



## TRANSIT COMMISSION MEETING AGENDA

MONDAY, DECEMBER 12, 2022 AT 4:30 PM

WATERTOWN MUNICIPAL BUILDING, 106 JONES STREET, ROOM 0041

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**In-Person:** Watertown Municipal Building 106 Jones Street Room 0041

**Virtually:** <https://meet.goto.com/827825917> or by calling: +1 (571) 317-3116

**Access Code:** 827-825-917

1. **CALL TO ORDER**
2. **REVIEW & APPROVE MINUTES**
  - A. Transit Commission meeting minutes from October 19, 2022
3. **REVIEW RIDERSHIP / FINANCIAL STATISTICS**
4. **BUSINESS:**
  - A. Review and discuss: progress and implementation plan for taxi fare increase
  - B. Review and discuss: Taxi Cab accident
  - C. Review and discuss: taxi cab disposal and procurement
5. **REVIEW CITIZEN COMMUNICATIONS RECIEVED BY CITY**
6. **SET NEXT MEETING DATE**
7. **ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

## TRANSIT COMMISSION

October 19, 2022

4:30 p.m.

Section 2, ItemA.

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Laurie Grosenick, Cathy Egan, Ald. Licht, and Tom Hahn. Also in attendance were Justin Running (Passenger Transit, Inc.) virtually, and City Clerk Megan Dunneisen.

### 1. Call to order

Egan called the meeting to order at 5:00 p.m.

### 2. Review & approve minutes of October 6, 2022

Motion was made by Ald. Licht to approve minutes of October 6, 2022, seconded by Egan and motion carried by unanimous voice vote.

### 3. Business

**A. Review and approve:** Taxi fare increase for 2022. Discussion from commissioners on the Transit Budget being short \$12,000.00 that will have to be supplemented by the City's fund balance. An increase in rate fare would help make up some of that difference. Ald. Licht made a motion to purpose an increase the Out of Town fare rate to \$10.00 and Elderly/Disabled fare rate to \$3.00, seconded by Hahn. Dunneisen to get approval from the DOT and add to joint Finance/Transit meeting in November. Motion was carried by unanimous voice vote.

**B. Review and approve:** Capital and Operating Grant applications for 2023. Discussion from commissioners on the need requested by Bill Hugin (Manager for Watertown Transit) for a non-ada minivan. As of right now, the state procurement is not offering this type of vehicle and would result in the City doing their own procurement if this is the project, they want to bring forth for the 2023 Capital Grant. Hahn suggested reaching out and meeting with local dealerships on their availability of this vehicle. Dunneisen to ask the DOT if our own procurement can be for used or new vehicles. Discussion on the process and how the last request for bids went in 2021. Commissions asked that this be added to the next meeting agenda.

**C. Review and discuss:** Running Inc. school policy, student vouchers, student pick up, and corner service. There being no representative from the school district, the commission asked that this be added to the next agenda.

### 4. Set next meeting date

The next meeting date will be November 14, 2022 at 4:30 p.m. to follow with the Transit Commission joining the Finance Committee at their meeting to discuss the fare increase.

### 5. Adjournment

Motion was made by Ald. Licht to adjourn meeting at 6:15 p.m., seconded by Hahn and motion carried by unanimous voice vote.

Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office the Finance Department.

Changes in fares, service hours or schedules for 5311/85.20 grantees must be approved by a WisDOT Program Manager before they are enacted or brought before a governing body of the grantee.

If a third-party vendor operates the service, changes to the transit system schedule must be consistent with the service level advertised in the original RFP used to hire the vendor. If they are consistent, then small increases or decreases may (or may not) be approved by WisDOT. Repeated increases or decreases over the course of a 5-year agreement may be denied to maintain that consistency. Any mid-year changes in service provided by a third-party vendor must be reflected in a written amendment to the annual contract between the local public body and the vendor.

The general public must also be notified via a public meeting before implementation of fare changes or significant service increases or decreases. Public input can be gained through a City Council or other open, regularly-held meeting or at a separate public meeting solely for transit.

In addition, at least one public notice must be published in local newspaper(s) 21-30 days before the meeting date. It must list the fare/schedule change as a topic or agenda item. All council/public comments and responses occurring during the meeting must be fully documented, with a copy of those comments, meeting notes, and other pertinent information to be uploaded into the Resources section of the BlackCat system (with file names making their contents obvious).

WisDOT has planning grants available for grantees looking to evaluate changes to their operations. Contact the WisDOT Section 5304 Program Manager for more information. WisDOT does not, however, have additional operating assistance grants available to subsidize new service added after the funding distribution has been finalized for the current year.

Changes in agency rates - the rate charged to a human/social service organization for rides instead of fares to individuals - are not subject to the public notice review. WisDOT suggests that agency rates be set lower than or equal to the average expense per passenger; this allows the human service organization to receive a lower transportation expense than going through a private provider while the transit system can cover its costs for that rider.

