

## **Cape Cod Commission 2020-2021 Bicycle Rack Program**

### **Participation Guidelines**

#### Participation:

The procedure outlined below must be followed in order to select and purchase bicycle racks and associated equipment 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](mailto:mmccauley@capecodcommission.org)

Metropolitan Area Planning Council (MAPC) 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 selected the following four vendors to offer bicycle parking infrastructure for purchase through the program: Saris, Dero, Flycycle, and Madrax. Only products from the MAPC-approved pricelists will be eligible for reimbursement as part of this program. Pricelists and all required forms are available on the Cape Cod Commission's website:

<https://www.capecodcommission.org/our-work/bike-rack-program>

Cape Cod Commission is currently accepting proposals and allocating funds on a first-come, first-served basis.

Step 2 - Place Your Order & Install Racks & Associated Equipment:

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:

<b>Saris:</b>	Patricia Kapinos <a href="mailto:pkapinos@saris.com">pkapinos@saris.com</a> 608-729-6118	<b>Flycycle:</b>	Julia Hanson <a href="mailto:julia@flycycle.com">julia@flycycle.com</a> 617-301-1308
<b>Dero:</b>	David Boyce <a href="mailto:david@dero.com">david@dero.com</a> 617-869-5408	<b>Madrax:</b>	Kaitlyn Ellerman kellerman@madrax.com 608-849-1081

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

Step 3 - Reimbursement:

Racks and associated equipment 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 equipment must be installed, and reimbursement invoices must be received by the Cape Cod Commission no later than **November 30, 2020** (for bike rack proposals approved in spring of 2020), or by **June 30, 2021** (for bike rack proposals approved in fall of 2020).

Reimbursement invoices must include:

1. Signed ***Reimbursement Eligibility Form (Form #3)*** attesting that the equipment and locations are eligible.
2. ***Bike Equipment Reimbursement Invoice form (Form #4)***
3. ***Bike Equipment Installation Location form (Form #5)***
4. Digital photograph of each equipment 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, Administration and Finance Manager, by email to [mmccauley@capecodcommission.org](mailto: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.