



City of Manhattan Beach

Finance Department

General Services Division

Phone: (310) 802-5568

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REQUEST FOR PROPOSAL

BID NUMBER: 1168-18
BID TITLE: Street Sweeping & Pressure Washing Services
REQUESTING DEPARTMENT: Public Works
RELEASE DATE: May 22, 2018
DUE DATE: June 26, 2018 @ 3:00 P.M. PST
CONTACT PERSON: Gwen Eng at (310) 802-5567
E-mail: geng@citymb.info

Notice is hereby given that the Office of the City Clerk of the City of Manhattan Beach will receive proposals and each proposal must be submitted in a sealed envelope, and clearly marked:

“RFP # 1168-18 Street Sweeping Services”

Failure to identify the RFP on the envelope may result in disqualification of the proposal.

Sealed proposals must be submitted to the office of the City Clerk, 1400 Highland Avenue, Manhattan Beach, CA 90266. **Proposals will be received until 3:00 PM PST, Tuesday, June 26, 2018.**

Proposals will not be opened at that time, but will be submitted to the Purchasing Manager for verification and compliance with Specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Proposals received after the deadline will be considered late. Such proposals may be returned unopened.

Inquiries regarding this RFP must be directed to the Purchasing Manager at the above-indicated contact information by no later than end of business, Monday, June 4, 2018. Questions received after the deadline may not be considered.

Gwen Eng
Purchasing Manager

Instructions to Bidders/Definitions

The following meanings are attached to the following defined words when used in these specifications and the contract: The word "City" means the City of Manhattan Beach, California. The word "Bidder" "Vendor," "Supplier," or "Contractor" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.

Filing Date

All bids must be received at or before the time indicated above. Copies of all forms, specifications, and exhibits are available from the office of the Purchasing Agent for the City of Manhattan Beach (310) 802-5569.

Reservations

The City Council reserves the right to reject any and all bids received; to take all bids under advisement for up to 120 days after opening; to waive any informality on any bid; and to be the sole judges of the relative merits of the material mentioned in the respective bids received. The Council also reserves the right to reject any item(s), award more than one contract for each of the items, and reject bids that are not accompanied by the requested information.

Bid Form

- The proposal must include all of the information listed in the RFP, and addressed to the Purchasing Manager, Manhattan Beach, California.
- **No telephone, facsimile or emailed bids will be accepted.**
- If the proposal is made by an individual, it must be signed by the full name of the Bidder and include the Bidder's complete address. If it is made by a firm, it must be signed with the co-partnership name by a member of the firm, and the name and full address of each member must be given. If it is made by a corporation, it must be signed by the proper officer in the corporate name, and the corporate seal must be attached to such signature.
- The phraseology of the bid must not be altered in any way.
- Unless otherwise stated, bids will be received on one or more or all items. Bidders must specifically quote on UNITS as shown on the Bid sheet. In the case of error in extension of prices, the unit price will govern.
- Proposals are subject to acceptance by the City for a period of 120 days, unless a different period is prescribed in the Proposal by the bidder.

Electronic Format

Vendor must supply a copy of the proposed response on labeled media (Company name). Electronic copy must be in searchable PDF format as a single document (optimized and compressed). The naming convention for the file is, **"1168-18, company name."**

The Contract

The Bidder to whom the award is made will be required to enter into a written Agreement with the City, including a purchase order. A copy of the Notice Inviting Bids, the vendor Bid, and the contract specifications may be attached to, and will form a part of the contract. All materials, supplies, equipment, and services supplied by the vendor shall conform to the applicable requirements of State and Federal Laws covering Labor and Wages, as well as conforming to the specifications herein. In case of default by the vendor, the City reserves the right to procure the articles from other sources and to hold the vendor responsible for any excess costs incurred by the City.

Patent Rights

The vendor agrees to save, keep, bear harmless, and fully indemnify the City, its officers, or agents, from all damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights or any person or persons in consequence of the use by the City, or any of their officers and agents, or articles supplies

under any resulting contract, and of which the vendor is not the patentee or assignee, or which the vendor is not lawfully entitled to sell.

Taxes

The City of Manhattan Beach is exempt from paying Federal Excise Taxes. These taxes are not to be included.

