

Cape Cod Commission 2022 Bicycle Rack Program

Participation Guidelines

The procedure outlined below must be followed to select and purchase bicycle racks and associated equipment that will be eligible for reimbursement through the program. 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 **Cape Cod Commission Bike Parking Equipment Program Subscription Form (Form #1)**, and **Order Proposal & Location Form (Form #2)**. All required forms can be found on the Cape Cod Commission Bike Rack Program page:

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

Form #1 must be signed by a person with contracting authority for your municipality or agency.

To complete **Form #2**, please reach out to one of the following bike rack vendors' sales representatives to obtain a quote for the proposed bike parking equipment:

Dero:	David Boyce	Madrax:	Kaitlyn Ellerman
	david@dero.com		kellerman@madrax.com
	617-869-5408		608-849-1080

Please request government pricing for the requested product. Shipping costs are considered part of the local match and should not be included in the Order Proposal form.

Cape Cod Commission is currently accepting proposals and allocating funds on a first-come, first-served basis and will be accepting applications **until September 30, 2022**.

Please email Form #1, Form #2, and the received price quote, to Maria McCauley at the Cape Cod Commission at mmccauley@capecodcommission.org

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) of the product(s) that you wish to order. Please note that these vendors are not on a Massachusetts state contract, therefore you are required to follow MGL 30B or your local procurement policies as appropriate.

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 **December 31, 2022**.

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, Finance and Administration Manager, 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.