



## **Bike Rack Business Partnership Program**

Spartanburg, SC

1. Partners for Active Living assists a business in choosing appropriate bike parking solutions.
2. Partners for Active Living meets with the business on-site to determine a preferred location for the rack.
3. Partners for Active Living conveys the specific bike rack style, color, and preferred location to the City Planning Director for approval.
4. The Business signs a Hold Harmless agreement to indemnify the City of Spartanburg and Partners for Active Living.
5. The Business purchases the bike rack. (optional: Partners for Active Living can assist in the purchasing process.)
6. Partners for Active Living secures an installation contractor for the project and meets with the contractor on-site. (optional: Business can attend the meeting with the contractor also.)
7. The contractor installs the rack.
8. Partners for Active Living pays the contractor and the contractor signs a sworn statement of having received payment.
9. Partners for Active Living submits an invoice to the City of Spartanburg for reimbursement.