**NOTICE OF PUBLIC HEARING**  
**CITY OF WATERTOWN, WISCONSIN**

Public notice is hereby given that the City of Watertown Common Council will hold a public hearing on January 17, 2023 or February 7, 2023 at 7:00 pm at Watertown City Hall, Council Chambers, 106 Jones Street, Watertown, WI, to hear public comments regarding the proposed fare increases for the Transit System:

<b>Category</b>	<b>Current</b>	<b>Proposed</b>	<b>Increase</b>
Adult	4.00	4.00	0
Children Accompany Adult (same destination)	2.00	2.00	0
Children under 18	3.00	3.00	0
Elderly/Disabled(card required)	2.75	3.00	.25
Corner Stop Service	2.25	2.25	0
Package/prescription delivery	8.25	8.25	0
2 miles outside City	8.50	10.00	1.50
Agency/MTM	9.00	9.00	0

Megan Dunneisen,  
City Clerk

## FARE STATISTICS TO STUDY RATE INCREASE

		Hourly Rate 2019	2019	Hourly Rate 2021	Operating Cost 2021	Hourly Rate 2022	Operating Cost 2022
<b>Contract Amount with PTI</b> (2020 skipped due to low numbers)	\$	27.12	\$ 810,888.00	\$ 28.87	\$ 863,213.00	\$ 28.87	\$ 863,213.00

**29000 Hours**

## COMPARED REVENUE IF ELDERLY/DISABLED FARES RAISED \$0.25 PER RIDE AND \$1.50 PER RIDE FOR OUT OF TOWN

Category	Fare/Ride	2023 estimate at current rate		2023 estimate at increase		Difference Revenue
		Rides	Revenue	Rides	Revenue	
Elderly/Disabled	\$ 3.00	37000	\$ 101,750.00	37000	\$ 111,000.00	\$ 9,250.00
Children under 12	\$ 3.00	1900	\$ 57,000.00	1900	\$ 57,000.00	\$ 0.00
Agency	\$ 9.00	2500	\$ 22,500.00	2500	\$ 22,500.00	\$ 0.00
Regular	\$ 4.00	34000	\$ 136,000.00	3400	\$ 136,000.00	\$ 0.00
Children Accompany	\$ 2.00	700	\$ 1,400.00	700	\$ 1,400.00	\$ 0.00
Corner Service	\$ 2.25	5000	\$ 11,250.00	5000	\$ 11,250.00	\$ 0.00
Out of Town	\$ 10.00	800	\$ 6,800.00	800	\$ 8,000.00	\$ 1,200.00
<b>Totals</b>		<b>101800</b>	<b>\$ 336,700.00</b>	<b>101800</b>	<b>\$ 347,150.00</b>	<b>\$10,450.00</b>

<b>Contract Amount with PTI</b>	<b>Hourly Rate</b>	<b>Operating Costs</b>
29900 Hours	\$ 31.27	\$ 934,973.00

## FARE PERCENT INCREASE BY CATEGORY

Category	Current Fare/Ride	Future Fare/Ride	Difference
Elderly/Disabled	\$ 2.75	\$ 3.00	\$0.25
Children under 12	\$ 3.00	\$ 3.00	\$-
Regular	\$ 4.00	\$ 4.00	\$-
Children Accompany	\$ 2.00	\$ 2.00	\$-
Corner Service	\$ 2.25	\$ 2.25	\$-
Out of Town	\$ 8.50	\$ 10.00	\$1.50

## 2023 BUDGET

	Requested Budget	Approved Budget	Updated* at current	Updated* fare
Local Share	\$82,625.00	\$82,625.00	\$82,625.00	\$73,588.00
State Aid	\$208,466.00	\$215,018.00	\$215,018.00	\$215,044.00
Federal Aid	\$290,039.00	\$299,155.00	\$299,155.00	\$299,191.00
Fare Revenue	\$325,244.00	\$325,244.00	\$336,700.00	\$347,150.00
Total Income:	\$906,374.00	\$922,042.00	\$933,498.00	\$934,973.00
Contract Amount	\$ 934,973	\$ 934,973	\$ 934,973	\$ 934,973
Difference	\$28,599.00	\$12,931.00	\$1,475.00	\$-

\*Federal/state funding around 55% of operating cost \*remaining is paid by cab revenue and local share

## Market-Driven Valuation™

### Administrative Data

Jason Wanta	Claimant
The Cincinnati Companies	Insured Passenger Transit Inc
7-Dan Worth Branch	Claim 4018551 001
	Loss Date 11/14/2022
OH 45014	Loss Type Collision
	Policy 05ENP0534091
	Other

### VINSOURCE Analysis

VIN 2C4RDGBGXKR638070

Decodes as 2019 Dodge Caravan Grand SE 2WD 4D Passenger Van

Accuracy Decodes Correctly

History No activity was reported

AudaVIN Yes

### Vehicle Salvage Title Summary

No Branded title history found for this VIN.

Processed on 11/28/22 7:53 AM. Title History is powered by Experian AutoCheck. The Experian data contained in this report involves the conveyance of information provided to Experian by other sources. Accordingly, neither Experian nor Audatex can, or will, be an insurer or guarantor of the accuracy or reliability of the Experian data.



### Valuation Detail

	Typical Vehicle	Your Vehicle	Adjustment
<b>Vehicle Base Price</b>	Viroqua Market		<b>\$18,936</b>
Odometer	64,566 Mi(Typical)	112,994 Mi(Actual)	-2,420
Other Optional Equipment		Engine Block Heater	40
<b>Market Driven Value</b>			<b>\$16,556</b>
General Sales Tax 5.5000%			\$910.58
Transfer Fee			165.00
<b>Net Adjusted Market Value</b>			<b>\$17,631.58</b>

**Vehicle Description****VIN: 2C4RDGBGXKR638070****2019 Dodge Caravan Grand SE 2WD 4D Passenger Van****112,994 Miles Actual****6cyl Gasoline 3.6****6-Speed Automatic**

