



TO: ALL PROPOSERS
FROM: CITY OF APPLETON – VALLEY TRANSIT
DATE: JANUARY 12, 2024
SUBJECT: ADDENDUM #1

Attached is Addendum #1.

If you intend to submit a proposal for the City of Appleton, Valley Transit’s Paratransit (ADA & Ancillary) Services RFP (RFP VT23-004) dated December 15, 2023, **please acknowledge receipt of this Addendum by completing the information below and include this completed signature page within the submittal proposal.**

Vendor Name: _____

Name & Title of Vendor’s Authorized Official: _____

Signature: _____

Date: _____

1. Please explain what is needed.
 - a. Cost proposal form for first year – fixed rate.

Answer: Please refer to the Cost Proposal Form – Pg 26 of RFP. Enter per trip rate for first year.

- b. Cost proposal form for each year of the 5-year contract

Answer: Please refer to the Cost Proposal Form – Pg 26 of RFP and present any rate changes that you propose for the additional years of the contract in the same format.

2. Does Valley Transit know how many PCA and Companion trips are provided annually?

Answer: There were approximately 2,000 Assistants and Companions in 2023

3. Are there any known local codes, regulations and licensing requirements not listed in this RFP?

Answer: No.

4. Is the contractor allowed to bill for no-shows?

Answer: See page 15 of RFP – No Shows Trip Denials and Missed Trips

5. Is being convicted of a drug or alcohol offense involving a motor vehicle a life-long driver prohibited offense?

Answer: See page 17 of RFP – Employee Standards

6. Provide insurance loss runs for the past five years. Please confirm what you are looking for.

Answer: This document is usually a report provided by your insurance company of claims made against your insurance policy.

7. Is there any data available as to the peak times for Call Center and for Transportation needs? We would like to estimate proper staffing levels and scheduling. Thereby a more accurate quote.

Answer: Peak ride times are estimated between 6a-9a and 2p-5p. Peak Call Center times are estimated between M-F 7a-5p.

8. RFP lists vehicles currently being used, is there a requirement of particular vehicles that will need to be used? Are Mini Buses necessary must for any of the services?

Answer: See page 12 of RFP - Vehicles

9. Does VT participate in WDOT 5310 program to acquire needed vehicles? Is that something available or are all the vehicles needed will need to be acquired thru private contractor financing?

Answer: No. See page 11 of RFP - Vehicles

10. Are "No-Shows" billable and at what rate? Is there a late cancellation fee that is billable?

Answer: See page 15 of RFP – No Shows Trip Denials and Missed Trips

11. Are uniforms a reimbursable expense that can be billed or is completely absorbed by the contractor as is Drug testing implementation?

Answer: See page 17 of RFP – Employee Standards

12. VT will be providing hardware for the vehicle, driver tablets. Will VT be covering the data cost of these tablets being used or does the contractor need to also absorb the cell charges? How does procurement of replacement tablets take place?

Answer: Valley Transit will be providing hardware, data plan and data charges as well as any related procurements for the driver tablet system.