

City of Worcester – CMRPC Bicycle Parking Program: Participation Guidelines

Participation:

The procedure outlined below must be followed in order to select and purchase bicycle racks 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 city/town/agency.

Step 1-Subscription Form:

To participate in the program, first complete and return the **City of Worcester-CMRPC Bicycle Rack Program Subscription (#2)** form. The form must be signed by a person with contracting authority for your municipality or agency. Please sign the form and email or fax to the contact at the bottom of this page.

CMRPC will send you confirmation after the subscription form is received. You may then begin to select bike rack equipment per the procedure outlined below.

Step 2-Choose Bike Racks:

The Bicycle Parking Program Advisory Group has selected two vendors to offer bicycle racks for purchase through the program. The vendors are Matrurano Recreation Co. and Playcore Wisconsin.

Only products from the approved vendors will be eligible for reimbursement as part of this program. The eligible products have been carefully selected to meet state of the art bicycle parking standards.

MARTURANO RECREATION COMPANY
James Marturano
Spring Lake, NJ 07762
800-922-0070
marturano@gametime.com

PLAYCORE WISCONSIN dba BIGTOYS
Natalie Child
Tumwater WA 98512
360-528-8697
nchild@bigtoys.com

Step 3-City of Worcester/CMRPC Pre-Approval:

You must send CMRPC your proposed order quotes and installation location on the **Order Proposal & Location Form (#3)**. Quotes will be evaluated using the Bicycle Parking Advisory Committee Location Evaluation Criteria; those deemed acceptable will be approved on a monthly basis on the first day of the month, beginning on 03/01/2016. There is a maximum reimbursement amount for each community based on population. Contact Dan Daniska at (508) 459-3331 or ddaniska@cmrpc.org for more details.

Step 4-Place Your Order & Install Racks:

Once notified by CMRPC via email or letter that the City of Worcester has approved your order, place your order and arrange shipment directly with the vendor(s) of the particular product(s) that you wish to

order. You must pay up-front for the cost of the racks and shipping. You are responsible for installation of the purchased equipment according to the ***City of Worcester/CMRPC Bicycle Rack Location and Installation Guidelines (#4)***.

Step 5-Reimbursement:

Racks purchased through the program must be installed according to the ***City of Worcester/CMRPC Bicycle Rack Location and Installation Guidelines (#4)*** in order to be eligible for reimbursement. To qualify, the racks must be installed and invoices must be sent no later than 12/31/2016.

To receive reimbursement, follow the steps below:

1. Take a digital photograph of each rack location **before** and **after** installation.
2. Sign a ***Reimbursement Eligibility Form (#5)*** attesting that racks and locations are eligible.
3. Complete the ***Bike Rack Reimbursement Invoice (#6)*** and the ***Bike Rack Installation Location (#7)*** forms and include copies of all vendor invoices, highlighting those items for which you seek reimbursement.
4. Submit the ***Reimbursement Eligibility Form (#5)***, ***Bike Rack Reimbursement Invoice (#6)***, ***Bike Rack Installation Location (#7)***, and proof of installation (photos) by email to CMRPC. Documents & Photographs may be submitted by email to Dan Daniska, Transportation Planner at CMRPC, ddaniska@cmrpc.org.
5. The City of Worcester will reimburse you directly for all approved items on a monthly basis.

Note: Forms 2, 3, 5, 6, 7, and 8 must be completed and returned to Dan Daniska, Transportation Planner at CMRPC, ddaniska@cmrpc.org