

SCOPE OF WORK

SHELTER CLEANING AND TRASH REMOVAL SERVICES

1.0 Background Information

The Transportation District Commission of Hampton Roads, operating as Hampton Roads Transit (HRT), has a requirement for maintaining the appearance and cleanliness of shelters, light rail platforms, and stops throughout Hampton Roads in accordance with the following:

Exhibit A contains shelter locations. Bus shelters are 6' x 12' and generally include a bench. Light rail platforms are approximately 60' x 10' and include benches. HRT is in the process of replacing its older existing shelters and the work will consist of cleaning a mixture of old and new shelter types.

2.0 Scope of Services

Cleaning Process shall consist of:

Removal of all dirt, markings, streaks, and adhesive residue from shelters, platforms, benches, trash cans, and glass panels.

- Wash and dry (i.e. Squeegee) the interior and exterior glass walls, including the interior passenger bench. Use of a razor knife is necessary, to remove residue, if ordinary cleaning is insufficient to remove adhesive residue. This will include washing the interior concrete flooring. Note: if using high pressure water or chemicals during the cleaning process, consideration must be given in order to not remove the paint from the bus shelter structure. During winter months, cleaning should be completed in a way, or with a product, that will not result in ice accumulation on the grass or ground, leading to unsafe conditions for the public.
- Remove any graffiti from glass as required.
- During the cleaning process, complete a shelter inventory inspection sheet and email or fax back to the Project Manager within 3 calendar days. This inspection sheet is intended to notify Hampton Roads Transit of any safety concerns or additional maintenance issues required which is outside of the scope of this contract.
- Remove trash and dispose of any trash within the shelters and from around the shelters in a 25 foot radius.



Shelter Care:

Daily, Twice a week, and Three times a week, as specified in Exhibit A: Collect specified trash within 25 feet of each shelter, excluding private property and roadway vehicle travel lanes. All leaves, dirt, cigarette butts, and other debris will be cleared from all curb lines in this area.

Clean specified trash cans, light rail platforms (inside and out, including panels and benches), for a clean, spot free appearance. Clean and remove all dirt, pollen, debris, and spider webs.

Weekly and Bi-Weekly, as specified in Exhibit A: Clean shelter panels (inside and out) and benches for a clean, spot free appearance. Clean and remove all dirt, pollen, debris, and spider webs from shelters.

Twice per year and three times per year, as specified in Exhibit A: Power wash entire shelters and light rail platforms (inside and out) including the roof surface. Hand wipe dry for a clean, spot free appearance.

As Necessary: Remove graffiti, decals, chewing gum, tape residue/adhesive and non-HRT advertisements. Do not dispose of advertising; deliver material to HRT.

Remove snow and de-ice shelter pad area within twelve feet of shelter and clean a minimum of three-foot wide walkway from shelter to curb -- perform as soon as deemed necessary by HRT.

Trash Collection:

Trash can locations can be found in Exhibit A. Trash collection includes emptying and cleaning trash cans, trash pick-up within a 25-foot radius of trash cans, excluding private property and roadway vehicle travel lanes, and replacement of trash bags.

Occasionally it will be necessary to replace trash cans due to theft, vandalism, and/or natural disaster. When this occurs, Contractor shall notify HRT for replacement. HRT shall supply trash cans at the disposal locations noted below.

The Contractor shall respond to HRT requests for additional trash collection before, during, and after special events and at other times as deemed necessary by HRT. The Contractor shall respond to HRT special requests and/or complaints within eight (8) hours of being notified by HRT. Contractor shall be paid per the Price Schedule's prorated daily location unit price for this additional trash collection work.

Shelter Cleaning and Trash Disposal Notes:

HRT will provide barrel type trash cans under this Scope of Work. HRT will not supply trash bags. Trash bags shall be supplied by the vendor and the size should be 42" (+/- 4") x 60" (+/- 2"), 60 gallon capacity. No specialized equipment and supplies, including those for chewing gum removal, graffiti removal, de-icing, and snow removal, are provided by HRT.

HRT will provide use of dumpsters to dispose of shelter trash at the following locations: 509 E. 18th Street (Norfolk), 1400 Parks Ave. (Virginia Beach), 3400 Victoria Blvd. (Hampton), Newport News Transfer Center (Newport News), and Hampton Transfer Center (Hampton). Contractor must dispose of trash at one of these locations daily.

3.0 Weekly Reports

The Contractor shall submit weekly reports documenting dates and times that shelters were serviced. For any scheduled work not performed within the weekly schedule or within eight (8) hours of HRT special requests, the Contractor will be charged (deduction from invoice) for actual costs incurred by HRT to perform all missed work.

The Contractor's weekly report shall also include a listing of any damaged and missing shelter or trash can components by location.

It is understood that existing shelter and trash can receptacle conditions may initially require multiple visits to establish an adequate level of cleanliness. The Contractor shall bring all shelters and trash receptacle areas up to the standards set forth in this Scope of Work within 45 days (6 weeks) of Contract notice to proceed. Afterwards, work must be performed in accordance with the work requirements and schedule outlined above.

The Contractor shall understand that the work herein may change with HRT operational needs and the need to serve the public. Additional addition/reduction of locations will be paid in accordance with the Price Schedule. Contract modifications will be issued for significant changes (over/under 25% of initial proposed quantity) to the attached listing of shelter locations in Exhibit A; including but not limited to the relocation of bus stops, the addition/removal of shelters, and the addition/removal of trash cans.

4.0 Measurement and Payment

Payment shall be on approved invoice submittals in accordance with the Price Schedule.

HRT will be the sole judge of the quality, completeness, and acceptance of the Contractor's work for payment.