



Request for Proposals

Professional Services – Mountain Bike Rental Fleet Maintenance 2026 Mountain Bike Season

Background The Athens-Wayne Outdoor Asset Development Corporation (AWOADC) manages mountain bike rental fleets at two locations in Southeast Ohio as part of regional outdoor recreation activation. AWOADC's rental operates without requiring a trained mechanic on every shift. Part-Time rental associates are trained to assess whether a bike is ready to rent; if an issue is identified, the bike is marked as "broken" in the rental management software and removed from service. A qualified mechanic is needed on a periodic basis to review all bikes marked as broken, diagnose issues, and perform necessary repairs – returning bikes to available status.

AWOADC is seeking proposals from qualified contractors (such as a local bike shop or independent mechanic) to provide on-site mountain bike maintenance services at both locations on a bi-weekly basis during the 2026 mountain bike season.

AWOADC is seeking cost proposals for: Mountain bike rental fleet maintenance at the 1). Baileys Trail System Shop, located at the Chauncey-Dover Park Trailhead at 8433 West Bailey Road, Millfield, Ohio, AND 2). Ohio University Outdoor Pursuits, located at Ping Recreation Center, 82 S. Green Drive, Athens, Ohio.

Both locations have a set of bike maintenance tools available including a Park Tool Professional Tool Kit, Truing Stand, Bearing Press, and Cleaning Supplies

Professional Services Description Contractor shall perform the following tasks at the abovementioned locations:

- review all bikes marked as "broken" in the rental management software as needed during the rental season May - October of 2026
- diagnose and repair issues on all bikes in the broken queue
- update bike status in the rental management software upon completion of repairs
- communicate parts needs and associated costs to AWOADC staff prior to ordering
- coordinate visit schedule with AWOADC staff to ensure shop access and optimization of bikes available for rent



Contractor will not be covered by AWOADC insurance and is not considered an AWOADC or ORCA employee. Contractors are encouraged to obtain and maintain appropriate liability insurance throughout the term of this professional service agreement. Replacement parts required for repairs will be billed separately at cost, with prior approval from AWOADC staff before ordering. AWOADC can purchase parts at cost through Quality Bicycle Products, or the Contractor's purchasing software may be used. The contractor is responsible for submitting invoices to AWOADC for services rendered at the agreed-upon hourly rate. The contractor will enter into a professional services contract with AWOADC and is required to submit a W9 and all other appropriate documentation prior to the start of services.

Project Timeline Professional Services will begin no later than May 1, 2026 and conclude at the close of the 2026 mountain bike rental season, estimated to be October 31, 2026. The AWOADC representative will request visits from the Contractor on an as-needed basis based on the number of bikes needing repairs at each location. We estimate about 12-15 hours of repair time monthly.

Evaluation of Proposals

Proposals will be evaluated by the following criteria:

- Cost - 50%
- Contractor Experience - 50%

Submission Instructions

Please submit page 4-5 of this document (contractor proposal) by 4pm Friday, April 3, 2026

Submit by email in PDF format to info@orcaohio.com



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2026 Mountain Bike Season

Proposal provided by:

Name of Bike Shop / Business or Individual Mechanic

Title

Business Address

Email

Phone Number

Please specify the name and qualifications of the mechanic(s) who will perform the bike maintenance services at the Baileys Trail System Shop and Ohio University Outdoor Pursuits:

Please explain relevant professional experience:



Helping Communities Leverage Their Outdoor Recreation Assets

orcaohio.com | info@orcaohio.com | 740.677.0113

Proposed hourly rate for professional services:

Hourly Rate \$ _____

List 3 professional references with their contact information (phone and email addresses):

- 1. _____
- 2. _____
- 3. _____

Include additional relevant information for your business, such as website (if applicable):

By signing below I signify that I understand the scope of services and submit this proposal to perform professional services as described in AWOADC's Professional Services – Mountain Bike Rental Fleet Maintenance 2026 Mountain Bike Season Request for Proposals. I certify I am able to meet the timeline, perform tasks as outlined, and provide all necessary paperwork.

Signed	Title	Company	Date
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