



REQUEST FOR QUOTES (RFQ) FOR SMART COMMUTE'S ELECTRIC BIKE (eBike) PROGRAM

Smart Commute ("SC") is requesting Quotes from vendors to supply twenty-five (25) eBikes and Accessory Kits ("purchases or equipment"), and Services in support of an eBike Program ("Program") for low-income residents ("participants") in Adams and Broomfield counties. Learn more about the Program: <https://smartcommute.org/portfolio/ebike-program>. eBike deployment is when a group of participants are trained and pick-up their equipment. Note that not all eBikes will deploy at one time due to anticipated shortages in inventory and the number of participants that are ready for the Program. Because of this, vendors must be able to assemble and layaway SC's purchases free of charge until the equipment is deployed at a training. Services mean trainings, eBike safety checks, and tune-ups. Training means the vendor will show participants how to use the equipment and review basic bike safety, and rules of the road. Already deployed Participants are invited to all subsequent trainings for the vendor to perform free safety checks of the eBikes and to ask follow-up questions. SC assumes all trainings are included in the purchase of the eBikes if conducted at the vendor's location. SC will pay a lump sum fee of \$150 plus travel expenses (using federal standard mileage rate) for off-site training and deployment. Vendors may submit quotes for all, or any portion of the equipment needed for the Program but providing the services SC has outlined is required. Because one type of eBike does not fit all, Quotes may include multiple types, brands, and models, including recumbent eBikes for participants with accessibility needs; however, please refer to [page 4](#) for basic specifications for the eBikes.

Special Notes and Requirements:

1. Smart Commute is a nonprofit organization and not subject to sales tax.
2. The Regional Transportation District (RTD) is helping to fund the eBike Program. Because of their contribution, Smart Commute and any vendors associated with Phase-II of the eBike Program must carry the following commercial general liability insurance (CGLI) and add the Regional Transportation District and Smart Commute Metro North to your CGLI insurance policy:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
3. All 25 eBikes are expected to deploy by the spring of 2023. Quotes for all equipment shall be good through April 30th, 2023, and Service prices honored through September 2023.
4. **Vendor must be able to provide a net ninety (90) days payment for each invoice.**
5. **Communications:** All communications are handled through email to Jeanne Shreve, Smart Commute eBikes Program Manager at jeanne@smartcommute.org | (720.263.0106).
 - For questions about the RFQ, please submit no later than 3 p.m. on November 7, 2022, and include "eBike Quote Vendor Question" in the subject line. Responses will be provided by 5 p.m. on November 9, 2022.
 - To submit a Quote, please submit no later than 5 p.m. on November 11, 2022, and include "Vendor eBike Program Quote" in the subject line. A confirmation email that we receive your quote will be sent within 24-hours.
 - **Vendors may only contact Jeanne by phone if an email confirmation is not received.**

Smart Commute reserves the right to accept or reject any portion of, or all the Quote and to waive any irregularities or informalities. Smart Commute cannot be held responsible for any failure in the transmission of Quotes or correspondence/communications related to the Quotes.

Authorization Form

To submit a Quote, please complete and return the following documents [to Jeanne at jeanne@smartcommute.org](mailto:jeanne@smartcommute.org) by November 11, 2022:

1. On the RFQ Worksheet, please return:
 - a. Filled out Equipment Form, or use your own inventory form, as needed. Please feel free to add materials about the equipment.
 - b. Filled out Off-Site Training & Support Verification Form
 - c. Initialed Insurance Verification Form along with accompanying documentation of insurance coverage.
2. Signed and dated Authorization Form
3. Proof of insurance

By signing this Form, Vendor acknowledges that it has read and understands the parameters of Smart Commute’s RFQ as described and will provide the equipment and services on the attached inventory form.

Company Name: _____

Retail Site Address: _____

Clearly print Name of Authorized Vendor Agent: _____

Phone: _____

Signature of Authorized Vendor Agent: _____

REQUEST FOR QUOTES – Smart Commute eBike Program

Smart Commute Request for Quotes Worksheet					
Company: _____ Contact Name: _____					
Address where inventory is stored/training will take place: _____					
Contact's Phone: _____ Contact's Email: _____					
Equipment Form					
Equipment -- links to spec sheets appreciate!	# Of Units	Date Available	Sizes available for eBikes	Unit Cost	Subtotal Costs for Equipment
eBike /recumbent eBike Inventory					
Adult Helmet					
Long U-Lock/long cable Set (u-lock size be able to secure the bulkiest frame to a bike rack)					
Floor pump					
Set of Panniers					
Accessory Kit (flat repair, hand pump & hex wrench)					
Light set (min 500 lumen front/65 lumen back)					
Flat tire sealant		N/A	N/A		
Equipment subtotals					
Check box if attaching inventory sheet(s) instead of filling out form <input type="checkbox"/>			Total Costs for Equipment Quote		
Off-Site Training & Support Verification Form					
Services Provided	Vendor can provide on-site free of charge	Vendor can provide off-site training for quoted fee	Fee		
eBike Safety & Operations Training	Yes (pls initial _____)	Yes (pls initial _____)	\$150		
Provide free eBike safety checks on-site and off-site	Yes (pls initial _____)	Yes (pls initial _____)	N/A		
Guaranteed Price for annual tune-up in 2023	N/A	N/A	\$_____ per tune-up		
Insurance Verification					
Insurance documentation is attached	Yes (pls initial _____)	Your bike shop agrees to add the Regional Transportation District and Smart Commute to their insurance policy	Yes (pls initial _____)		

REQUEST FOR QUOTES – Smart Commute eBike Program

General eBike Specifications and Quote Evaluation Criteria

General eBike Specifications:

- Class 1 pedal assist – eBikes should have multiple levels of assist so riders may choose how much assistance they receive from the motor
- Size – able to provide low step-through eBikes in small, medium, and large sizes to fit a variety of heights
- Range – eBikes should be able to go at least 30 miles on a single charge
- Battery -- must be rated at a minimum of 400 Wh and 36V
- Motor – prefer mid-drive motor. Size not to exceed 750 watts of power
- Integrated rack and fenders
- Standard bell
- Flat Resistant Tires – should be suitable for commuting and include flat tire sealant

Of the twenty-five eBikes needed, Smart Commute has budgeted for up to five (5) electric recumbent eBikes or adaptive-use equipment for regular eBikes for participants with physical challenges to riding an upright bike. Bike shops specializing in recumbent eBikes or adaptive equipment are encouraged to submit a quote to provide up to 5 participants recumbent eBikes and/or adaptive equipment, training, and a maintenance package. All vendors are encouraged to partner with specialized bike shops on quotes if they do not handle recumbent eBikes or adaptive equipment for regular eBikes.

Actual adaptive-use equipment needed will be evaluated on an individual basis after contract award.

Smart Commute will evaluate Quotes based on the following criteria:

Weighting factor	Criteria
20%	Cost and Value
25%	Capability to supply eBikes and accessories
25%	Vendor location & Customer service support
30%	Product availability (lead time for delivery)