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# Request For Proposal

## South Central Power Up E-Bike Lending Library E-Bike Procurement

LOS ANGELES CLEANTECH INCUBATOR  
PROPOSALS DUE BY: **March 26, 2026**

# RFP Timeline

Key Actions - Technology RFP	Dates
Public Release of Pilot RFP	March 6, 2026
Pilot RFP Submission Deadline	March 26, 2026
Application Screen - In-person evaluation of a test bike	March 30 - April 7, 2026
Phone Interviews/Follow up requests	April 8 - April 15, 2026
Announce Selected Vendor	April 17, 2026

### Contact Information:

Please direct inquiries regarding this RFI to all contacts listed below:

- **Lacey Reddix**, Director Innovation Pilots, lacey@lincubator.org
- **Alexandria Bernabe**, Innovation Pilots Coordinator, alexandria@lincubator.org

## LACI Background

The Los Angeles Cleantech Incubator (LACI) is creating an inclusive green economy for the people of Los Angeles and beyond. We are unlocking innovation by working with startups to accelerate the commercialization of clean technologies, transforming markets through partnerships with policymakers, innovators, and market leaders in transportation, energy, and sustainable cities, and enhancing communities through workforce development, pilots, and other programs. Founded as an economic development initiative by the City of Los Angeles and Los Angeles Department of Water & Power (LADWP), LACI is recognized as one of the most innovative business incubators in the world by UBI Global. Since 2011, LACI has helped 536 portfolio companies raise \$1.4 billion in funding, generate \$463 million in revenue, and create more than 3,000 jobs throughout the Los Angeles region, with a projected long-term economic impact of more than \$733 million. Learn more at [laci.org](http://laci.org)

## South Central Power Up Overview

Through this RFP, The [Los Angeles Cleantech Incubator \(LACI\)](#) is seeking proposals from vendors to procure and deliver at least 200 and up to 250 e-bikes to add to the existing fleet for an ongoing e-bike lending library called [South Central Power Up \(SCPU\)](#), serving residents in South Central Los Angeles.

Since 2024, with original funding from the California Air Resources Board (CARB) Sustainable Transportation Equity Project (STEP) and in partnership with the Los Angeles Department of Transportation (LADOT), LACI and eight organizations and businesses serving the South Central LA community - [People for Mobility Justice \(PMJ\)](#), [Ride On! Bike Shop](#), [RideWitUs](#), [SCOPE](#), [T.R.U.S.T South LA](#), [Esperanza Community Housing](#), [Labor Community Strategy Center](#), and [Community Services Unlimited](#) - have operated the SCPU e-bike lending library, providing an initial 250 e-bikes.

To continue SCPU operations in 2026-2027, LADOT applied along with grantee lead, Community Partners, for funding through the Strategic Growth Council's (SGC) Transformative Climate Communities (TCC) Program. LADOT was awarded TCC funding as project implementation partner for the e-bike library as part of the larger [South LA Eco-Lab program](#). In early 2026, LACI was awarded a contract from LADOT to continue and expand operations for SCPU. In addition to continuing existing operations, **funding will be used to expand the lending library by adding between 200 to 250 e-bikes to the library.** At the end of the TCC grant period, to the extent that they have useful life, the e-bikes must remain to the benefit of the South LA community, and currently the Community Partners are developing a long-term sustainability plan for the program.

Please note, **this solicitation of proposals in no way obligates LACI to award funding, contract or pilot to respondents. LACI has issued a separate RFI for the Pilot Operator that will maintain the fleet and support pilot operations once the e-bikes are procured and received. Further, LACI reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety.**

## SCPU Goals

Intended SCPU goals outcomes are focused on:

- Providing access to economic opportunity with expanded mobility options that are clean and safe for low-income residents of South Central LA;
- Providing affordable mobility options to access additional basic services such as schools, grocery stores, and health appointments;
- Providing additional zero emissions mobility access that compliments existing transit options;
- Reducing Vehicle Miles Traveled (VMT) of internal combustion engine vehicles to lower air pollutants and greenhouse gas emissions; and
- Exposing new communities and individuals to zero emission transportation options and encouraging mode-shift out of single occupancy vehicles to active transportation.

To reach these goals, LACI is now accepting bids in response to this Request for Proposal.

