

Bicycle purchase pro-forma

This form is supplementary to any funding application that requests funding for bicycles.

When sourcing a bike fleet we recommend the following issues are taken into consideration:

- You may need more than one size of bike. Depending on your target audience/ bike user group, you may need to purchase a range of sizes, including bikes with a range of wheel size.
- Simple is best. Any pool bike fleet will see a lot of repeat and hard use, requiring regular maintenance. Therefore we suggest procuring simple bikes with no unnecessary extras like suspension. V-Brakes are easier and quicker to maintain than disc brakes, and quick release hubs with cassette freewheels are easier to access and maintain.
- Avoid heavy bikes. During cycle training it is important that the user can manoeuvre their bikes quickly and efficiently (e.g. dismounting and moving to a safe area during breaks etc). Therefore it is worth investing extra for lighter bikes with aluminium frames. These are also less prone to rust and more efficient to ride.
- Quality lasts longer. There is an ever-increasing number of brands providing well-specified bikes and therefore we would not recommend any particular brand. However, we would not usually suggest investing in any bike with an RRP of less than £300 for fleet bike use. At this level, bikes should have a good build quality and require less maintenance than poorly-spec'd cheaper models.

You can find the form below.

1. What type(s) of bicycle are you intending on buying? (please copy and paste a link if relevant)
2. How will these be procured? (eg. tendered, 3 quote process, approved supplier etc)
3. Where will the bicycles be stored?
4. How will the bicycles be maintained? How will this be financed?
5. Who will be responsible for moving the bikes from venue to venue?
6. How many people will potentially benefit from the scheme?