

**PARK STREET MAINTENANCE
SCOPE OF WORK/PROPOSER'S BID
FISCAL YEAR 2013/2014**

A. Geography

1. Park Street Business District (see map):

- a. Park Street from Blanding Avenue to San Jose Avenue.
- b. Lincoln Avenue from Oak Street to Everett Street.
- c. Santa Clara Avenue from Oak Street to Broadway.
- d. Central Avenue from Oak Street to Everett Street.
- e. Alameda Avenue from Park Street to Oak Street; and
- f. Encinal Avenue from Oak Street to Park Avenue.

B. Service delivery time frame:

1. Service will be provided Monday through Sunday in the Park Street Business District.
2. Contractor is to leave service areas in a clean manner at the end of each workday. All parts of the work area shall be left in a neat and presentable condition.
3. Contractor is also expected to perform all related duties in a manner which is efficient, competent, expeditious, and courteous.
4. Vendor cannot use sidewalk cleaning machines prior to 6:00 a.m.

C. Daily activities:

1. General litter and trash removal from sidewalks and street furniture including recycling and disposal at proper facilities.
2. Operate sidewalk sweeping machine.*
3. Shopping cart removal and return.
4. Removal of graffiti from public property.
5. All illegal signage monitored and removed in a timely manner.
6. Monitor landscaping company contracted by the City of Alameda to care for the landscaped areas and report any on-going problems to Public Works.

* Maintenance of sweeping machine is the responsibility of the City. Operating cost is the responsibility of the Contractor. i.e. Fuel.

7. Weed tree wells not within the service area of the Landscape & Lighting District Annual Maintenance.
8. Remove weeds from sidewalk as needed.

9. Photo graffiti for City of Alameda's Public Works Department.

D. Weekly activities and/or as needed:

1. Park Street
 - a. Clean corners, steps, and drains, not accessible by street sweepers, at amenity plazas and bus stops.
 - b. Newsracks wiped down.
 - c. Bus stops swept and street furniture wiped down.
 - d. Hang/install, and water flower baskets on Park Street in the spring and remove baskets in the fall.
 - e. Sweep parking lot between Central Avenue and Alameda Avenue, 2336 Central Avenue.
 - f. Remove litter from parking lot adjacent to 2308 Encinal Avenue.

E. As directed:

Provide special signage service, i.e., posting of signage for special events:

1. Park Street:
 - a. Spring Festival, second full weekend of May (Mother's Day Weekend).
 - b. Art & Wine Faire, last full weekend of July.
 - c. Classic Car Show, second Saturday of October.
 - d. Free Parking every Saturday between Thanksgiving and Christmas.

Provide two (2) monthly reports as requested by _City Representative.