Interior	<b>Dual Air Conditioning</b>	<b>Armrest(s)</b>	<b>Cruise Control</b>
	<b>Driver Information Sys</b>	<b>Bucket Seats</b>	<b>Analog Gauges</b>
	<b>Intermittent Wipers</b>	<b>Lighted Entry System</b>	<b>Floor Mats</b>
	<b>Second Row Bench Seat</b>	<b>Overhead Console</b>	<b>Pwr Accessory Outlet(s)</b>
	<b>Power Door Locks</b>	<b>Power Windows</b>	<b>7 Passenger Seating</b>
	<b>Velour/Cloth Seats</b>	<b>Tachometer</b>	<b>Trip Computer</b>
	<b>Third Seat (trucks)</b>	<b>Temperature Gauge(s)</b>	<b>Tire Pressure Monitor</b>
	<b>Touch Screen Display</b>	<b>Tilt &amp; Telescopic Steer</b>	
Exterior	<b>Bodyside Moldings</b>	<b>Color-Keyed Bumper(s)</b>	<b>Rear Window Defroster</b>
	<b>Chrome Grille</b>	<b>Keyless Entry System</b>	<b>LED Brake Lights</b>
	<b>Heated Power Mirrors</b>	<b>Rear Step Bumper</b>	<b>Rear Window Wiper/Washer</b>
	<b>Rear Lip Spoiler</b>	<b>Sunvisor</b>	<b>Steel Wheels</b>
Mechanical	<b>Engine Block Heater</b>	<b>Electro-Hyd Steering</b>	<b>Camper/Towing Package</b>
Safety	<b>Automatic Dimming Mirror</b>	<b>Dual Airbags</b>	<b>Anti-Lock Brakes</b>
	<b>Driver Knee Airbag</b>	<b>Daytime Running Lights</b>	<b>Elect. Stability Control</b>
	<b>Head Airbags</b>	<b>Halogen Headlights</b>	<b>2nd Row Head Airbags</b>
	<b>Rear View Camera</b>	<b>Side Airbags</b>	<b>Traction Control System</b>
	<b>3rd Row Head Airbags</b>		
Entertainment	<b>Auxiliary Audio Input</b>	<b>1st Row LCD Monitor(s)</b>	<b>MP3 Decoder</b>
	<b>AM/FM CD Player</b>	<b>Strg Wheel Radio Control</b>	
Trim Levels	*Grand SE, Grand SE Plus, Grand SXT, Grand GT		* Indicates your trim level

A detailed description of your vehicle was provided to Autosource by a trained appraiser. Through a partnership with Dodge, Audatex AudaVIN retrieves the individual vehicle specifications to identify the vehicle specifications including equipment, packages, engine and transmission. Contact The Cincinnati Companies if revisions are necessary. The bold/italic font indicates options reported by the manufacturer.

**Vehicle Condition**

<b>Seats</b>	Good
<b>Carpets</b>	Good
<b>Int Trim</b>	Good
<b>Glass</b>	Good
<b>Headliner</b>	Good
<b>Body</b>	Minor Damage
<b>Paint</b>	Minor Wear

<b>Ext Trim</b>	Good
<b>Engine</b>	Well Maintained
<b>Transmission</b>	Well Maintained
<b>Front Tires</b>	Good
<b>Rear Tires</b>	Good

### Comparable Vehicle Details

The Autosource database contains inspected dealer inventories, dealer advertisements, phone verified vehicles, and private party advertisements from thousands of sources including automotive publications, newspapers and Web sites. Autosource uses vehicles comparable in year, make and model within the specified market area, expanding as necessary, to determine the loss vehicle's local market value. This valuation includes a representative sample of the vehicles used to calculate the typical starting price.

The market search originated from Zip Code 54665, as determined by the vehicle owner's principally garaged area. Autosource located 31, 2019 Dodge Caravan vehicles which were used to determine the typical vehicle price. Adjustments have been made to the comparable vehicles for value differences in vehicle description as indicated in the "Veh Adj" field. The sum of the 31 comparable vehicles is \$605,169 for an average price of \$19,522.

The asking or actual sale price is displayed for each vehicle. If a vehicle has been sold, the sold price is displayed with an (S) indicator. The selling price may be substantially less than the asking price. In the case of this 2019 Dodge Caravan, the difference between the asking price and selling price is generally 3%. This selling price adjustment has been applied to the typical price. Additional adjustments have been made to the typical vehicle price taking into consideration the loss vehicle's odometer, equipment and condition. All adjustments are vehicle specific and reflect driving habits and condition for the vehicle's market. An odometer adjustment of \$0.0500 cents per mile/kilometer has been applied.

Taking into consideration the vehicle specifics, the fair market value is \$16,556.

The following comparables represent a sample of the vehicles used to calculate the Vehicle Base Price. The complete list of vehicles is available upon request. These vehicles have been recently offered for sale in the market place.

1	<b>2019 Dodge Caravan Grand SXT 2WD 4D Passenger Van</b>	<b>2C4RDGCG8KR672359</b>	<b>\$15,141</b>
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Stock# 20325. 23,350 Miles.

Offered for sale by Sleepy Hollow Chevrolet Buick in Viroqua, WI, (608) 637-8300. Vehicle information by Vast on 11/14/22.

The advertised price of \$18,699 was adjusted to account for differences in vehicle description (\$ -3,090) and typical negotiation (\$ -468).

2	<b>2019 Dodge Caravan Grand SE 2WD 4D Passenger Van</b>	<b>2C4RDGBG4KR598889</b>	<b>\$17,568</b>
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Stock# A2791. 111,225 Miles.

Offered for sale by Clason Buick GMC in La Crosse, WI, (608) 788-7246. Vehicle information by Vast on 11/27/22.