## Scope of Work

Procure and manage delivery of 200-250 e-bikes, spare e-bike batteries, and spare parts to South Central Los Angeles; the e-bikes must be responsive to the needs identified by the South Central Los Angeles community and meet the following requirements:

- Electric bicycles must be Class 1 or Class 2 per AB 1096 (Chiu, Chapter 568, Statutes of 2015), which defines an electric bicycle as a bicycle with fully operable pedals and an electric motor of less than 750 watts.
- Equipped with front and rear lights, locking mechanism, and bell
- Cargo capacity including rack, basket, and/or panniers
- One size fits all that includes an adjustable seat and step through frame
- Durable and serviceable components with a 3 to 5 year life span and are weather resistant
- Low-maintenance features including puncture proof tires, seamless drivetrain, mid-motor drive
- Full branding or co-branding options by the project partners
- Advertising space on the bikes and other system assets
- Customizable paint and graphics
- Identifiable: Bike ID / customer service info
- E-bikes must have data collection and GPS tracking devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase, however integrated software including GPS tracking or IOT system, real time connectivity, remote control is preferred. It is also preferred that the software be an open system that can be customizable to fit the program's needs. Example platforms include Joyride and Linka. Bikes must be able to collect the number of e-bike trips per bike and average trip length in miles.
- E-bike battery that has UL Certification UL2849

## Target Deliverable Schedule

A purchase order of at least 125 e-bikes must be submitted no later than May 1, 2026.

Initial delivery of 35 bikes for the first community training must be completed by June 30, 2026.

Delivery of 125 bikes to South LA to be completed by July 31, 2026 with one month allotted for product testing once fleet has been delivered to South LA.

The full fleet of 250 e-bikes must be procured and delivered to the South LA e-bike lending library no later than December 30, 2026.

Failure to deliver bikes per the outlined schedule and scope of work will result in financial penalties, to be established by the executed contract.

**Final Project Due:** December 30, 2026

The expected contract completion date for this procurement is December 31, 2026. The expected project completion date for this project is December 30, 2027.

## Evaluation Metrics

LACI will evaluate bidders and proposals based on the following criteria:

- Method of Approach
  - Ability to meet the technical requirements for the e-Bikes as stated above
  - Outlines operational strategies including product readiness, and timeline for delivery
- Organizational Experience and Technical Expertise
  - Demonstrates successful performance history and previous e-bike procurement experience, with preference to program geography
  - Provides references and case studies showcasing successful fleet procurement and deployment
  - Provides documentation demonstrating direct manufacturer relationship or authorized distributor status (either primary distributor or secondary reseller), including proof of warranty authorization and access to replacement parts
- Responsiveness and answers to questions in the next section
- Lowest cost is not an evaluation metric

## Submission Requirements

### *Who Should Respond to this RFP?*

Technology vendors who can procure and deliver e-Bikes as described in the Scope of Work.

### *RFP Response Requirements*

1. **General:** Provide a brief description of your company and products/services, including:
  - Company/Business Name
  - Headquarters and office location(s)
  - Any business designations, such as small business or minority-owned
  - Registration/Corporation status
  - State of Formation
  - Number of employees
  - Representative First Name
  - Representative Last Name

- Representative Title
  - Email Address
  - Phone
  - Website
  - LACI company affiliation (if any)
    - Current or Former LACI Startup - Incubation, Market Access
    - Corporate Partner
    - Current or Former LACI pilot technology provider or operator
  - Years company has offered relevant products/services
  - Service and product offering(s)
2. Provide an overview of your **organizational experience**: Describe experience developing, contributing or supporting similar projects; describe any relevant experience with e-bike procurement, such as experience managing international shipping and importing.
  3. Detail proposed e-Bike product specs that meet the requirements outlined in the SOW.
  4. Describe the data and performance tracking that can be collected through the e-bikes.
  5. Include a proposed procurement budget that includes costs for each e-bike unit, spare parts, spare batteries, shipping, and any applicable taxes including import tariffs if coming from overseas.
  6. A proposed project schedule that highlights product readiness and includes applicable product development, manufacturing and production, and shipping milestones to achieve product delivery.
  7. Please list three professional references.
  8. Financial statements: The responder should send financial statements for the past two years.
  9. Proposers must provide documentation demonstrating direct manufacturer relationship or authorized distributor status, including proof of warranty authorization and access to replacement parts.
  10. Proposers shall disclose whether they are acting as primary distributor or secondary reseller.

### *RFP Response Instructions*

All respondents must provide information related to the topics and questions outlined in the “Submission Response Requirements” section above.

Responses should be no more than ten (10) pages, single-spaced at 12-point font, provided as a PDF or Word document. Please also include the following information as a header on every page:

1. Name and address of firm

2. Contact Name
3. Contact Email
4. Contact Phone Number

Responses must be submitted through the SMAApply portal. Only electronic submissions received through the portal will be accepted: [\[SMAApply Link\]](#)

If there are challenges or issues relating to the submission of the RFP responses, they can be directed to [lacey@laincubator.org](mailto:lacey@laincubator.org); copying [alexandria@laincubator.org](mailto:alexandria@laincubator.org)

### *Confidentiality*

Responses submitted will be shared with LACI staff, and any of the following parties: Los Angeles Department of Transportation, Strategic Growth Council, the City of Los Angeles, People for Mobility Justice, Ride On! Bike Shop, RideWitUs, SCOPE, T.R.U.S.T South LA, Labor Community Strategy Center, and Community Services Unlimited. Outside of the entities stated above, LACI will not share specific responses in any other capacity without express written permission from applicants.