



**Valley Transit**

CONNECTING THE FOX CITIES

## Memorandum

**TO:** Fox Cities Transit Commission

**FROM:** Ron McDonald, General Manager

**DATE:** March 30, 2020

**RE:** Award Recommendation for Replacement Rider Floor Scrubber & Sweeper

### **BACKGROUND**

Valley Transit utilizes a rider floor scrubber & sweeper to clean floor areas of the bus fleet storage & maintenance bays at the 801 S Whitman Ave facility and exterior floor areas of the downtown transit center at 100 E Washington St. Surface sweep and deep cleaning is important to remove engine oil, vehicle fluids, road salt, leaves and other debris present after daily vehicle traffic. Routine cleaning with a floor scrubber & sweeper extends the life of the floor and removes safety hazards from the surface.

The existing riding floor scrubber & sweeper was purchased in 1994. This machine has surpassed its useful life and been retired for the past year with significant non-repairable issues.

A formal bid process is required to purchase a replacement. In preparation, Valley Transit staff drafted a request for bid (RFB) document to solicit sealed bids from vendors. The final RFB document was posted to the public on March 1, 2020. It was sent directly to known vendors; posted on Valley Transit's website; posted on the State of Wisconsin's Vendornet system; and advertised in the *Post-Crescent*, *Green Bay Press Gazette* and *Oshkosh Northwestern*. Bids were due on March 25, 2020.

### **ANALYSIS**

Six bids were received in response to the RFB. The bid from Wisconsin Lift Truck Corp (De Pere, WI) met all the requirements/specifications and proposed the lowest base cost (\$55,363). See attached bid tabulation.

### **FISCAL IMPACT**

Valley Transit's 2020 budget includes \$75,000 for a replacement rider floor scrubber & sweeper. This project will have a fiscal impact of \$59,287, including options, which is 21% under budget.

### **RECOMMENDATION**

Staff recommends authorization for Valley Transit to award this bid to Wisconsin Lift Truck Corp, 1776 W Matthew Dr, De Pere, WI 54115.