

REQUEST FOR QUOTES (RFQ): SRTA Electric Bicycle and Scooter Purchases

Issued June 4, 2018

Submittals are due by 4:00 PM on June 14, 2018

**Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190**



Intent

The Shasta Regional Transportation Agency (SRTA) seeks quotes from vendors for the initial purchase of up to four electric bicycles (e-bikes) and one foldable electric scooter to be used for demonstration purposes at outreach events, employee use, and other purposes that may align with SRTA's regional transportation goals.

Need

SRTA (www.sрта.ca.gov) is a small, independent government agency responsible for regional transportation planning activities for the Shasta Region. SRTA studies the region's transportation needs, pursues potential funding sources for projects, and works with government agencies, non-profits, and the public to determine what future improvements are needed. SRTA's goals include optimizing the use of existing regional roadways to prolong functionality; providing an integrated, context-appropriate range of practical transportation choices; and creating vibrant, people-centered communities.

According to the Federal Highway Administration, 40% of all trips are less than two miles. Shifting even a fraction of these trips to more efficient modes of transportation like electric bicycles could help SRTA achieve the above goals as well as reduce greenhouse gas emissions.

SRTA is currently seeking to make an initial purchase of up to four e-bikes and one electric scooter to be used for demonstration purposes at outreach events, employee use, and other purposes that may align with SRTA's regional transportation goals. Additional e-bikes or scooters may be purchased depending on interest. SRTA hopes to demonstrate the variety of useful applications for personal electric transportation and increase awareness of its utility for commuting, hauling personal or business cargo, running errands, and completing multimodal trips. To this end, SRTA is looking for five unique models for a range of applications and abilities: a cargo e-bike, a commuter e-bike with a step-through frame, a folding e-bike, a foldable electric scooter, and others from the following list: a tandem e-bike, tricycle e-bike, a different model of cargo e-bike (e.g. an electric bakfiets in addition to an electric longjohn), or other types suggested by vendor to meet SRTA's intent.

Furthermore, the e-bikes should also meet the following specifications:

Required For All E-bikes	Desired, but Not Required:
• Type-1 with throttle and pedal-assist • Governed to a maximum of 20 MPH • Lithium-ion battery • Range of no less than 20 miles • Front and rear fenders • Headlight • Bicycle bell • Minimum of one-year warranty	• Chainguard • Integrated locking system • Two-year warranty • GPS tracking in case of theft • Frames painted in custom SRTA teal color • SRTA decals
Additional Requirements for Cargo E-bike(s)	
• Cargo box or rack with panniers/bags • Cargo hauling capacity of no less than 300 pounds in addition to the rider. • Disc brakes	

This purchase will be funded with federal and/or state funds.

Quote Format and Content

At a minimum, qualifying quotes must include the following:

1. **Transmittal letter**, signed by an officer who may contractually bind the business, stating the quote shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The letter should also note how the respondent heard of this RFQ.
2. **Description of the vendor firm** and manufacturer(s), if different.
3. **Representative list of similar clients**, no more than three, within the last five years, including: model(s) purchased and client reference.
4. **Manufacturer spec sheets** for each model of electric bicycle or electric scooter offered in the quote
5. **A cost quote** inclusive of all items, services, overhead, and direct expenses. Any additional on-call support fees or other services should also be clearly identified. SRTA would entertain allowing a marketing provision in exchange for a discount on the purchase. While SRTA would prefer to purchase the items outright, it could opt for a lease arrangement that includes service, maintenance, and the option to upgrade the items at the end of the term. Please feel free to quote prices for either or both purchasing options.

Schedule

SRTA will follow the timetable listed below:

- Issue RFQ: Monday, June 4, 2018
- Deadline for written vendor questions: Friday, June 8, 2018 by 8:00 AM
- Deadline for SRTA responses to vendor questions: Monday, June 11, 2018
- Deadline for vendor submittal of quote: Thursday, June 14, 2018 by 4:00 PM.

Questions

All inquiries must be submitted in writing no later than 8:00 AM on June 8, 2018 to the below contact person(s). **Questions taken from prospective vendors, and responded to by SRTA staff, will be posted on the [SRTA website](http://www.srta.ca.gov) no later than Monday, June 11, 2018.** Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFQ, or for responses to questions received.

Contact Person(s)

Michael Kuker
Assistant Transportation Planner
mkuker@srta.ca.gov
530-262-6204

or Daniel S. Little, AICP
Executive Director
dlittle@srta.ca.gov
530-262-6190

Deliverables

To respond to this RFQ, please complete and return your quote regarding items 1-5 under the above Quote Format and Content section. SRTA requests that the submittal be no more than 10 pages total, including attachments.

Evaluation Criteria

A committee will evaluate vendor(s) quotes using the following evaluation criteria and may also perform random reference checks.

Table 1 – Vendor(s) Quotes Criteria Evaluation

Criteria	Scoring
Customer Service, Support, and Warranty from Vendor	20
Reputation of Manufacturer	25
Specifications Met	25
Overall Value	25
DBE	5
Total:	100

Vendor Selection Process

A selection committee will select a vendor or vendors and establish a vendor list by the following process:

1. Based on the evaluation criteria scoring and information received from references, the committee will select one or more vendor(s) from whom to make an initial purchase of up to four e-bikes and one electric scooter. Furthermore, said committee will place qualified vendors on a ranked vendor list—to be valid for one year—for subsequent electric personal transport purchases, if any.
2. The highest ranked vendor(s) may be invited to participate in a phone interview.
3. Selected vendor(s) will be sent a purchase agreement.

Response Deadline

The deadline for submission of quotes is June 14, 2018 at 4:00 PM. Quotes should be submitted electronically to srta@srta.ca.gov. Electronic submission is preferred, but hard copy submissions are also accepted at:

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Please mark on the outside “SRTA Electric Bicycle Purchases.” Submittals that are not received by the specified deadline will not be accepted—no exceptions. SRTA reserves the right to request follow-up information or clarification from vendors in consideration.

Other Information

The cost of preparing and submitting a quote is at the sole expense of the respondent. SRTA reserves the right to reject any or all quotes, and to waive any informality, technical defect, or clerical error in any quote at SRTA’s discretion. Solicitation of quotes in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the SRTA executive director or board of directors.