The advertised price of \$18,111 was adjusted to account for typical negotiation (\$ -543).

3	<b>2019 Dodge Caravan Grand SXT 2WD 4D Passenger Van</b>	<b>2C4RDGCG2KR512882</b>	<b>\$15,423</b>
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Stock# 3N602C. 94,272 Miles.

Offered for sale by Pischke Motors in La Crosse, WI, (608) 791-3070. Vehicle information by Cars.com on 11/07/22.

The advertised price of \$18,990 was adjusted to account for differences in vehicle description (\$ -3,090) and typical negotiation (\$ -477).

4	<b>2019 Dodge Caravan Grand SE 2WD 4D Passenger Van</b>	<b>2C4RDGBG5KR723527</b>	<b>\$15,515</b>
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Stock# WID723527K7. 115,765 Miles.

Offered for sale by German Auto House in Madison, WI, (608) 446-5005. Vehicle information by Cars.com on 10/10/22.



The advertised price of \$15,995 was adjusted to account for typical negotiation (\$ -480).

5 **2019 Dodge Caravan Grand SE 2WD 4D Passenger Van** **2C4RDGBG4KR546534** **\$16,485**

Stock# WID546534K26. 105,888 Miles.

Offered for sale by German Auto House in Madison, WI, (608) 446-5005. Vehicle information by Cars.com on 11/21/22.

The advertised price of \$16,995 was adjusted to account for typical negotiation (\$ -510).

#### Valuation Notes

- Loss vehicle description was provided by The Cincinnati Companies

- Adjustments of Special Note

- An odometer adjustment of \$0.0500 cents per mile/kilometer has been applied. This adjustment is based on the vehicle year, vehicle category and market area. Odometer adjustments are capped at 40% of the vehicle's starting value.
- Typical miles for this 2019 Dodge Caravan in Wisconsin is 64,566.
- No special adjustments were made for this vehicle.
- All values are in U.S. dollars.

- Autosource Valuation Process

- Over 7,000,000 vehicles are entered weekly into the database used for researching this value. This database includes dealer inspected, dealer inventory, dealer advertised, phone verified and advertised private party vehicles.
- The originating search area for this valuation was Viroqua, Wisconsin.

- Other Adjustments or Comments

- The tax was calculated based on a date of loss of 11/14/2022 using zip 54665, in Vernon County, Wisconsin. The city may vary from search area to reflect correct tax location.

Area	Taxed	Rate	Total	Tax % of Market Value
Wisconsin	\$16,556	5.0000%	\$827.80	5.0000%
Vernon	\$16,556	0.5000%	\$82.78	0.5000%
		Total Tax:	\$910.58	5.5000%

- Correction Notes

- Version 2

- On 11/28/22 changes to this request were completed as requested by Jason Wanta on behalf of The Cincinnati Companies. These changes are detailed below.
- Condition:** changed Front Tires from 1-New to 2-Good, Rear Tires from 1-New to 2-Good.

#### Recall Bulletins

Nat'l. Highway Traffic Safety Admin (US) has issued a total of 2 recall bulletins that may apply to this vehicle.

**NHTSA ID Number** 19V759000

Date Issued 10/24/19

Quantity Affected 30,345

DEFECT: Chrysler (FCA US LLC) is recalling certain 2019 Dodge Grand Caravan vehicles. The welds on the outboard rear seat strikers for the second row bench and second row bucket seats may fail during a front impact crash. The front outboard seat strikers for the third row bench seats may fail in the event of a rear impact crash. In addition, the second row bench and second row bucket seats may not withstand the required loads.

Remedy Chrysler will notify owners, and dealers will weld in a striker reinforcement bracket on the second and third row outboard seat strikers, free of charge. The recall is expected to begin December 13, 2019. Owners may contact FCA US customer service at 1-800-853-1403. FCA's number for this recall is V91

**NHTSA ID Number** 20V278000

Date Issued 05/15/20

Quantity Affected 122

**Defect** Vantage Mobility International, LLC (Vantage) is recalling certain Vantage-modified 2016-2019 Dodge Grand Caravan vehicles. The fuel pump gasket may deteriorate, allowing fuel to leak.

**Remedy** Vantage will notify owners, and will provide parts and reimbursement to owners for repair facilities to replace the fuel tank gasket, free of charge. The recall began May 19, 2020. Owners may contact Vantage customer service at 1-800-488-9082.

