



November 23, 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 Fox Valley Cab for Northern Winnebago Dial A Ride service**

**Background:** The Northern Winnebago Dial A Ride service is a demand responsive ambulatory transportation service designed for person aged 60 and over who reside within the City of Neenah, City of Menasha, the Town of Fox Crossing, or within the "Heritage Area" which consists of areas of the City of Appleton which lie within Winnebago County. Trips are provided at a reduced cost to persons who reside in these areas

**Process:** Valley Transit issued a Request for Proposal for the Northern Winnebago Dial A Ride 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 November 18, 2016 deadline. A panel consisting of Nick Musson, Associate Transportation Planner with East Central Wisconsin Regional Planning Commission, Tami Thompson, Village of Fox Crossing, Mark Weisensal, Director of Elderly Services, Winnebago County, Carol Kasimor, Planner, City of Neenah, and Amy Erickson, Paratransit Coordinator of Valley Transit was assembled and met on November 21, 2016 to evaluate the proposals. Evaluation criteria included; Experience, Professional Competence, capacity, Proposal and Cost. Fox Valley Cab is a local company who is currently providing the service. The proposal's per trip cost of \$14 represents a 3.7% increase in cost from the current temporary extension which ends on December 31, 2016.

**Recommendation: Staff recommends and requests approval to award contract with Fox Valley Cab for Northern Winnebago Dial A Ride Service.**