



Cleveland – Cuyahoga County Bike Share & Micro-Mobility Network Equipment Expansion

Request for Proposals

December, 8th 2020

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1 INTRODUCTION

Cuyahoga County, in coordination with the City of Cleveland and Bike Cleveland, is soliciting proposals from a qualified consultant to:

- 1) develop recommendations for shared mobility network equipment, including a hub typology,
- 2) assign parking hub types to locations specified by participating municipalities;
- 3) complete graphic design for signage, stickers, and any other customizable elements included in the network equipment recommendations; and
- 4) create bid specification sheets to be used in procuring the necessary equipment.

This shared mobility network equipment expansion, funded through the Transportation for Livable Communities Initiative of the Northeast Ohio Areawide Coordinating Agency, will support a dynamic and equitable public bike and scooter share system.

The proposed network equipment will expand Cleveland’s existing bike and scooter share program, and will be placed within the geographies served by the current system as well as a broader geography in Cleveland and Cuyahoga County, as outlined in the Scope of Services. The proposed equipment will provide supportive infrastructure in the form of bike share and scooter parking and education solutions that enable the general public to rent bicycles and scooters at low cost and use the system in an orderly fashion, thereby increasing access to jobs, services, education, cultural, and recreational destinations while also improving community health and supporting local economic development. Proposals should include best practice technologies in equipment and design, and demonstrate an equitable and sustainable approach in locating parking and educational infrastructure that extends the reach and accessibility of traditional “docked” shared mobility systems.

Implementation of the network equipment recommendations created through this solicitation will be bid out separately in a manner consistent with the requirements of the Ohio Department of Transportation. Implementation is planned for Spring 2021, with potential expansion through 2022 and beyond.

INSTRUCTIONS

Bike Cleveland will accept questions about this RFP through Wednesday, December 16th via email only to jacob@bikecleveland.org. Please label question emails with the subject: “Bike Share Network Equipment Expansion RFP – Cleveland Cuyahoga County - Questions.” Responses will be shared with all interested parties and posted to BikeCleveland.org/BikeShareRFP no later than Friday, December, 18th at 3pm.

Proposals are due to Bike Cleveland in PDF format by Thursday, December 31st 2020 at 5pm EST. Proposals received after the deadline will not be considered.

Please limit your response to no more than 15 pages. Additional materials that cannot reasonably be shared within these pages (i.e.: resumes, proof of insurance, etc.) can be provided in appendices referenced throughout your response. Email proposals to Jacob VanSickle at

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jacob@bikecleveland.org with the subject: “Bike Share Network Equipment Expansion RFP - Cleveland Cuyahoga County – Proposal.”

2 BACKGROUND

REGIONAL CONTEXT

Cleveland is a city of approximately 379,200 residents across 78 square miles. It is the largest city in Cuyahoga County, which has approximately 1.2 million residents across 59 municipalities and 457 square miles. There are more than 665,000 jobs spread across Cuyahoga County, with the region's two largest employment hubs in the City of Cleveland (Downtown - 110,000 employees and University Circle - 50,000 employees). Cleveland and Cuyahoga County experienced their highest ever visitor total in 2018, attracting 19.2 million visitors and representing the 8th straight growth year.

The City and County have made commitments to increasing the use of bicycles and other shared mobility devices as a way to access jobs and services, improve community health, and recreate. Multiple municipalities have achieved Bicycle Friendly Community status through the League of American Bicyclists¹ throughout the County and there is a growing number of Bicycle Friendly Businesses. The City and County maintain [bicycle](#) and [greenway](#) plans and have consistently added on- and off-road facilities to a growing bicycle network that appeals to all levels of cyclists. Multiple jurisdictions in Cuyahoga County have staff dedicated to sustainability and bicycle and pedestrian planning, along with a number of community organizations and employers who have placed a high value on active transportation.

VISION/GOALS

Vision

The vision of the local partners is to provide a shared mobility system that expands upon the existing network to reach a broader community of users across the City of Cleveland and Cuyahoga County. The expanded system should achieve the following goals and should serve as a model of equitable accessibility, operational excellence, multi-agency partnership, and fiscal responsibility.

Goals

Social & Geographic Equity

Objective: Provide a system that is accessible to a broad cross-section of people living in and visiting Cleveland and Cuyahoga County.

- Integrate bike share as an extension of the region's public transit network.
- Focus station planning and growth to expand the geographic coverage to include expansion across Cleveland and Cuyahoga County.
- Develop a system that engages and serves users in minority and low-income communities and improves access to key destinations, such as jobs and recreation.

¹ Cleveland, Lakewood, Cleveland Heights, Shaker Heights

Health & Safety

Objective: Provide Cuyahoga County residents and visitors a safe mode of transportation that promotes active and healthy living.

- Foster an active lifestyle by diverting a greater share of trips to bicycling.
- Promote a culture of safety among bike and scooter share system users.
- Support other public health objectives such as improved access to fresh foods and access to green space.

