



City of West Hollywood

## Employee Bicycle Share Pilot Program

Responses to RFP Questions Due Today, 03/14/14 at 4:00pm

### RFP Questions & Answers:

(City responses in red)

1. Who is assuming the cost of the bicycles and other equipment, the City or the Vendor?  
The vendor should factor in all costs: bicycles, bike pumps, bike racks, and other necessary equipment, into the fee presented to the City.
2. How do you want the Vendor to quote the cost for the equipment since it doesn't fit in "hourly fee basis"  
Please disregard '1.6 Fees', on page 5 of the RFP. It was an error and should read that all fees are to be inclusive of labor, equipment and materials (not on a fixed hourly fee basis).
3. Can we offer the City multiple options for equipment with different pricing?  
Yes.
4. Will all locations require a full-time on site employee, or could the city employees complete a paper registration form or an online form hosted by the vendor's website for the bike check-in and out process?  
No full time on-site employees are required. A paper log, online log, or app would all be acceptable forms of check-in/check-out.
5. Will the City be housing the (chainlink) structure for the bikes and misc. equipment inside of a secured building or outside in a public place?  
Chain-link structures would be placed in secured public parking facilities with parking staff on-site during operating hours.
6. How many educational seminars will be required, how many attendees at each session and where will the seminars take place?  
Only one educational seminar is required. The City will work with vendor to identify an appropriate location. City facilities will be made available as potential locations and all City employees will be invited (239), however the training will be voluntary.
7. Is the "relocation" of bikes required of the vendors only between the proposed locations or could multiple pickup locations be required?  
Redistribution of bikes is only required at the proposed locations in the RFP.
8. Could the relocation of bikes be accomplished with cargo bikes at the vendor's discretion?  
The vendor must describe in detail how they will accommodate the program's redistribution needs. The City will consider all methods of redistribution.
9. Who makes the determination as to when the relocation of bikes is required?  
The RFP requires a once-a-day redistribution schedule. The objective is to ensure availability of bikes in direction of travel with the highest demand. The redistribution schedule will be re-evaluated periodically.

10. Is the vendor free to use various bike styles and brands or do all the bikes have to be completely identical, similar to the Citibikes of NYC?

Bicycles must be newer models and meet the specifications of the RFP, however they do not need to be identical in look or style, as long as they all have consistent identifying signage or decals.

11. Does the living wage ordinance requirement apply to all of the contractor's employees or just the ones utilized for this project?

The living wage ordinance applies to all City contractors and projects.