**Original Equipment Guide**

Engine Options		Transmission Options	
* 6 Cylinder 3.6 Engine	STD	* 6-Speed Automatic	STD
Other Optional Equipment		Convenience Options	
* Anti-Lock Brakes	STD	* Automatic Dimming Mirror	STD
* Analog Gauges	STD	* Armrest(s)	STD
All-Weather Mats (Floor)		* Cruise Control	STD
* Bodyside Moldings	STD	* Dual Air Conditioning	STD
* Chrome Grille	STD	* Rear Window Defroster	STD
* Color-Keyed Bumper(s)	STD	* Daytime Running Lights	STD
Compact Spare Tire	\$395	* Floor Mats	STD
* Dual Airbags	STD	Mud/Splash Guards	
* Driver Information Sys	STD	* Rear View Camera	STD
* Driver Knee Airbag	STD	* Strg Wheel Radio Control	STD
DVD Player		* Tire Pressure Monitor	STD
* Engine Block Heater	\$95	* Tilt & Telescopic Steer	STD
* Elect. Stability Control	STD	Seat Options	
* Head Airbags	STD	* Bucket Seats	STD
* Halogen Headlights	STD	* Second Row Bench Seat	STD
* Intermittent Wipers	STD	* 7 Passenger Seating	STD
* Keyless Entry System	STD	Second Row Bucket Seats	
* 1st Row LCD Monitor(s)	STD	* Third Seat (trucks)	STD
* LED Brake Lights	STD	* Velour/Cloth Seats	STD
* Lighted Entry System	STD	Radio/Phone/Alarm Options	
* Overhead Console	STD	* Auxiliary Audio Input	STD
* Pwr Accessory Outlet(s)	STD	* AM/FM CD Player	STD
Roof Rack Cross Bars		* MP3 Decoder	STD
* 2nd Row Head Airbags	STD	SiriusXM Satellite Radio	
* Rear Lip Spoiler	STD	* Touch Screen Display	STD
Running Boards		Power Accessories	
Roof Rails		* Heated Power Mirrors	STD
* Rear Step Bumper	STD	* Electro-Hyd Steering	STD
Rear Video Monitor		* Power Door Locks	STD
* Rear Window Wiper/Washer	STD	* Power Windows	STD
* Side Airbags	STD	Wheel Options	
* Sunvisor	STD	Aluminum/Alloy Wheels	\$650
* Tachometer	STD	* Steel Wheels	STD
* Trip Computer	STD		
* Traction Control System	STD		

* 3rd Row Head Airbags	STD
* Temperature Gauge(s)	STD
* Camper/Towing Package	STD
Wireless Phone Connect	

Option Packages		
2nd Row Stow & Go Seats	\$1,395	Includes Second Row Bucket Seats, 3rd Row Stow 'n Go W/Tailgate Seats
Black Roof Rail(s)	\$395	Includes Roof Rack Cross Bars, Roof Rails
MOPAR Prm Addition Grp	\$350	Includes All-Weather Mats (Floor), Mud/Splash Guards, MOPAR Slush Mats, MOPAR Splash Guards, MOPAR Door Sill Guards
MOPAR Running Boards	\$720	Includes Running Boards
Single DVD Entertainment	\$995	Includes DVD Player, Overhead Console, Pwr Accessory Outlet(s), Rear Video Monitor, SiriusXM Satellite Radio, Wireless Headphones, Video Remote Control, 2nd Row Overhead 9 Inch Video Screen, USB Charging Ports, 2nd Row Overhead DVD Console
UConnect Hands-Free Group	\$795	Includes Wireless Phone Connect, Remote USB Port, Uconnect Voice Command W/Bluetooth

Base retail price \$28,045

**Loss Vehicle manufacturer's suggested retail price as reported \$28,140**

Editions available for the same body style (in order of original cost, increasing): \*Grand SE, Grand SE Plus, Grand SXT, Grand GT

\* Indicates loss vehicle equipment.

**About Your Valuation**

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## 2023 HUMAN SERVICE VEHICLE (HSV) PRICE LIST

Section 4, Item C.

The table below includes pricing information for vehicles either currently or previously available through WisDOT's Human Service Vehicle (HSV) contract.

Applicants planning to buy vehicles off the HSV contract: use the listed costs when completing your capital grant application.

Applicants planning to buy self-procured vehicles: the table may offer rough estimates for the vehicle type(s) you wish to buy, but you should prepare your own, refined cost estimate(s) before applying.

**Vehicles shown in bold are available through WisDOT's current HSV contract. Prices are based on information available as of September 2022.**



Minivan, rear-loading



Bariatric Van, side-loading



Medium-Large Bus

Vehicle Type	Activity Line Item (ALI)	Seating (Ambulatory/Accessible)	Fuel Type	Cost <sup>2,3</sup>	On HSV Contract?
<b>Minivan</b> accessible, side-loading	Replacement - 11.12.15 Expansion - 11.13.15	3/1	Gas	<i>\$66,600</i>	<b>Yes</b>
<b>Minivan</b> accessible, rear-loading	Replacement - 11.12.15 Expansion - 11.13.15	3/1	Gas	<i>\$62,700</i>	<b>Yes</b>
<b>Transit/Bariatric</b> accessible, side-loading	Replacement - 11.12.15 Expansion - 11.13.15	7/1 - 5/2 - 5/1 <sup>1</sup>	Gas	<i>\$76,600</i>	<b>Yes</b>
<b>Transit/Bariatric</b> accessible, rear-loading	Replacement - 11.12.15 Expansion - 11.13.15	7/0 - 3/1 - 3/2 <sup>1</sup>	Gas	<i>\$64,575</i>	<b>Yes</b>
Mini-Bus non-accessible	Replacement - 11.12.04 Expansion - 11.13.04	12/0	Gas	<i>\$110,000</i>	No
Mini-Bus accessible, side-loading	Replacement - 11.12.04 Expansion - 11.13.04	8/2 - 8/1 <sup>1</sup>	Gas	<i>\$115,000</i>	No
<b>Medium Bus</b> accessible	Replacement - 11.12.03 Expansion - 11.13.03	12/1 - 10/2 - 8/3 <sup>1</sup>	Gas	<i>\$137,695</i>	<b>Yes</b>
<b>Medium Bus</b> accessible, honeycomb fiberglass	Replacement - 11.12.03 Expansion - 11.13.03	12/1 - 10/2 - 8/3 <sup>1</sup>	Gas	<i>\$126,246</i>	<b>Yes</b>
<b>Medium-Large Bus</b> accessible	Replacement - 11.12.03 Expansion - 11.13.03	13/1 - 11/2 - 9/3 <sup>1</sup>	Gas	<i>\$140,282</i>	<b>Yes</b>
<b>Medium-Large Bus</b> accessible, honeycomb fiberglass	Replacement - 11.12.03 Expansion - 11.13.03	13/1 - 11/2 - 9/3 <sup>1</sup>	Gas	<i>\$130,418</i>	<b>Yes</b>
Large Bus accessible	<u>35-ft Bus / 40-ft Bus</u> Replacement - 11.12.02 / 11.12.01 Expansion - 11.13.02 / 11.13.01	26/0 - 22/1 - 20/2 <sup>1</sup>	Diesel	<i>\$170,000</i>	No
Large Bus accessible, honeycomb fiberglass		24/0 - 22/1 - 20/2 <sup>1</sup>	Diesel	<i>\$180,000</i>	No
Conventional Bus (40-ft.) accessible		30/0 - 28/1 - 26/2 <sup>1</sup>	Diesel	<i>\$225,000</i>	No

