeted but eliminated pre-bid		1							268	804	268	804				
B-3a	Splashdown - Fishkill	3	1	345	1035	325	975	520	1560	363	1089	363	1089				
B-3b	Rockland Boulders Stadium	3	1	375	1125	355	1065	520	1560	395	1185	395	1185				
B-3c	Bounce Trampoline - Valley Cottage	3	1	275	825	325	975	250	750	290	870	290	870	14549			
A7316.444 CAMP ADVENTURE																	
B-4a	Medieval Times - Lyndhurst, NJ	1	1	425	425	385	385	520	520	450	900	450	900				
B-4b	Bounce Trampoline - Valley Cottage	1	1	275	275	325	325	250	250	395	790	395	790				
B-4c	MetLife Stadium - East Rutherford	1	1	425	425	415	415	550	550	450	900	450	900				
B-4d	Club Getaway - Kent, CT	1	1	485	485	450	450	710	710	510	1020	510	1020				
B-4e	Cortlandt Lanes - Cortlandt Manor	1	1	250	250	340	340	340	340	300	600	300	600				
B-4f	Mountain Creek - Vernon, NJ	1	1	550	550	450	450	710	710	510	1020	510	1020				
B-4g	Discovery Adventure Park, Bridgeport	1	1	375	375	385	385	710	710	395	790	395	790				
A7317.444 CAMP HORIZON																	
B-5a	Cortlandt Lanes - Cortlandt Manor	1	1	250	250	235	235	340	340	265	265	265	265				
B-5b	I Play America, Freehold, NJ	1	1	485	485	450	450	690	690	450	450	450	450				
B-5c	Shamrock Charter, New Rochelle	1	1	350	350	335	335	550	550	370	370	370	370				
B-5d	Brownstone Park - Portland, CT	1	1	435	435	385	385	550	550	455	455	455	455				
B-5e	Sports Center, Shelton, CT	1	1	375	375	385	385	550	550	395	395	395	395				
B-5f	IMAX/Dave & Busters - West Nyack	1	1	325	325	355	355	550	550	350	350	350	350				
B-5g	Medieval Times - Lyndhurst, NJ	1	1	425	425	375	375	550	550	445	445	445	445				
B-5h	Big Bear Ziplines - Hyde Park, NY	1	1	395	395	325	325	520	520	395	395	395	395				
B-5i	Grand Prix - Mt. Kisco	1	1	275	275	225	225	490	490	280	280	280	280	9200			
B-6	Cancellation Fee	0	0	50	0	75	0	165	0	0	0	0	0				
TOTALS >>>										\$ 28,040		\$ 31,569		** \$ 39,714.00			
Amount less than Royal Coach Total =				\$(475.00)		Amount less than Adopted Budget =				\$(8,243.00)		Amount less than Anticipated Revised Budget =				\$(3,529.00)	

*** Note: Budget was approved with 2 buses for each Camp Adventure Trip - we now plan to use 1 bus per trip. Tree Camp & Super Camp Buses were also approved with more trips than actual registrations to date will require. These changes amount to a combined revision to our associated '444 transportation lines of \$4,714, and are accounted for under the "Amount less than Anticipated Revised Budget" calculation above. The Approved Camp Adventure & Camp Horizon budgets also include an additional \$10,495 for Coach Buses - the change in Camp Adventure from 2 buses down to 1 will result in this total dropping down to \$9,145.

Shuttle Buses vs Individual Trips - Comparison & Analysis

Shuttle Bus Cost	16125	56%	31500	66%	18750	59%
Trip Bus Cost	11915	42%	15990	34%	17533	41%
Total	28040		47490		36283	

VILLAGE OF BRIARCLIFF MANOR
BOARD OF TRUSTEES AGENDA
JUNE 4, 2014

2. BUDGET AMENDMENT – UNCLAIMED BAIL MONEY

BE IT RESOLVED that the budget for Fiscal Year 2013-2014 is hereby amended as follows:

Increase Revenue
(A0101.2770) by \$75.00

TO: Philip Zegarelli and Board of Trustees
FROM: Rori Zirman, Court Clerk
RE: Outstanding Bail
DATE: May 28, 2014

After a full examination of the bail records maintained by the Village of Briarcliff Manor Justice Court it has been determined that the bail amounts outstanding in excess of six years total \$75.00.

Attached is check number 2712 made payable to the Village of Briarcliff Manor for \$75.00

cc: Hon. Howard T. Code, Village Justice
Hon. Laurie I. Sullivan, Acting Village Justice

VILLAGE OF BRIARCLIFF MANOR
VILLAGE JUSTICE COURT BAIL ACCOUNT
1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, NY 10510-1603

1-2-210

2712

5/27/14
Date

Pay to the order of Village of Briarcliff Manor ^{OR} 75⁰⁰/₁₀₀
Seventy Five ~~00/100~~

Security Features
Included
Details on Chase

CHASE

JPMorgan Chase Bank, N.A.
www.Chase.com

Outstanding / Excess
for Bail 6443

Howard T. Code

MP