Livability & Economic Competitiveness

Objective: Develop an innovative transportation system that improves Northeast Ohio's livability and economic competitiveness.

- Ensure that shared mobility is cost competitive for users as an affordable alternative to other modes.
- Optimize the number of destinations that can be served by a shared mobility system with a focus on serving neighborhoods.
- Assist in attracting and retaining talent for employers throughout Cuyahoga County and raise the attractiveness of Northeast Ohio for business investment and tourism.
- Reduce the environmental impact of transportation consistent with [Sustainable Cuyahoga](#) and Sustainable Cleveland.

Operational Excellence

Objective: Create positive user experiences to maintain customers and attract new users.

- Identify system performance targets based on community objectives and develop measures to hold system operators accountable.
- Identify usage based performance measures independent of user revenue targets to emphasize consumer satisfaction in addition to financial sustainability.

Finances & Transparency

Objective: Create a system that is financially sustainable, transparently operated, and accountable to the public.

- Plan for and ensure sustainable capital funding for system growth and ongoing equipment replacement.
- Clearly communicate program performance and effectiveness to stakeholders and the public.
- Cover all operating expenses without assistance from the local partners by utilizing a wide range of funding and revenue sources.

SHARED MOBILITY FRAMEWORK

In 2013, a task force of local governments, nonprofits, and other stakeholders participated in a [feasibility study](#) funded by the City of Cleveland and the Greater Cleveland Regional Transit Authority to bring a bike share system to Cleveland. The study determined that Cleveland could support a bike share system and recommended a 700-bike, 70-station program across five key market geographies with a public/non-profit partnership governance model.

In spring and summer 2016, Cuyahoga County launched a 250-bike system, utilizing equipment supplied by Social Bikes and operated by CycleHop. The system launched in partnership with

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Bike Cleveland and the City of Cleveland with funds from the Northeast Ohio Areawide Coordinating Agency (NOACA) and multiple local partners. The contract for operation of the existing system has a five-year term and expires in June, 2021. There are currently up to 250 dockless bikes in the City of Cleveland rebalanced loosely to 29 legacy bike share station locations.

In fall 2017, Cuyahoga County applied for a second round of grant funding from NOACA with the intent to expand the existing bike share system. Based on this application, NOACA awarded \$284,200 in federal funds, which must be spent on eligible capital expenses, including publicly owned and accessible bike share network infrastructure and equipment. These funds may not be spent on operating costs, such as maintenance, marketing, or rebalancing. Approximately \$71,050 in local match dollars from a variety of public and private sources are also available to support complementary program expenses.

Concurrent with the funding application and award process, the bike share industry experienced an influx of new privately owned dockless bikes, e-bikes, and e-scooters. Best practices in bike share and shared personal mobility device management have rapidly evolved. As a result, Cuyahoga County, the City of Cleveland, and Bike Cleveland (the local partners) are working with NOACA and other municipalities to ensure that these funds are invested in public infrastructure that will support an expanded, diversified, and sustainable shared mobility network serving a broader community of users and utilizing both proven and emerging best practices.

Since August, 2019, the proliferation of privately owned and operated dockless mobility devices, including e-scooters, in Cleveland has resulted in increased use, especially among less experienced riders who may not be familiar with bicycling laws or how to use a shared mobility system. At least eight Cuyahoga County suburban municipalities are currently updating local codes to include shared mobility device use and signing Memoranda of Understanding with Cuyahoga County to permit shared mobility companies to operate within their boundaries.

The project team has identified a budget of \$40,000 for network infrastructure planning and design work, as described in this solicitation. The recommendations and deliverables from this project will be used to inform a construction and installation capital bid package of approximately \$300,000 for network equipment.

3 SCOPE OF SERVICES

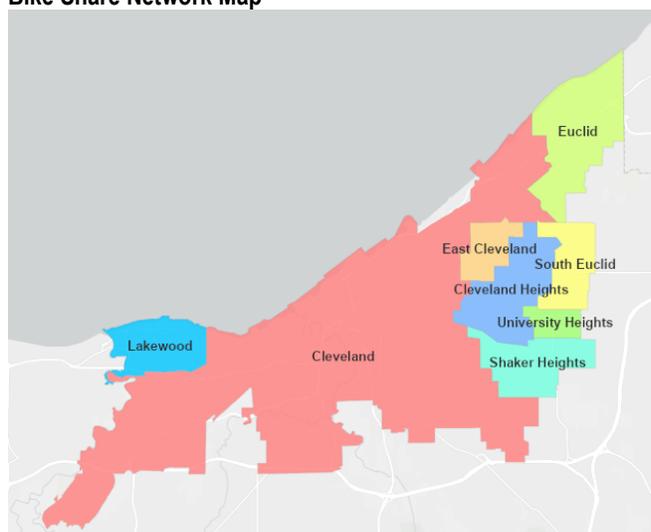
The desired bike share network will be user friendly and easy to understand. Further, it will support broader expansion of the region’s shared mobility network through the provision of equipment and infrastructure that supports and educates riders of all types and increases the status of active transportation as a preferred mode of transportation. The local partners envision a network of approximately 500 rebalancing locations throughout the region, many of which will require minimal capital facilities or equipment. Though the bicycles and scooters themselves will have capacity for “dockless” operation, the desired system will feature a network of supportive parking, operating, and information infrastructure that promotes clear, attractive, orderly, and secure system function. In order to achieve the vision for the Cleveland – Cuyahoga County bike and scooter share system, the contractor(s) will address the following Scope of Services within the planning and design budget outlined in Section 2 (\$40,000). The planning and design deliverables described here will inform the procurement and installation of network equipment valued at approximately \$300,000.

