



February 26, 2024

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald, General Manger

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

Background:

In addition to fixed-route bus service, Valley Transit also offers the following paratransit programs: Valley Transit II as required by the Americans with Disabilities Act (ADA); Senior Transportation Service; The Connector; and Outagamie County Human Services Transportation (OCHST). These services are all provided by contract and the current contractor is Running Inc. The current agreement expires on June 30, 2024.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The RFP document was sent directly to known paratransit vendors; posted on the State of Wisconsin's Vendornet system; and advertised online with the Post-Crescent, Oshkosh Northwestern and Green Bay Press. Proposals were due on January 26, 2024.

Three proposals were received: Running Inc. (Viroqua, WI); LIR Transportation LLC (Appleton, WI); and Abby Vans Inc. (Neillsville, WI). All proposals were considered 'responsive' by meeting the mandatory requirements listed in the RFP.

Analysis:

An evaluation team was assembled to review the proposals. The team was made up of Valley Transit staff. Each proposal was evaluated based on experience, professional competence, technical approach, capacity and price. The team discussed perceived benefits of all proposals based on the stated criteria and agreed that two of the three vendors (Running & Abby Vans) were in a competitive range and able to move forward in the evaluation process. After considering the written proposals and pricing, the evaluation team unanimously concluded that Running Inc. (Viroqua, WI) had proposed the best value for Valley Transit.

Running Inc. was considered responsible based on previous contract performance and references. In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a good understanding of the customer service and safety; proper staff training; and sufficient vehicles to operate the service.

After considering the service proposed with costs, the evaluation team unanimously decided that Running Inc.'s proposal provided the best value for Valley Transit. Running Inc.'s cost proposal included no rate adjustments in contract years 2-5. See table below showing per ride rates in contract year-one.

Service	Abby Vans	Running Inc.
VTII	\$35.10	\$25.50
Elderly	\$35.10	\$25.50
Connector	\$35.10	\$36.00
OCHST	\$43.88	\$23.00

Fiscal Impact:

The proposed contract with Running Inc. is within Valley Transit's 2024 paratransit budget.

Recommendation: Authorize Valley Transit to enter into a 3-year contract with two 1-year optional extensions with Running Inc. to provide paratransit services.