<sup>1</sup> Vehicle has folding seats that allow for multiple seating configurations.

<sup>2</sup> Listed costs represent full vehicle cost – not the federal grant share (typically 80% of total cost).

<sup>3</sup> For vehicles available through WisDOT's HSV contract, a cost in *italics* indicates WisDOT's contract with the vehicle's vendor is pending execution. For vehicles not on current HSV contract, a cost in *italics* represents a generic estimate for the specified vehicle type

**Certification of Equivalent Service**  
**(For Non-ADA vehicle requests)**

**Background Information:** This form is required for any applicant that is applying for one or more vehicles which are not accessible to persons with disabilities.

**Instructions:** Sign and date the form below and upload a copy with the application materials under the Resource tab.

In accordance with 49 CFR 37.77, I certify on behalf of our agency that its demand-responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the services provided other individuals with respect to the following characteristics:

- Response time
- Fares
- Geographic area of service
- Hours and days of service
- Restrictions or priorities based on trip purpose
- Availability of information and reservation capability
- Any constraints on capacity or service availability

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Name of Authorized Individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B – INDEPENDENT COST ESTIMATE**Instructions for Use

1. Use this template for developing independent cost estimates (ICE) for formal solicitations. The ICE must be signed and dated. The ICE and any supporting documentation must be filed in its appropriate place in the Procurement History File.
2. Purchase Request Number – If applicable, insert Purchase Request identifier.
3. Item Description/Project Name – Enter a brief description of the item or service to be purchased.
4. Delivery/Completion Date – Enter the date that the item or service must be delivered or completed.
5. Preparer's Name and Signature – Print and sign if you are the developer of the ICE.
6. Total Estimated Price/Cost – Enter the procurement's total anticipated price or cost. Include option years, if applicable.
7. Date of Estimate – Enter the date that the ICE was developed.
8. Method – Check all of the listed methods which were used in developing the current ICE and attach any supporting documents such as catalog or Internet-based search pages, etc.
9. Cost Estimate Details – When you anticipate that cost analysis will be necessary in order to determine the procurement's "price reasonableness" prior to award and in developing cost estimates using cost groupings (elements) such as Materials, Overhead, SG&A (Selling, General, and Administrative expenses), refer to the cost principles set forth in Federal Acquisition Regulation (FAR) Part 31, Contract Cost Principles and Procedures).

(INSERT NAME OF TRANSIT SYSTEM)

**INDEPENDENT COST ESTIMATE – Be sure to provide at least three estimates!**

Purchase Request Number	Item Description/Project Name	Delivery/Completion Date
Name/Signature of Preparer	Total Estimated Price/Cost	Date of Estimate

Method. The above estimate has been developed as follows (check all that apply):

Published catalog or price list (attach pertinent catalog or price list pages).

Recent prices for the same or similar item/service (identify contracts, purchase orders, sources, and additional helpful information (e.g. dates of award), and **attach any pertinent documents**)

In-house engineering or technical estimate

Independent Third-Party estimate. Attach estimate and who the estimate is provided by

Other (specify):

If appropriate, the estimates/prices herein have been made current by adjusting for inflation using

the following Producer or Consumer Price Index (**attach line item number and date**)

**Cost Estimate Details.** Details for the estimated price/cost identified are shown below.

	Product	Unit Cost	Notes / Data Source
		Delivered	
A	Minivan	\$30,000	Patter's Transit Shop – Quote is attached below

B	Item / Task:					
	Product	Other Direct Costs	Labor Cost per Hour	Total Hours	Total	Notes
	Landscaping – Flowerbed	Materials - \$2,000	\$150	10	\$3,500	Quote attached

**NOTE: For complex projects or tasks, attach additional supporting documentation, as appropriate**

**QUOTE ATTACHMENTS (Be sure to include dates and do not get quotes from vendors you want to solicit to):**



**APPENDIX C – SOLICITATION/CONTRACT TIMELINE**  
**NOTE: Solicitation means Invitation for Bid (IFB) or Request for Proposals (RFP)**

*Section 4, Item C.*

Instructions for Use

1. This sample timeline may be used for sealed bid or negotiated procurements. See the Request for Proposals Procurement Toolkit for guidance concerning the Procurement Plan and timeline. When appropriate, use this format for developing the procurement timeline, which must accompany the signed Procurement Plan (Form DOA-3720) submitted to WisDOT for pre-release approval of the solicitation.
2. When establishing dates for events that require WisDOT approval, consult with WisDOT to ensure adequate time for such review and approval.
3. Depending upon the circumstances of the procurement, some blocks may be left unfilled. Be sure to show at least 30 days for the procurement to be posted on VendorNet.
4. Retain this Timeline, along with the Procurement Plan, in its appropriate place within the Procurement History File.

