

Cape Cod Commission Bicycle Rack Program: Participation Guidelines

Year 2: FY17 – FY18

Participation:

The procedure outlined below must be followed in order to select and purchase bicycle racks that will be eligible for reimbursement through the program. Any and all documentation must be submitted by individuals authorized to contract on behalf of the eligible entity.

Step 1 – Subscription Form; Order Proposal Form:

To participate in the program, first complete and return the **MAPC - Cape Cod Commission Bike Parking Subscription Form (Form #1)**, and **Order Proposal & Location Form (Form #2)**.

Form #1 must be signed by a person with contracting authority for your municipality or agency. Please sign the form and email or mail to Maria McCauley at mmccauley@capecodcommission.org

Metropolitan Area Planning Council (MAPC) has entered into a collective procurement agreement, pursuant to M.G.L. c.7s.22B, on behalf of its participating municipalities and other regional planning agencies in Massachusetts, such as the Cape Cod Commission. Eligible entities simply sign on to the MAPC collective procurement to participate in the program.

MAPC has selected three vendors to offer bicycle parking infrastructure for purchase through the program. The vendors are **Saris**, **Dero**, and **Creative Metalworks**. Only products from the MAPC-approved pricelist will be eligible for reimbursement as part of this program. Please see the attached Bike Parking Pricelist. Pricelist and all required forms are also available on the Cape Cod Commission's website:

<http://www.capecodcommission.org/bikeracks>

MAPC - CCC Bike Parking Subscription Form (Form #1), and Order Proposal & Location Form (Form #2) must be submitted no later than **March 31, 2018**. Cape Cod Commission will review proposals and notify applicants regarding approved locations and funding no later than April 10, 2018.

If the total cost of all proposals exceeds available funding, funds will be allocated according to each municipality's population percentage. If funds are not fully allocated by April 10, 2018, the Cape Cod Commission will inform eligible entities of funds availability and allocate the remaining funds on a first-come, first-served basis.

Step 2 - Place Your Order & Install Racks:

Once notified by the Cape Cod Commission via email or letter that your order has been approved, obtain a purchase order from your procurement department and place your order directly with the vendor(s) for the particular product(s) that you wish to order. Please submit your purchase order to the following

vendor's sales representatives:

Saris: Emelye Sturges,
esturges@saris.com
phone #: 608-729-6154

Dero: David Boyce
david@dero.com
617-869-5408

Creative Metalworks: Merrill Denney
merrill@creativemetalworksllc.com
503-868-7476

You must pay for the cost of the racks and shipping before being reimbursed. You are responsible for installation of the purchased equipment in accordance with the ***Cape Cod Commission Bicycle Rack Location and Installation Guidelines***.

Step 3 - Reimbursement:

Racks purchased through the program must be installed in accordance with the ***Cape Cod Commission Bicycle Rack Location and Installation Guidelines*** to be eligible for reimbursement. To qualify, the racks must be installed and reimbursement invoices must be received by the Cape Cod Commission no later than **June 30, 2018**.

Reimbursement invoices must include:

1. Signed ***Reimbursement Eligibility Form (Form #3)*** attesting that racks and locations are eligible.
2. ***Bike Rack Reimbursement Invoice form (Form #4)***
3. ***Bike Rack Installation Location form (Form #5)***
4. Digital photograph of each rack location **before** and **after** installation.
5. Copies of all **vendor invoices** (please highlight those items for which you seek reimbursement) with proof of payment.

Please submit the reimbursement invoice with all required documents and photographs to the Cape Cod Commission, to the attention of Maria McCauley, Fiscal Officer, by email to mmccauley@capecodcommission.org or by mail to Cape Cod Commission, 3225 Main Street, Barnstable, MA 02630.

The Cape Cod Commission will process reimbursement requests for all approved items within 60 days.