Delivery

All deliveries of such items to be furnished must be made to job sites or City warehouse within the boundaries of the City of Manhattan Beach. Where a specific delivery schedule is required, proximity to that schedule will be a consideration.

Payments

Complete payment on the contract will be made in approximately 30 days from the complete delivery and acceptance of the merchandise or service, unless alternate terms are proposed and accepted by the City. **The City may consider prompt payment discounts when calculating the lowest bid if the end result benefits the City.**

Errors/Omissions

The vendor shall not be allowed to take advantage of any errors and/or omissions in these specifications or in the vendor's specifications submitted with the Bid. Full instructions will be given if such errors/omissions are discovered, and vendor agrees to abide by said instructions.

Force Majeure

Contractor shall not be liable for any failure to perform its obligations under this Agreement if Contractor presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Contractor's reasonable control and not due to any act by Contractor.

Default

If the vendor fails in any manner to fully perform and carry out each and all of the terms, covenants, and conditions of the award, then the vendor is in default of the contract. The vendor shall be notified in writing of the default status, and will be given a time frame in which to comply. If the vendor fails to comply within the time frame given, the city, at its option, may terminate or cancel the contract, and at the expense of the contractor, complete the contract with an alternate contractor. Such termination shall not affect or terminate any of the rights of the City against the vendor, or which may thereafter accrue because of such default. The foregoing provision shall be in addition to all other rights and remedies available to the city under law. The waiver of a breach of any term, covenant, or a condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition hereof.

Business License

The successful contractor () will (X) will not be required to procure a City of Manhattan Beach Business License prior to commencing work. Call Business Licensing at (310) 802-5558 for rate information or to apply for a license.

Contract Extension to Other Cities/Agencies

Other Cities/Agencies may be interested in purchasing against an awarded contract, subject to the same price, terms and conditions offered to the City of Manhattan Beach, and by mutual agreement by the City and the vendor. The City does not warrant any additional use of the contract by such agencies. All requirements of the specifications, purchase orders, invoices and payments with other agencies will be directly handled by the successful Bidder and the piggybacking agency.

Debarment Policy for Grant Funded Purchases (if applicable)

Contractor guarantees that it, its employees, Contractors, subcontractors or agents (collectively “Contractor”) are not suspended, debarred, excluded, or ineligible for participation in Medicare, Medi-Cal or any other federal or City funded health care program, or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-Procurement Programs issued by the Federal General Services Administration. Contractor must within 30 calendar days advise the City if, during the term of this Agreement, Contractor becomes suspended, debarred, excluded or ineligible for participation in Medicare, Medi-Cal or any other federal or City funded health care program, as defined by 42. U.S.C. 1320a-7b(f), or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-Procurement Programs issued by the Federal General Services Administration. Contractor will indemnify, defend and hold the City harmless for any loss or damage resulting from the conviction, debarment, exclusion or ineligibility of the Contractor.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction

- 1) The prospective lower tier participant certifies, by submission of this bid, that neither it nor its Principals [as defined at 49 C.F.R. section 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) When the prospective lower tier participant is unable to certify to the City certification, such prospective participant shall attach an explanation to this bid.

**City of Manhattan Beach
Request for Proposal #1168-18
Street Sweeping and Pressure Washing Services**

Introduction

The City of Manhattan Beach Public Works Department's objective is to locate a company that can provide street sweeping and pressure washing of all public streets, paved public alleys and parking lots. Given that the vendor must perform on-site services, it is preferred a local vendor to ensure a quick responsiveness in case of an emergency.

Contract Term

The term of the agreement will be for a period of five (5) years with the option for two (2) additional two (2) year increments, not to exceed a total contract period of nine (9) years.

Technical and Fee Proposal Information

The contents of the proposal shall be submitted in the order as specified below. The proposal shall include, at a minimum, the following information listed below in the same order as requested, and shall not exceed 30 double-sided pages (excluding resumes, pricing and references). Please submit 3 (three) hardcopies and one electronic on labeled media (Company name). Electronic copy must be in searchable PDF format as a single document (optimized and compressed). The naming convention for the file is, "**1168-18, company name**" enclosed in a package, showing the bid number and addressed to the City Clerk, City Hall, Manhattan Beach, California.

