



## UVic E-Bike Pilot Program - Participating Suppliers:

*The UVic Office of Campus Planning and Sustainability (OCPS) undertook a Request for Expressions of Interest process for the purpose of developing a Preferred Suppliers list in early 2022.*

*Although Participants will ultimately be the buyers, we wanted to develop this list as a way to highlight suppliers that demonstrate sustainability leadership, a desire to improve, and that provide value in the quality, range of products, level of customer service, and cost savings for our campus community.*

*We understand that consumers are changing purchase preferences based on social responsibility, inclusiveness and environmental impacts, and want to support informed purchasing decisions.*

Ride the Glide and Surface 604 were both selected as preferred suppliers and have offered point of sale incentives for not only program participants, but UVic employees in general. These two companies will be profiled on program related communications based on responses provided within their EOI questionnaires.

Additional suppliers may also be shared in a list format and provided for the convenience of applicants to the program and UVic employees; the list will not be an endorsement of any particular supplier.

Additional suppliers may also choose to offer point of sale incentives at their discretion for UVic employees.

E-Bike suppliers who wish to be included in this list may contact [action@uvic.ca](mailto:action@uvic.ca).

### Suppliers must meet the following criteria:

1. Provide local (Greater Victoria Region) storefront or mobile repairs and maintenance services for the E-Bike sold;
2. Sell E-Bikes to Participants that are new, have a minimum 1-year warranty; and comply with the BC Motor Vehicle Act Motor Assisted Cycle Regulation criteria;
3. Provide detailed receipts/invoices for E-Bike (only) that includes:
  - a. Supplier name (e.g. name of store)
  - b. Date ordered/purchased
  - c. Make and model of E-Bike
  - d. Point of sale incentive(s) amount applied
  - e. Any additional items for purchase (accessories, gear, etc.) must be on a separate receipt/invoice.
4. Agree to the program's invoicing and payment process through Campus Security.
5. The University reserves the right to remove a supplier from the supplier list for any reason at its sole discretion.



## Employee E-Bike Loan Pilot Program: Invoicing and Payment Process

*\*All qualifying E-Bike purchases must be on a separate invoice*

### Option 1: Employee-Funded

- Employee applies to pilot program and is pre-approved for loan (max. \$3,000).
- Employee chooses E-Bike and supplier, and provides participation confirmation email and ONECard (to prove eligibility for point-of-sale incentives, as applicable).
- Employee completes E-Bike purchase within 30-day window.
- Employee creates a claim for reimbursement by UVic.

### Option 2: Purchase by UVic

- Employee applies to pilot program and is pre-approved for loan (max. \$3,000).
- Employee orders E-Bike from participating supplier within 30-day window, providing their participation confirmation email and ONECard (to prove eligibility and participation).
- Supplier may submit their E-Bike order to UVic's Campus Security Department (CSEC) to confirm via email eligibility and participation. Email is: [aosmond@uvic.ca](mailto:aosmond@uvic.ca)
- Employee is responsible for paying any difference in fees, if the E-Bike exceeds \$3,000.
- Supplier submits complete E-Bike invoice to UVic's Campus Security Department (CSEC) for payment on behalf of the employee (customer) – not to exceed \$3,000. The invoice must be billed to UVic with the employee's information as the customer.
- Supplier may proceed with standard process of coordinating shipment with employee.
- If employee wishes to purchase accessories, they complete their own purchase separately.

### UVic payment options for suppliers:

1. **Credit Card** – UVic's Campus Security Department can pay invoices via credit card. This will be the fastest method of payment. Contact Alexis Osmond at [aosmond@uvic.ca](mailto:aosmond@uvic.ca) 250-721-6381.
2. **Direct Deposit/Cheque** – UVic's Campus Security Department will process invoices submitted by suppliers and send to our Accounts Payable staff for entry. Suppliers will receive payment on the next available payment run via direct deposit/cheque (~30 days).  
Contact Alexis Osmond at [aosmond@uvic.ca](mailto:aosmond@uvic.ca) 250-721-6381.

\* Suppliers may complete a [direct deposit form](#) in advance to help streamline process



## E-Bike Requirements:

The E-Bike must:

- a. Meet the definition of “motor assisted cycle” in the BC Motor Vehicle Act
- b. Comply with all applicable laws, including but not limited to the Motor Assisted Cycle (MAC) Regulation:
  - i. Electric motor with power output rating not exceeding 500 watts
  - ii. Not capable of propelling the cycle faster than 32 km/hr on level ground
  - iii. Wheels 350mm or more in diameter
  - iv. No more than 3 wheels in contact with the ground, and
  - v. Motor shut-off mechanism separate from the accelerator controller, that allows the driver to turn the motor on and off from a normal seated position while operating the MAC or prevents the motor from turning on or engaging before the motor assisted cycle attains a speed of 3 km/hr
  - vi. Motor must disengage if the operator stops pedaling, an accelerator controller is released, or the brake is applied
  - vii. Lights must conform to all applicable BC laws, including the requirements for a front white and a rear red light.
  - viii. Brakes that comply with Section 5 of the Regulation.
- c. Be new, no used E-Bike sales
- d. Include a minimum 1 year warranty