



October 20, 2016

To: Fox Cities Transit Commission

From: Amy Erickson
Paratransit Coordinator

Subject: Authorization to award a three year Contract with two one year options to Kobussen Buses, Ltd. for Outagamie Specialized Transportation service

Background: The Specialized Transportation Service is a shared ride transit service for disabled clients of Outagamie County, Family Care, and IRIS. The service provides transportation to and from the client's residence to one of several predefined worksites, including Valley Packaging Industries, Goodwill, and Innovative Services. Valley Transit's 2017 budget includes \$531,838 for this service. Community Care pays for the local share. There are no City of Appleton funds used to support the Outagamie County Specialized Transportation Paratransit Service.

Process: Valley Transit issued a Request for Proposal for the Specialized Transportation Paratransit Service. The RFP packet was emailed to a list of current paratransit providers and providers who have expressed an interest in bidding. In addition, the RFP was published in the Green Bay Press Gazette, Oshkosh Northwestern, the Post-Crescent, and published on the City of Appleton website. One provider submitted a proposal by the September 2, 2016 deadline. A panel consisting of Amie Bastian, Outagamie County Aging and Long-Term Support Manager, Nick Musson, Associate Transportation Planner with East Central Wisconsin Regional Planning Commission, Jodi Fiane, Family Care Supervisor with Community Care, Inc. and Amy Erickson, Paratransit Coordinator of Valley Transit was assembled and met on October 11, 2016 to evaluate the proposals. Evaluation criteria included; Experience, Professional Competence, capacity, Proposal and Cost. Kobussen Buses, Ltd. received a total score of 381 out of a possible 400 points.

Kobussen Buses, Ltd. is a local company who is currently providing the service. The proposal's per route cost of \$206.50 represents a 2.25% decrease in cost from the current temporary extension which ends on December 31, 2016. The proposal does include a charge for "No-Shows", and an annual Consumer Price Index increase. Community Care, Inc. will again provide the local share.

Recommendation: Staff recommends and requests approval to award contract with Kobussen Buses, Ltd. for Outagamie Specialized Transportation Service.