Service Area Geography

The envisioned bike and scooter share network equipment expansion shall serve the City of Cleveland and Cuyahoga County, beginning with a series of primary market areas that include the following cities and neighborhoods, as illustrated in Figure 1.

- Cleveland
- Cleveland Heights
- East Cleveland
- Euclid
- Lakewood
- Shaker Heights
- South Euclid
- University Heights

Figure 1 Bike Share Network Map



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While the funds available at this time may only allow for coverage of a portion of the County, the goal of the expanded system is to serve all communities in Cuyahoga County in some capacity when fully implemented.

Required Deliverables

Cuyahoga County, in coordination with the City of Cleveland and Bike Cleveland, is soliciting proposals from a qualified consultant to:

- 1) develop recommendations for shared mobility network equipment, including a hub typology;
- 2) assign parking hub types to locations specified by participating municipalities;
- 3) complete graphic design for signage, stickers, and any other customizable elements included in the network equipment recommendations; and
- 4) create bid specification sheets to be used in procuring the necessary equipment.

1. Shared Mobility Network Equipment Recommendations:

A key goal of the shared mobility network equipment recommendations is to educate users about safe riding practices and reinforce behaviors like proper parking and no sidewalk riding to ensure that shared mobility use does not inhibit other sidewalk and roadway users.

Hub Typology

Based on best practices and evidence of success in other cities, the contractor shall identify a typology for a series of 500 “stations” or “hubs” to be applied throughout the target service area, including features, equipment, and key functions provided by each. Hubs should be standardized to the extent that they can support all permitted bicycle and scooter types operating in the network, regardless of ownership, and should include amenities such as:

- Sidewalk stickers/stencils
- Bicycle racks
- Signage
- Information kiosks
- Shelters
- Charging infrastructure
- Other infrastructure to meet the needs of the system

The County will provide information from each municipality on local restrictions/regulations that may impact shared mobility typologies. Hub typologies should be presented to municipal partners for feedback at the conceptual and detailed design stages.

The typology should:

- recommend an appropriate installation array for various community settings (low-density residential, neighborhood commercial node, downtown core) and nearby transportation assets (proximity to parking lots, bus lines, and transit stations);
- be informed by experiences of other cities, as well as aligned with national guidance such as the Bike Share Station Siting Guide developed by the National Association of City Transportation Officials;

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- be regionally consistent but also customizable based on neighborhood/city and anticipated use/demand;
- emphasize correct parking and riding behaviors; and
- be accessible to those with low vision and limited English proficiency.

Educational Equipment

Beyond the addition of “hub” equipment and infrastructure to support shared mobility parking, the contractor shall provide recommendations for signage, pavement markings, and other measures that will educate users and facilitate safe, simple, and convenient access and system use. Signage should be standardized in order to support the broader shared mobility network, not be specific to the contractor’s brand or equipment, and provide accommodations for sponsor information. Planning for the proposed educational program will be coordinated with the local partners to ensure consistency and compliance with local standards.

Community & Local Partner Engagement

The contractor shall be responsible for developing and implementing an engagement strategy that solicits feedback on equipment design from all stakeholders, including the community. Engagement should include strategies for reaching out to shared mobility operators, municipal decision makers, and the community to ensure proposed typologies and locations meet expectations and serve all operators.

The engagement strategy will include:

- A template for community outreach (focus group and/or survey) related to the design/messaging of hub designs for local partners to promote
- Two discussions (initial needs and recommendation vetting) with shared mobility operators and municipal planners to ensure the equipment proposal meets operating needs
- ~2 hour design workshop/charrette with municipality representatives to collaborate on aesthetics and messaging

Cost Estimates and Placement Guide

The proposer will also develop general cost estimates for procurement and installation of network equipment elements, and equipment placement guidance to ensure accessibility for other users of the right of way; especially those with vision, hearing, or mobility limitations; including distance from doors/ADA ramps/bus stops, positioning related to on-street parking, placement as it relates to use of the right-of-way by those with vision or mobility limitations, and guidance for on-sidewalk and in-street equipment (including how to meet all guidelines for in-street corrals); and

2. Equipment Location Assignments:

After developing the network equipment typology, each specific shared mobility parking location identified by participating municipalities should be assigned a hub type in consultation with representatives from that municipality. The City of Cleveland has already designated approximately 200 locations for shared mobility stations (currently called preferred parking

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areas or rebalancing locations) for dockless mobility devices, which are currently marked with temporary white tape. Additional stations will be designated in suburban municipalities as Memoranda of Understanding (MOUs) are signed between those communities and Cuyahoga County for an anticipated total of 400-500 locations in total. (The recommendations from this plan will better mark and equip the existing ~200 locations, and add approximately 200 to 300 new locations, with ~150 in the City of Cleveland and ~150 in the suburbs.) This will involve one-on-one meetings with each municipality to assign typologies to each location in their jurisdiction. Equipment component recommendations should fit within the anticipated \$300,000 capital budget.

