



**Ballwin Parks and Recreation Department**

1 Ballwin Commons Circle  
Ballwin, MO 63021

February 6, 2025

Dear Bidder,

The City of Ballwin is seeking competitive bids for providing transportation services for the **Ballwin Day Camp field trips** for the **summer of 2026**. We invite your company to submit a proposal for this contract, which will include providing safe, reliable, and timely transportation for our day camp participants. School bus must be able to accommodate a minimum of 60+ campers/camp staff.

Our primary concern is ensuring safe transportation for Ballwin Day Campers and Staff, and we require that all buses used for the field trips be fully equipped and meet all industry standards for school buses. Additionally, all drivers must be thoroughly vetted, undergo background checks, and receive regular training to ensure the highest standards of safety. The city reserves the right to request proof of training as needed.

Reliability is essential for this contract. As part of our expectations, we are looking for a provider who can consistently deliver on-time transportation to and from all scheduled field trip locations, and we expect prompt communication in the event of any delays or changes.

To ensure fairness and transparency, we are accepting competitive bids and will evaluate all proposals based on factors including safety protocols, reliability, and cost-effectiveness. We encourage your company to provide a detailed proposal that outlines your qualifications, experience, and pricing.

Please note that the deadline for bid submission is **February 6, 2026**. Any proposals received after this date will not be considered. We look forward to reviewing your submission and working with you to provide a safe and enjoyable summer experience for our Day Camp participants.

If you have any questions or require additional information, please do not hesitate to contact me at 636.207.2357 or [apeper@ballwin.mo.us](mailto:apeper@ballwin.mo.us).

Thank you for your consideration. We look forward to your bid.

Sincerely,  
Adam Peper  
Superintendent of Recreation  
Ballwin Parks and Recreation Department  
636.207.2357  
[apeper@ballwin.mo.us](mailto:apeper@ballwin.mo.us)