

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – EECBG Low-income E-Bike Rebate Program**

Solicitation Number: RFQ 24-127; RFx 6100018406

Description: The City of San Antonio's (City) Office of Sustainability (OS) is requesting Proposals from local bike shops that stock and sell e-bikes (Respondents) to participate in the Low-Income E-bike Rebate Pilot Program.

### **Low-Income E-bike Rebate Pilot Program Description:**

The City and Opportunity Home will conduct outreach with Opportunity Home residents to select participants for the e-bike rebate program. Participants will be chosen from a pool of Opportunity Home resident applications. Program participants must be 18 years of age or older. Only one (1) applicant per household will be selected to maximize household participation.

Once program participants are chosen, participants will be required to attend and complete AAMPO's Street Skills class. Once the Street Skills class is complete, the applicant will be awarded a voucher for \$1,000 towards the purchase of an e-bike. The voucher will take the form of a document with a unique serial number and expiration date that will be presented to the Respondent by the voucher awardee.

The awardee will present this voucher to the Respondent (bike shop). The Respondent will verify the awardee's identification against the voucher to ensure the voucher has not expired. The Respondent will also be responsible for populating information on the voucher.

### **Applicable Product Categories:**

80534 – Bicycles and Tricycles, All Types: Children's, Mountain, Racing, Recumbent, Tandem, Touring, etc.

92962 – Motorcycles, Bicycles, Motor Scooters, and Truckster, Including Golf Carts, Maintenance and Repair.

**Date Issued: August 19, 2024**

**Due Date & Time: October 3, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on August 26, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2632 129 4521 | **Meeting Password:** E-Bike2024

### **Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m593b2e32632eb78bff09c19358954444>

Staff Contact Person: Gregory Desir, Procurement Specialist III, [Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)



**Evaluation Committee Voting Members:**

Douglas Melnick, Chief Sustainability Officer, Office of Sustainability  
Ricardo Ambriz, Sustainability Transportation Manager, Office of Sustainability  
Golda Obinzu, Energy Manager, Office of Sustainability  
~~Vidyadhari Dandamudi, Sustainability Coordinator, Opportunity Home San Antonio~~  
Kate Jaceldo, Climate Adaptation Manager, Office of Sustainability  
Michael Lopez, Special Project Manager, Opportunity Home San Antonio

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an “A” session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on August 28, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Gregory Desir, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:  
<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>. Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

