



September 11, 2015

To: Fox Cities Transit Commission

From: Amy Erickson, Paratransit Coordinator/Operations Supervisor

Subject: Authorization to issue and advertise a request for proposal for providing ADA Certifications

The ADA Certification Contract with Affinity Occupational Health expires on December 31st, 2015. The original contract was for one year, with two one-year options. Valley Transit exercised the second option year in 2015. Therefore, Valley Transit must now put out a RFP as there are no additional years in the contract.

The RFP will be advertised in the Post-Crescent, posted on the Valley Transit and City of Appleton websites, posted on social media, and emailed to the local contractors who have indicated interest in the past. After proposals have been received, a review committee will convene to review and evaluate the proposals and make a recommendation for award to the Transit Commission at either the November or December meeting.

Recommendation: That the Fox Cities Transit Commission authorize Valley Transit to issue and advertise a request for proposal for providing ADA Certifications.