



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 Rural Demand Response Paratransit Service.

Background: The Rural Demand Response Paratransit Service is a demand responsive transportation service designed for elderly and disabled persons who reside in the rural areas of Outagamie County. Valley Transit's 2017 budget includes \$208,608 for this service. Outagamie County pays for the local share. There are no City of Appleton funds used to support the Rural Demand Response Paratransit Service.

Process: Valley Transit issued a Request for Proposal for the Rural Demand Response 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. Only 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 369.5 out of a possible 400 points.

Kobussen Buses, Ltd. is a local company who is currently providing the service. The proposer's per trip cost of \$32 represents a 2.8% 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. Outagamie County will again provide the local share.

Recommendation: Staff recommends and requests approval to award contract with Kobussen Buses, Ltd. for Rural Demand Response Paratransit Service.