**APPENDIX C – SOLICITATION/CONTRACT TIMELINE**  
**NOTE: Solicitation means Invitation for Bid (IFB) or Request for Proposals (RFP)**

*Section 4, Item C.*

<b>EVENT</b>	<b>SCHEDULED DATE</b>	<b>COMPLETION DATE</b>	<b>COMMENTS/NOTES</b>
Prepare the solicitation/contract timeline.			Ensure that all parties with a vested interest in the procurement agree with the timeline (this includes WisDOT).
Subrecipient registers with Wisconsin VendorNet, if not already registered.			Register at: <a href="http://vendornet.state.wi.us/vendornet/default.asp">http://vendornet.state.wi.us/vendornet/default.asp</a>  VendorNet is free and meets FTA requirements to stimulate competition. Local advertisement is permissible but is not adequate as the single means to advertise the procurement.
Review procurement policies and procedures applicable to either Invitation for Bid (IFB) procurements (sealed bids) or Request for Proposals (RFP) for negotiated procurements.			Refer to the appropriate Procurement Toolkit and follow established Federal and State procurement rules to ensure maximum program funding assistance.
Ensure adequate funding sources.			Document the source of funds for the instant procurement as well as for any option periods.
Develop appropriate procurement specifications.			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.  Write a specification that describes the procurement needs completely, clearly, and accurately and which will facilitate “full and open” competition.
Prepare the Procurement Plan.			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.  The Procurement Plan should address the title of the procurement, method of procurement, contract term (including any option periods), estimated annual costs, how the procurement will be advertised to maximize “full and open” competition, any special provisions, proposed evaluation factors, and technical evaluation team members (if applicable).
Develop an Independent Cost Estimate (ICE).			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.  FTA requires that the ICE be developed before bids or offers are received. The ICE is only one tool that must be used to perform the required cost or price analysis.  Prior year costs, adjusted for inflation, quantity changes, etc., may help in developing estimated costs for the instant procurement.
Develop appropriate solicitation language that addresses the factors that will be considered for award. Ensure that any technical evaluation team members understand their responsibilities, (including safeguarding source selection information as defined in the Procurement Toolkit).			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.
	<b>SCHEDULED</b>	<b>COMPLETION</b>	

**APPENDIX C – SOLICITATION/CONTRACT TIMELINE****NOTE: Solicitation means Invitation for Bid (IFB) or Request for Proposals (RFP)**

<b>EVENT</b>	<b>DATE</b>	<b>DATE</b>	<b>COMMENTS/NOTES</b>
Establish the date for a Pre-Bid or Pre-Proposal Conference, if needed.			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.  Requires prior WisDOT approval. Identify the date and location for the Pre-Bid Conference in the IFB.
Prepare solicitation boilerplate, any special provisions, and the bidders mailing list (source list).			Refer to the appropriate section of the IFB or RFP Procurement Toolkit.  Use the sample solicitation templates included with the respective Procurement Toolkit, appropriately filled out and any changes to the boilerplate highlighted to facilitate WisDOT review. Include applicable State and Federal clauses and any required certifications. Demonstrate that maximum competition is being sought.
Submit the solicitation, bidders mailing list, Procurement Plan and timeline (if required) to WisDOT for review and approval.			Solicitation may not be released until reviewed and approved by WisDOT.
After receiving WisDOT approval, release the solicitation. Initiate advertisement on VendorNet. Post the solicitation on VendorNet.			For optimum competition, establish a closing date at least 30 days after solicitation release. Proof of advertising should be retained for the Procurement History File.
Finalize Pre-Bid or Pre-Proposal Conference arrangements.			If WisDOT has approved such conference, arrange for the location and proper recording of conference procedures and events.
Last day for potential bidders or offerors to submit written questions for consideration and answer.			Present Questions and Answers (Q&A) at the Pre-Bid or Pre-Proposal Conference, if held. If held, properly record additional Q&A that arise during the conference.
Prepare written answers to all questions raised. Draft appropriate solicitation amendment. Confirm original closing date or extend closing date as necessary.			Ensure that WisDOT reviews all proposed solicitation amendments.  Confirm the original closing date or if the amendment makes any significant changes to the solicitation, extend the closing date to allow potential bidders or offerors to consider the impact of any changes that may potentially impact bidders.  Ensure that all potential bidders or offerors acknowledge receipt of all amendments when bids/offers are submitted. Retain all Q&A and solicitation amendments for the Procurement History File.
Solicitation closing date.			Record the date and time of all bid or proposal packages as they are received. Accept no late bids or proposals.  Safeguard all bids/offers received. Follow appropriate bid opening procedures and immediately examine all bids for mistakes.
<b>EVENT</b>	<b>SCHEDULED DATE</b>	<b>COMPLETION DATE</b>	<b>COMMENTS/NOTES</b>

## APPENDIX C – SOLICITATION/CONTRACT TIMELINE

Section 4, Item C.

