



April 15, 2024

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Award Recommendation for Paratransit Service Provider (ADA & Ancillary)

Background:

At the February 27, 2024 Fox Cities Transit Commission meeting, the Commission recommended that the Appleton Common Council approve a contract award to Running Inc. for the provision of Paratransit (ADA and Ancillary) Services. The recommendation was for a three-year contract with two one-year options. The Appleton Common Council approved awarding the contract to Running Inc. at the March 6th meeting. The referenced file number is 24-0203.

An error was made in the recommendation with regard to the terms of the contract. The request for proposal (RFP) listed the terms of the contract as a five-year contract with three one-year options. The proposals that were considered by the evaluation team were based on responses that projected a five-year with three one-year option contract.

This request is to amend the approved contract terms to the correct terms.

Recommendation: Authorize Valley Transit to enter into a 5-year contract with three 1-year optional extensions with Running Inc. to provide paratransit services.