The selected consultant will also assist municipalities in creating a comprehensive submission to ODOT for environmental review that includes a street-level diagram of each location showing equipment placement, clearance distances, and right-of-way information. Example in Appendix B.

3. Graphic Design of Typology Components:

The selected consultant should build on existing graphic concepts from local partners (Appendix A) to create fabrication-ready vector files for signage, sidewalk markings, and any other typology components.

4. Bid Specification Sheets for Network Equipment:

The selected consultant should build on the itemized bid sheet developed by NOACA and ODOT for Cleveland-Cuyahoga County bikeshare in 2015 (Appendix C) to create equipment specifications and bid sheets for hub typology components that allow local partners procure the recommended federally assisted capital infrastructure. All equipment and infrastructure shall comply with the safety standards established by the Consumer Product Safety Commission (CPSC) and all other relevant federal, state, and local safety standards. Capital equipment and infrastructure proposed in each typology will be owned by the local partners, and all capital equipment proposed must meet ODOT's/FHWA Buy America requirements.

Approvals and Standards

Timeline

The contract is anticipated to be awarded in January 2021. The Scope of Work outlined in this solicitation should be complete by early March to allow bidding and installation through ODOT in advance of the 2021 riding season.

Approvals

Selected locations must be approved by ODOT District 12. This includes creating a site plan for each identified location showing the selected "hub" typology and distances from the street and nearby street objects.

Right-of-Way Management

The proposed equipment should support compliant operation and use of the broader bike and scooter share system by providing critical parking, operating, and information resources.

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Equity/Accessibility

The desired shared mobility equipment solutions will increase equity in mobility choice for all users in Cleveland and Cuyahoga County, proactively addressing issues of geographic location, economic resources, language proficiency, and physical ability to achieve a best practice bike and scooter share model for Northeast Ohio.

- **Geographic** equity shall be addressed through intentional placement of parking locations throughout Cleveland and Cuyahoga County, including areas that provide connections to transit and first mile/last mile gaps, as well as low income neighborhoods, and low car ownership neighborhoods.
- Accessibility for individuals with **limited English proficiency** shall be addressed through equipment design that is multi-lingual or graphically-based.
- Accessibility for individuals with **mobility challenges or disabilities** shall be addressed through design considerations and placement standards.

Insurance

The Contractor shall procure, maintain and pay premiums for the insurance coverage and limits of liability indicated below with respect to products, services, work and/or operations performed in connection with this Contract.

(a) **Worker’s Compensation Insurance** as statutorily required by the State of Ohio. For Contractors with employees working outside of Ohio, Worker’s Compensation Insurance as required by the various state and Federal laws as applicable including Employers’ Liability coverage.

(b) **Commercial General Liability Insurance** with limits of liability not less than:
\$1,000,000 each occurrence bodily injury & property damage;
\$1,000,000 personal & advertising injury;
\$2,000,000 general aggregate;
\$2,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

(c) **Business Automobile Liability Insurance** covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident;

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

(d) **Professional Liability Insurance/Errors & Omissions Liability Insurance** providing coverage for claims arising out of the provision of design, architectural, engineering, consultants, counselors, medical professionals, legal and/or **other** professional services with a limit of liability not less than:

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\$1,000,000 per claim;
\$2,000,000 aggregate.

Insurance Coverage Terms and Conditions

1. The insurance policies of the Contractor required for this Contract, shall:
 - (i) Name the “County of Cuyahoga, Ohio and its employees” as an Additional Insured. This does not apply to Workers Compensation, All Risk Equipment Insurance, Professional Liability/Errors & Omissions Insurance and Technology Professional/Errors & Omissions Insurance.
 - (ii) Contain a waiver of subrogation provision wherein the insurer(s) waives all rights of recovery against the County.
 - (iii) Be primary and not in excess or contingent on any other basis;
 - (iv) The Certificates of Insurance evidencing these coverages shall contain the following additional insured and waiver of subrogation language where applicable:
 - (A) “Cuyahoga County and its employees are additional insureds for purposes of commercial general liability and automobile liability”; and/or
 - (B) “Waiver of subrogation in favor of the County.”
2. The insurance required for this Contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best’s rating of A-VII or above.
3. The terms of this Contract shall be controlling and shall not be limited by any insurance policy provision.
4. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.
5. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract.
6. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
7. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
8. Where coverages are made on a claims-made basis the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Contract.
9. The Contractor shall furnish a Worker’s Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.

