January 9, 2026

To: Fox Cities Transit Commission
City of Appleton Common Council

From: Ron McDonald, General Manger

Subject: Award Recommendation for Fleet Management Software

BACKGROUND

Valley Transit utilizes fleet management software to track and document the maintenance of its equipment, non-revenue vehicles and revenue service fleet of buses. The software maintains data related preventative maintenance, parts inventory, work orders, tire tracking, accident management, parts purchasing, fuel & fluids, warranty management and other key maintenance areas. The software also integrates with Valley Transit's fuel/fluid dispensers, parts scanner and TransTrack (enterprise data management system). The current software product is called TransitFleet. TransitFleet's vendor informed Valley Transit in 2025 that their product is near end of life and will no longer be supported. To replace TransitFleet, Valley Transit began a procurement process in the Fall of 2025.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to solicit vendors to provide replacement fleet management software. The scope of work included required capabilities and considered lessons learned from the previous software purchases.

The RFP document was sent directly to vendors who were known maintenance software suppliers; posted on the State of Wisconsin's Vendornet system; and posted on Valley Transit's website. Proposals were due on December 3, 2025. Five proposals were received. The proposing vendors included: Spare Inc. (Vancouver, BC); RTA (Glendale, AZ); MainStar, Inc. (Dallas, TX); Concourse Tech Inc. (New York, NY); and AtomAI Solutions Inc. (La Cananda, CA). All proposals were deemed responsive by meeting the mandatory requirements cited in the RFP.

ANALYSIS

Each proposal was reviewed by the evaluation team based on system capabilities, experience/qualifications, technical support, training & price. The evaluation team unanimously agreed that the proposal from RTA should move forward with the evaluation. RTA was invited to a demonstration and interview held on December 18, 2025. After considering all factors, the evaluation team unanimously concluded that RTA (Glendale, AZ) had proposed the best value for Valley Transit.

RTA's fleet management software is used by over 1,000 agencies in the United States, including several transit properties in Wisconsin. Valley Transit checked multiple references and RTA was deemed responsible.

The new software includes all the core capabilities required by Valley Transit. In addition, there are several new features that will result in improved maintenance management. The system includes an app for use by maintenance technicians to complete and track work orders, which will eliminate manual processes used under the current software. Valley Transit's current software is hosted on a local server. RTA's product is cloud-based, which is beneficial for users and improves network security. RTA's proposed a 3 to 4-month implementation plan after the project kick-off meeting.

FISCAL IMPACT

The project will have a total year-one fiscal impact of $25,335 for implementation expenses and software annual service fee. Valley Transit has sufficient funds with the 2026 budget for this software service. The software's annual service fee will be $10,877 in 2027, $11,204 in 2028, $11,539 in 2029, $11,885 in 2030, $12,242 in 2031, $12,609 in 2032 and $12,988 in 2033. Contract years 2031 – 2033 are option years. Valley Transit requests a 10% contingency to cover unknown implementation costs. This brings the total 8-year project cost to $119,547.

RECOMMENDATION

Staff recommend authorization for Valley Transit to enter into a 5-year contract, including options to extend for three one-year periods, with RTA to provide fleet management software according to the amounts listed above.