



Valley Transit

CONNECTING THE FOX CITIES

Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: 4/21/2021
RE: Award Recommendation for Replacement Bus Stop Signs

BACKGROUND

Valley Transit currently has 976 formal bus stops throughout the Fox Cities. An aluminum sign with a vinyl bus stop design application is installed at 854 of these locations. The remaining 122 locations are unmarked bus stops, which are typically found at locations with traffic stop signs. Valley Transit's current bus stop sign was purchased in 2010. The vinyl material used on these signs was rated by the manufacturer for 10 years of expected life. The signs have begun to require replacement due to deterioration and/or damage. Additionally, the existing signs display Valley Transit's outdated logo.

Valley Transit's 2021 Budget included funding for a complete bus stop sign replacement. In preparation for this project, Valley Transit staff worked with the City of Appleton's Traffic Engineer for guidance and sign specifications. The replacement sign project scope includes the following changes. The sign design will feature the new Valley Transit logo. Valley Transit's standard sign will now have a two-sided print to visually alert riders of the stop location on the front and back of sign. Two sign sizes were specified in the bid. A standard 12"x18" sign and a smaller 6"x12" sign. The smaller sign will be installed at locations currently unmarked and requiring a smaller sign.

A formal bid process was required for this purchase. Valley Transit staff developed a request for bid (RFB) document to solicit sealed bids from vendors. The final RFB document was posted to the public on March 24, 2021. 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 April 20, 2021.

ANALYSIS

Eleven bids were received prior to the deadline stated in the RFB. The bid from Decker Supply Co., Inc. (Madison, WI) proposed the lowest cost (\$17,953.50) among bids that met all submittal requirements. See attached bid tabulation.

FISCAL IMPACT

Valley Transit's 2021 capital budget includes \$50,000 for bus stop sign replacement and install. The base project will cost \$17,953.50. Valley Transit requests an additional 15% contingency (\$2,693) for unknown costs. This brings the total project cost to \$20,646.50.

RECOMMENDATION

Staff recommends authorization for Valley Transit to award this bid to Decker Supply Co., Inc., 1115 O'Neil Ave, Madison, WI 53704.