**NOTE: Solicitation means Invitation for Bid (IFB) or Request for Proposals (RFP)**

Begin bid/offer evaluations.			<p>Determine bidder “responsiveness” using the guidelines in the IFB Procurement Toolkit.</p> <p>For negotiated procurements, identify any exceptions noted by offerors in their proposals and determine whether such exceptions are acceptable to the customer.</p> <p>Use only the evaluation factors identified in the solicitation. If options are being solicited, evaluate all options.</p>
Address any clerical or other mistakes discovered during the evaluation phase.			Refer to the IFB Procurement Toolkit and work closely with WisDOT in resolving mistakes identified or alleged before award.
Complete bid evaluations.			Properly document the results of bid evaluations and/or any technical evaluations and identify the apparent “responsive” low bidder.
Determine “price reasonableness” of the apparent low, responsive bidder’s price.			Refer to appropriate section of the IFB or RFP Procurement Toolkit.
Determine “responsibility” of the apparent responsive low bidder or of the apparent successful offeror.			Refer to the appropriate section of the IFB or RFP Procurement Toolkit. As a minimum, check the bidder’s/offeror’s references and the Excluded Parties List. Document the file.
Finish preparing the Procurement History File.			Use the recommended file checklist in the IFB or RFP Procurement Toolkit.
Submit the proposed award and all supporting documentation for all required approvals.			Obtain WisDOT approval to proceed with the Notice of Intent to Award” before obtaining any required local approvals.
Receive final approval and issue “Notice of Intent to Award.”			Handle all queries concerning review of procurement information, intent to protest, and protests in accordance with local and State regulations. Notify WisDOT and the Federal Transit Administration of any protest.
Contract award date.			Allow sufficient time after posting the “Notice of Intent to Award” and before contract award to allow for filing of any intent to protest or protest.
Extend current contract, if needed.			For contract services, if a protest will impact the new contract start date, consider extending the currently existing contract to provide continuation of services until such time that the protest is resolved (but only if the current contract allows for such extension and such extension is approved by WisDOT and local authorities).
Contract start date.			All subsequent option years will be exercised in accordance with existing contract terms and conditions and begin January 1 <sup>st</sup> of each successive year. Conduct market research to affirm “price reasonableness” of option year prices prior to exercising the option.



## Procurement Plan

### Instructions:

For delegated agencies, Procurement Plans are submitted directly into Procurement Request Portal at <https://rpa.wi.gov>. Use of this form is not required.

For CAPS agencies, complete this form and submit to your designated CAPS liaison. The CAPS liaison will submit the Procurement Plan into the Procurement Request Portal.

Section 1: Procurement Type and General Information		
Agency:		Date Submitted:
<input type="checkbox"/> Request for Proposal (RFP) (PRO-306)	<input type="checkbox"/> Cooperative Purchasing over the official bidding threshold (PRO-502)	
<input type="checkbox"/> Request for Bid (RFB) for services, or for commodities with a service component valued over official bidding threshold (PRO-304)		
<input type="checkbox"/> Collective purchase where the <b>direct supplier</b> is another state or a Wisconsin municipality, valued over official bidding threshold (PRO-502)		
Agency Contact Name:	Phone Number:	E-Mail Address:
Tracking number (where applicable; assigned by agency):		
Title of Procurement:		

Section 2: Description and Rationale	
Description of commodity/service: Provide a clear and concise summary what you are buying and who will use the resulting contract, written in language understandable to readers with no knowledge of the commodity/ service.	
NIGP Commodity Code(s):	
Rationale for use of the RFP process:	
Proposed Initial Contract Term	Number of Renewals:
Estimated Annual Dollar Amount:	Estimated Total Dollar Amount (with all renewals):
Does your agency intend to include a provision for a contingent extension period, beyond the renewal periods? If "yes", you must include a provision in the solicitation for contract extension. See PRO-418, Extended Period Contracts, for conditions for use of extensions. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Term for Possible Extension:	
Does your agency intend to make the resulting contract available for piggybacking by other agencies? If "yes", you must include a provision for agency piggybacking in the solicitation; see PRO-502. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will the purchase result in a contract that is considered IT/telecom and valued over the High-Risk IT Procurement threshold? If "yes", complete Section 3 below; see PRO-508. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the purchase of software included in this request? If "yes", complete Section 4 below. N/A <input type="checkbox"/>	

**Section 3: Large, High-Risk IT Contract (Agencies Only; N/A for UW Campuses)**

As required by §16.973(10) and (13), Wis. Stats, contracts involving a large, high-risk IT project must include certain contractual terms and controls. Further, state agencies must ensure that software or cloud-based terms and conditions are reviewed and, if necessary, negotiated, with the same level of diligence employed with other state contract terms and conditions. Please complete Section 3 for contracts involving a large, high-risk IT project and include a technical contact that can be reached for questions related to your agency's request.

Agency Technical Contact Name:

Phone Number:

E-Mail Address:

☐ My agency has reviewed PRO-508, Information Technology (IT) and Telecommunications Procurements and PIM 22-001 Large, High-Risk Contract Review and Approval Process and will adhere to all required policy and procedure contained therein.

**Section 4: Software Purchase Impact on STAR System (STAR Agencies Only; N/A for UW Campuses)**

State agency software purchases must be compliant with the STAR Software Purchasing Policy (see PIM 17-001 and additional reference material attached therein). Please complete Section 4 for software purchases and include a technical contact that can be reached for questions related to your agency's request.

Agency Technical Contact Name:

Phone Number:

E-Mail Address:

☐ My agency has reviewed the in-scope modules of the STAR System and we **do not** consider the requested software to overlap or conflict with system functionality.

☐ My agency has reviewed the in-scope modules of the STAR System and the requested software does appear to overlap or conflict, in whole or in part, with system functionality. We hereby request that approval be granted to make the purchase. Provide a rationale for approval of the request where there appears to be a conflict or overlap with the STAR System:

This document can be made available in alternate formats to individuals with disabilities upon request.

*Section 4, Item C.*