



June 15, 2016

To: Fox Cities Transit Commission

From: Amy Erickson, Paratransit Coordinator/Operations Supervisor

Subject: Northern Winnebago Dial A Ride RFP Rejection and new process

In May, Valley Transit issued a Request for Proposal to provide Northern Winnebago Dial A Ride Service. While reviewing submitted proposals on June 11, 2016, Valley Transit discovered that the three million dollars of increased umbrella insurance coverage recommended by the City of Appleton imposed unreasonable business requirements for bidders which is a violation of Federal Procurement Regulations. Therefore, Valley Transit is proposing to reject all proposals, revise RFP language, and restart the RFP process.

The six month temporary contract with Fox Valley Cab expires on June 30, 2016. The original contract was for three years beginning in 2011 thru 2013, with two one-year options. Valley Transit exercised the second option year in 2015, and the Fox Cities Transit Commission approved the request for a Temporary 6 month Extension to complete the RFP process. That contract expires on June 30, 2016, and Valley Transit has worked out a proposal with Fox Valley Cab to continue to provide Northern Winnebago Dial A Ride service for a temporary six month period beginning July 1, 2016 through December 31, 2016.

Recommendation: That the Fox Cities Transit Commission authorize Valley Transit to reject June 11, 2016 Outagamie County Rural Transportation Services RFP proposals and begin a new RFP process.