4 SUBMISSION REQUIREMENTS

The following section provides additional instructions to proposers on the submission requirements for the project.

QUALIFICATIONS

Provide the following evidence of qualifications for your firm and any proposed subcontractors:

- **Firm Overview:** Provide a summary of your firm's history, ownership, management, and organization structure.
- **Experience:** Provide a summary of relevant services, with 3-5 examples specific to the products and services outlined in this proposal.
- **Capacity:** Provide evidence of your firm's capacity to successfully execute the proposed scope of services, including a description of current workload and capacity for new work.
- **Resumes for Key Personnel:** Provide resumes for the key personnel included in this proposal, as identified in the submitted organization chart.
- **Subcontractors:** Provide summary information, including firm overview, experience, and resumes for key personnel for any subcontractors and include examples of successful project partnerships in line with the Scope of Service in this proposal.
- **References:** Provide names, phone numbers, and emails for 3 - 5 clients for whom you have provided the products and services outlined in this proposal.

PROJECT APPROACH

Provide a brief overview of your firm's, or your teams, approach to the Scope of Services, including:

- Description of your firm's plan for developing the requested deliverables,
- Detailed timeline for plan components,
- An explanation of how your firm will integrate equity considerations,
- A detailed fee proposal.

INSURANCE

Provide confirmation and evidence of your ability to meet the minimum requirements of the City of Cleveland and Cuyahoga County, as outlined above in this solicitation.

ADDITIONAL REQUIRED DOCUMENTS

The following documents shall be included with the proposal:

A. Proof of Cuyahoga County Vendor Ethics Registration: For the purposes of this project, all proposers must be registered, and have completed all requisite training for same, with the Cuyahoga County Agency of Inspector General. The proof of registration must be submitted with the proposal. Any proposal that does not meet this requirement will be automatically disqualified. Link to register can be found here:

<https://inspectorgeneral.cuyahogacounty.us/en-US/Contractor-Registration.aspx>

B. Vendor Compliance Form: The form is attached to this RFP (Appendix D). We understand that the form is geared toward construction contracts and not professional

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services, but it is required to be filled out by all proposers. Please do not use “N/A” as an option instead of properly initialing every requirement.

C. Affidavit of Non-Collusion: The form is attached to the RFP (Appendix E). It must be completed and submitted with the proposal.

D. W-9 Form: The completed form must be submitted with the proposal (Appendix F).

FORMATTING & SUBMITTAL REQUIREMENTS

Bike Cleveland will accept questions about this RFP through Wednesday, December 16th, 2020 via email only to jacob@bikecleveland.org. Please label question emails with the subject: “Bike Share Network Equipment Expansion RFP – Cleveland Cuyahoga County - Questions.” Responses will be shared with all interested parties and posted to BikeCleveland.org/BikeShareRFP no later than Friday, December 18th, 2020 at 3pm.

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5 EVALUATION PROCESS & CRITERIA

EVALUATION PROCESS

Bike Cleveland, Cuyahoga County, and the City of Cleveland will assemble an Evaluation Committee that includes several additional local partners from participating neighborhoods and municipalities to evaluate proposals based on the criteria identified below. Following evaluation, the Committee may invite responsive proposers to interview and answer questions either in-person or via teleconference. The winning proposal will be the bid that best meets the criteria, with consideration given for meeting additional “preference” criteria, which are also outlined below.

Bike Cleveland will notify the chosen contractor(s) no later than Friday, January 25th, 2021.

EVALUATION CRITERIA

The Evaluation Committee will review the overall responsiveness and completeness of proposals with respect to the requirements outlined in this RFP using the following criteria and weighting:

1. Overall quality, thoroughness and clarity of proposal (10%)
2. Professional qualifications and experience (30%)
3. Ability to meet or exceed the system components outlined in Section 3 – Scope of Services (50%)
4. Proposed schedule for planning, development, and delivery (10%)

Preference will be given to the following:

1. Applicants that demonstrate strong performance on prior projects through submitted materials and/or references.
2. A proposal that articulates a detailed and comprehensive approach to network equipment planning, both within the primary market areas and expanding throughout the City of Cleveland and Cuyahoga County.
3. A proposal that clearly articulates the context of their deliverables within the emerging state of shared personal mobility services, including methods for ensuring the proposed system and services are able to respond positively to innovation and evolution of the industry.
4. Applicants who demonstrate ability measure the sustainability of the shared mobility equipment, including use of sustainable materials, reduction in emissions, reduction of waste, lower energy consumption, and other environmental benefits.
5. A proposal that outlines feasible and proven approaches to incorporating equity into the shared mobility network equipment.
6. A proposal that minimizes risk and/or liability to stakeholders.

6 GENERAL TERMS & CONDITIONS

Capital equipment proposed in the bike share network equipment typologies must comply with the Form FHWA-1273 - 'Required Contract Provisions Federal-Aid Construction Contracts (<https://www.fhwa.dot.gov/construction/cqit/form1273.cfm>) In addition:

Procurement – Proposers must ensure that any proposed capital purchases included in the typologies are able to comply with the Cuyahoga County contract and purchasing procedures (<http://code.cuyahogacounty.us/en-US/CCRC-T5C501.aspx>).

