**Bicycles and trailers need to be made in America. Here are the steps that you will need to take:**

**For purchasing bike fleets:**

1. First, determine the type of bikes and specifications you will need for your bike fleet (step through, gears vs no gears, type of wheels) (Brian has some guidelines that he is developing for this)
2. Research bicycle vendors that provide what you are looking for.
3. Narrow down quotes to include ones that are made in America and determine if they are within your TSD project budget. If the ones made in America are within your project budget, send the quotes and justification for purchase request to the TSD program manager. From there, the TSD program manager will determine if the purchase is approved.
4. If you cannot find bikes made in America that fit the specifications you need or the cost of them are over your project budget, please document. Then research other alternative vendors who do fit your specifications and budget and send this information to the TSD program manager. At the very least, three quotes will be needed to compare pricing.
5. If it is determined that you have exhausted all avenues of purchasing bikes that are made in America to specifications and budget, the TSD program manager will review the quotes for a bike fleet made by alternative vendors and determine a decision based on those quotes.

 Please DO NOT purchase a bicycle fleet without the TSD program manager’s approval and make sure you have all the research documentation to back up your justification of purchase. Not getting approval for purchase of a bicycle fleet or having full documentation on the search for a bicycle fleet may result in not getting reimbursed with ODOT federal funds.

**For purchasing bike trailers:**

1. All trailers must be made in America and you should get at the very least, three quotes for pricing and send to the TSD Program manager to determine approval. There are many trailer companies that are local so this should not be hard to do.
2. If in fact, there is no company that makes a trailer in America to fit your specifications or budget, please document your search and send all of your research documents to the TSD program manager and there will be an attempt to negotiate an alternative buying plan.

 Please DO NOT purchase a bicycle trailer without the TSD program manager’s approval and make sure you have all the research documentation to back up justification of purchase. Not getting approval for purchase of a trailer or documentation on the search for a trailer may result in not getting reimbursed with ODOT federal funds.

 The bicycle fleet and/or trailer can **only** be used for the purposes approved of in project agreement.  Any use of the fleet OR trailer outside of the original project approval can lead to the return of the items to TSD, or a financial reimbursement for part of the purchase price. Bicycle Fleets and Bicycle Trailers are considered equipment purchased for the use of the program objectives and deliverables and will need to be tracked for a certain amount of years as determined by the TSD program manager. Once a fleet or trailer is purchased, TSD will send you documentation to track this purchase for the needed time period. Tracking helps to ensure that the equipment purchased with federal funds is used for the purpose it was purchased for.