All proposed capital equipment proposed should comply to ODOT's/FHWAS's Buy American requirements.

Public Records – Each Proposer acknowledges and agrees that as a political subdivision, Cuyahoga County is subject to the requirements of the Ohio Public Records Law. All documents submitted to the County as part of a proposal become public information after the contract is awarded, and available for review and inspection by anyone requesting to do so. If proposer's submission includes documents and/or information that properly and legally qualifies as a trade secret under Ohio law and proposer wants to protect its confidentiality, Proposer must segregate the protected information/documents and conspicuously mark each page as "CONFIDENTIAL – TRADE SECRET." A proposer may not take advantage of this process to mark information/documents that it wishes to keep confidential, but doesn't qualify legally as a trade secret under Ohio law. Neither a proposal in its entirety, nor proposal price information will be considered confidential or proprietary. By taking advantage of this process, proposer certifies that it only marked information/documents that legally qualify as a trade secret under Ohio law as "CONFIDENTIAL – TRADE SECRET."

No Indemnification by County - All proposers acknowledge that as a political subdivision, the County may not enter into any agreements where it indemnifies a third party. No provision in this RFP, a contract under this RFP, or any other contract or agreement related thereto may be construed as having the County providing any indemnification.

Cost of Responding - This Request for Proposal does not commit Bike Cleveland, the City of Cleveland, or Cuyahoga County to pay any costs incurred by any Proposer in the submission of a response, or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the items to be furnished under the RFP.

Late Proposals - Proposal responses received after the scheduled closing time for filing will not be considered valid. It is the responsibility of the Proposer to ensure their Proposal is submitted in the proper form and in accordance with the time, date, and location specified in the RFP. Only proposals submitted by vendors/proposers that meet the requirements detailed herein will be evaluated and ranked.

Cancellation & Modification – Bike Cleveland and Cuyahoga County reserves the right to modify, revise, or cancel this RFP. Receipt and evaluation of Proposals or the completion of interviews does not obligate Bike Cleveland or Cuyahoga County to award a contract. Bike Cleveland and Cuyahoga County reserve the right to award only portions of the

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work/services/products described in this RFP or to award multiple contracts to multiple Proposers under this RFP.

Rejection of Proposals – Bike Cleveland and Cuyahoga County reserves the right to reject any or all responses to the Request for Proposal if the application is incomplete or if the proposal does not meet the scoring requirements.

Governing Law and Jurisdiction – The provisions of any contract shall be construed in accordance with the provisions of the laws of the State of Ohio without reference to its conflict of law provisions. Furthermore, all County contracts are subject to the Cuyahoga County Code, including, but not limited to, the Cuyahoga County Ethics Policy, Cuyahoga County Inspector General provisions, and Cuyahoga County Contracting and Purchasing Procedures, and the successful bidder shall comply with the Cuyahoga County Code as an integral part of all County contracts. A copy of the Code is available on the County's web site at <http://code.cuyahogacounty.us/>. Any action or suits involving any question arising under this contract must be brought in the appropriate court in Cuyahoga County Ohio. In connection with its activities under this RFP, Proposer shall comply with all applicable federal, state and local laws.

Americans with Disabilities Act Compliance – Proposers agree that if awarded a contract, the successful firm will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq.

Grant Funding – Proposers understand there is County, Federal and/or State grant funding involved in this project and that they will need to comply with all applicable federal requirements.

References – Bike Cleveland and/or Cuyahoga County reserve the right to contact any and all current or former clients of Proposers for references. Additionally, Proposers are encouraged to submit letters of reference from public and other similarly situated clients with their proposals.

Withdrawal of Proposals – A submitted proposal may be withdrawn at any time up to the proposal closing date and time, by submitting a written request to the RFP contact listed herein. Unless withdrawn, all materials submitted in response to this RFP become the property of Bike Cleveland and Cuyahoga County, selection or rejection of a response notwithstanding.

APPENDIX A.

Sample educational sidewalk marking:



Sample hub sidewalk marking for shared mobility device parking:



APPENDIX B.

Sample siting document.

31C

Uptown C

Euclid / E 115th St.

Max Capacity: 13 Racks
Surface: Brick Pavers
Neighborhood: University Circle
Station Type: 4767-1 bikes angled straight, small sign on left side

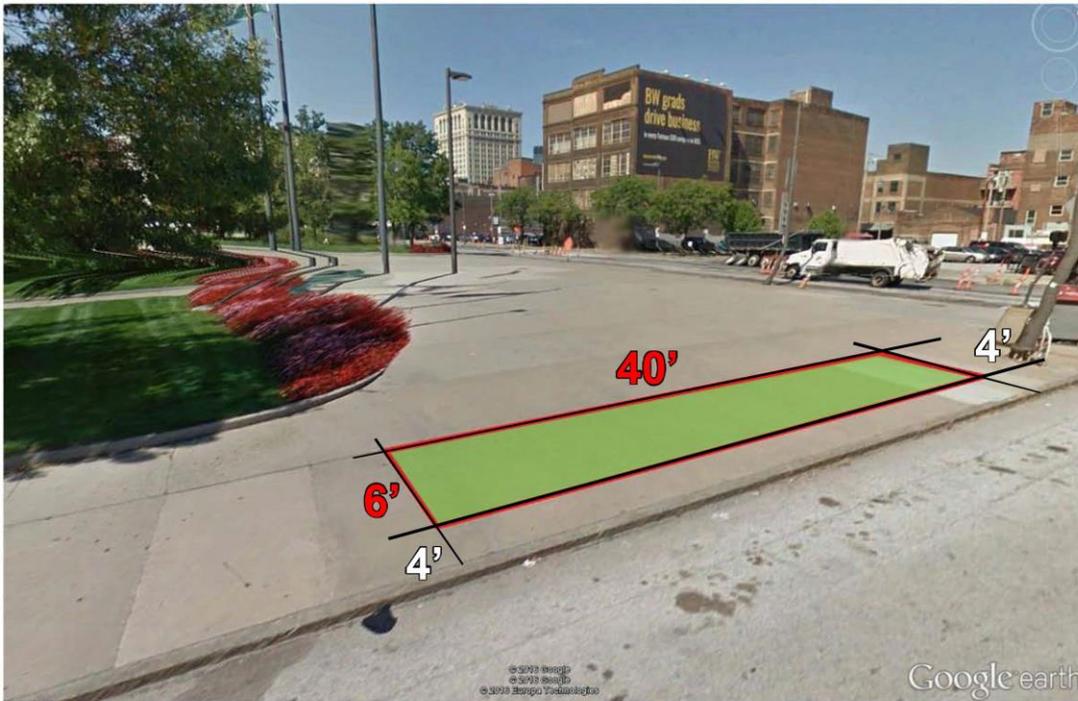




Notes: Close to healthline station, retail destinations, grocery store and art museum.
14' Clearance to restaurant fence.
Requires relocation of planters.
Front of bike faces street.

60A Wolstein Center Prospect / E 21st

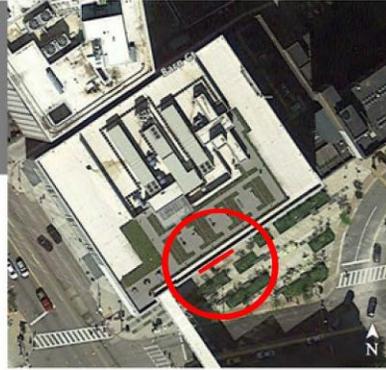
Max Capacity: 15 Racks
Surface: Cement
Neighborhood: CSU
Station Type: 4767-3 bikes angled straight,
small sign on right side



Note: Across the street from RTA bus station.

59A County Building
Prosepect / E. 9th

Max Capacity: 19 Racks
Surface: Cement
Neighborhood: Downtown
Station Type: 4767-3 bikes angled straight,
small sign on right side



APPENDIX D.



Cuyahoga County
Together We

ANNUAL NON-COMPETITIVE BID CONTRACT STATEMENT

This statement, properly executed and containing all required information, must be completed annually. **IF YOU FAIL TO COMPLY, YOUR PROPOSAL WILL NOT BE CONSIDERED.**

Entity name: _____

Entity Address: _____

COMPLETE SECTION I, II, OR III BELOW, WHICHEVER IS APPROPRIATE, AND SECTION IV.

NOTE: For purposes of this Statement, “Executive” means Armond Budish and “Executive’s Committee” means the Friends of Armond Budish.

SECTION I: NON-PROFIT CORPORATIONS

If you are recognized by the IRS as a non-profit corporation, go to Sections III and IV.

SECTION II. INDIVIDUALS, SOLE PROPRIETORSHIPS, PARTNERSHIPS, INCORPORATED PROFESSIONAL ASSOCIATIONS, UNINCORPORATED ASSOCIATIONS, ESTATES AND TRUSTS

The above-named entity is a (mark one):

- SOLE PROPRIETORSHIP TRUST
 INCORPORATED PROFESSIONAL ASSOCIATION ESTATE

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- UNINCORPORATED ASSOCIATION PARTNERSHIP
- LIMITED LIABILITY COMPANY JOINT VENTURE

For purposes of Section II, a “principal” means an individual, an owner, a partner, a shareholder, a member, an administrator, an executor or trustee connected with the above-named entity, or the spouse of any of them.

MARK THE APPROPRIATE PARAGRAPH. If paragraph (B) is checked, Cuyahoga County is prohibited by Section 3517.13 of the Ohio Revised Code from awarding a non-competitively bid contract over \$500.00 to the entity during the current calendar year unless County Council makes a direct award.

- (A) NO ONE PRINCIPAL of the above-named entity made one or more contributions to the Executive or the Executive’s Committee during the two previous calendar years (January 1st of year one to December 31st of year two) that totaled more than \$1,000.00 per individual
- (B) ONE OR MORE PRINCIPALS of the above-named entity made, as individual(s), one or more contributions to the Executive or the Executive’s Committee during the two previous calendar years (January 1st of year one to December 31st of year two) that totaled more than \$1,000.00

SECTION III. NON-PROFIT AND FOR-PROFIT CORPORATIONS AND BUSINESS TRUSTS

- NON-PROFIT CORPORATION FOR-PROFIT CORPORATION
- BUSINESS TRUST (OTHER THAN INCORPORATED PROFESSIONAL ASSOCIATIONS)

For purposes of Section III, a “principal” means an individual or an entity owning more than 20% of the corporation or business trust or the spouse of any such individual.

MARK THE APPROPRIATE PARAGRAPH. If paragraph (C) is checked, Cuyahoga County is prohibited by Section 3517.13 of the Ohio Revised Code from awarding a non-competitively bid contract over \$500.00 to the entity during the current calendar year unless County Council makes a direct award. If paragraph (D) is checked, Cuyahoga County is prohibited by Section 3599.03 from awarding a contract to the non-profit corporation.

- (A) NO INDIVIDUAL or entity owned more than 20% of the corporation or business trust during the two previous calendar years (January 1st of year one to December 31st

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of year two)

(B) NO PRINCIPAL of the above-named entity made, as an individual, one or more contributions to the Executive or the Executive’s Committee during the two previous calendar years (January 1st of year one to December 31st of year two) that totaled more than \$1,000.00

(C) ONE OR MORE PRINCIPALS of the above-named entity made one or more contributions to the Executive or the Executive’s Committee during the two previous calendar years (January 1st of year one to December 31st of year two) that totaled more than \$1,000.00

(D) FUNDS OF THE NON-PROFIT CORPORATION were contributed to the Executive or the Executive’s Committee at any time

SECTION IV. ALL ENTITIES MUST COMPLETE THIS SECTION

I do hereby state that I have legal authority to complete this statement on behalf of the above-named entity and to the best of my knowledge and belief the answers herein are true and complete.

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

STATE OF _____)

) SS:

COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared the above-named _____, who acknowledged that

they did sign the foregoing statement and that the same is their free act deed,

personally and as duly authorized representative of

_____, and the free act and deed of the

entity on whose behalf they signed.

Notary Public: _____

Date: _____

CLEVELAND – CUYAHOGA COUNTY BIKE SHARE & MICRO-MOBILITY NETWORK EXPANSION
Request for Proposals

APPENDIX E.



NON-COLLUSION AFFIDAVIT

Requisition No.

_____ being first
duly sworn, deposes and says that he/she is

(sole owner, partner, president, etc.)

making the forgoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or any other bidder or to fix any overhead, profit or cost element of said bid price or for that of any other bidder, or to secure any advantage against the County of Cuyahoga or any other persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further that such bidder has not, directly or indirectly submitted this bid; or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

AFFIANT

Sworn to and subscribed before me this _____ day of _____, 20_____,
in _____ (City/Village/Township), County of _____, State of _____.

NOTARY PUBLIC

(SEAL)

My commission expires:

CLEVELAND – CUYAHOGA COUNTY BIKE SHARE & MICRO-MOBILITY NETWORK EXPANSION
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APPENDIX F.

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> </tr> </table>										
or										
Employer identification number										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"> </td> </tr> </table>										

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - Certify that you are not subject to backup withholding, or
 - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CLEVELAND – CUYAHOGA COUNTY BIKE SHARE & MICRO-MOBILITY NETWORK EXPANSION

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Form W-9 (Rev. 12-2014)

Page 2

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

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Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
 - I—A common trust fund as defined in section 584(a)
 - J—A bank as defined in section 581
 - K—A broker
 - L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
 - M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

CLEVELAND – CUYAHOGA COUNTY BIKE SHARE & MICRO-MOBILITY NETWORK EXPANSION
Request for Proposals

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships on page 2*.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: sparr@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CLEVELAND – CUYAHOGA COUNTY BIKE SHARE & MICRO-MOBILITY NETWORK EXPANSION
Request for Proposals



TO: Mike Foley, Director, Department of Sustainability

FROM: Armond Budish, County Executive

DATE: January 8, 2019

SUBJECT: Board of Control Approval – January 7, 2019

Board of Control Approval No. BC2019-14

Department of Sustainability, recommending an alternative procurement process to select BikeCleveland to act as a consultant to run the Request for Proposals process in connection with the expansion of the Cleveland-Cuyahoga Bikeshare Program.

Funding Source: NOACA - Transportation for Livable Communities

On a motion by Mr. Budish, seconded by Mr. Miller, the foregoing item was duly approved.

Yeas: Budish, Kennedy, Dever, Lockett, Nanni (alternate for Brady), Miller and Baker

Nays: None

Approved: Armond Budish, County Executive