1. **Methodology and Work Plan** – Please provide a brief description of the proposed work program and techniques to complete the scope of services. The work program should demonstrate your firm's ability to conduct these services in a professional, timely, and efficient manner.
2. **Experience and Qualification of Firm** – Please provide a description of firm qualifications and relevant experience. Include a general description of the firm's financial condition including proof; identify any conditions (e.g. bankruptcy, pending litigations, planned office closures) that may impede vendor's ability to complete projects.
3. **Staff Qualifications and Experience** – Please provide a resume including qualifications and relevant experience of the individual being proposed to manage this engagement. Include a company organization chart which clearly delineates communication/reporting relationships.
4. **References** – Please provide a list of at least three (3) references where similar work of similar size and nature is currently in process or recently completed. Include name of firm, telephone, email and name of contact person. These references will be checked and may affect the award of the contract. The City of Manhattan Beach reserves the right to contact any of the organizations or individuals listed or any others that may stem from the inquiry.
5. **Contract Exceptions** – Provide any proposed exceptions, additions, and/or deletions to the City's request for proposal and/or Sample Agreement. Proposed exceptions will be considered on a case-by-case basis, but there is no guarantee that proposed exceptions will be accepted by the City.

Pricing

Please complete the attached Pricing Sheet for consideration.

Proposal Evaluation

Selection of Contractor for interview with the City will be based in the contents of the proposal. The proposal will be evaluated and ranked by a committee of selected City staff. The proposal will be rated according to the following selection criteria (in no particular order):

1. Demonstrated understanding of City and scope of services
2. Firm's qualifications, experience, staffing and equipment
3. Qualifications and experience of proposed staff
4. Reference checks
5. Pricing
6. Ability to meet insurance requirements
7. Interviews

Proposal Requirements

Proposals shall specify each item as set forth in this Request for Proposal (RFP). Failure to comply with all requirements and conditions set forth by these specifications and RFP instructions will be the cause for the rejection of the proposal(s). No exceptions or deviations from these specifications will be considered unless each exception or deviation is specifically identified with a detailed statement fully defining the exception(s). All exception(s) must be fully supported by detailed specification regarding the deviated item and shall accompany the proposal for evaluation by the City. If no exceptions are identified, the Proposer shall be required to furnish the service exactly as specified herein. The burden of proof of compliance with these specifications is the responsibility of the Proposer. Acceptance or rejection of the changes is the sole prerogative of the City. The City reserves the right to reject any and all proposals or to make no award.

Bidder Must Make Thorough Investigation

It is the bidder's responsibility to examine the location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the project, misapprehension of the site conditions, or misunderstanding of the specifications or contract provisions.

Acceptance of Conditions

By submitting a bid proposal, each bidder expressly agrees to and accepts the following conditions.

- a. All parts of the Instructions to Bidders and Specifications will become part of the contract between the selected bidder and the City.
- b. The City may require whatever evidence is deemed necessary relative to the bidder's financial stability and ability to perform this project.
- c. The City reserves the right to request further information from the bidder, either in writing or orally, to establish any stated qualifications.
- d. The City reserves the right to solely judge the bidder's representations, and to solely determine whether the bidder is qualified to undertake the project pursuant to the criteria set forth herein. The bidder, by submitting a bid or proposal, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder is qualified to perform the project shall be final, binding, and conclusive.

General Conditions

The City will not reimburse respondents to this RFP for any costs incurred in the preparation and submittal of the proposals. Further, the request does not obligate the City of Manhattan Beach to accept or contract for any expressed or implied services. The City reserves the right to:

- Request any firm/person submitting a proposal to clarify its proposals during the selection phase;
- Negotiate the project schedule and reasonable costs with the selected vendor;
- Modify or alter any requirements herein, and;
- Identify additional tasks to be accomplished prior to establishing a formal contractual agreement.

Licenses

Contractor shall be responsible for all licenses and permits required to perform this work in accordance with Federal, State and local requirements and shall be responsible for all fees resulting there from.

Payment and Invoicing

Contractor shall submit a monthly invoice in duplicate to the City of Manhattan Beach, 1400 Highland Avenue, Manhattan Beach, CA 90266. Invoice shall be submitted on standard company forms and shall state (1) invoice number, (2) invoice date, (3) invoice period, (4) a brief description of work including location, (5) the purchase order number, (6) total amount requested, and (7) contractors tax ID number. Payment will be made after approval of the invoices by Contract Administrator, subject to the routine processing requirements of the City.

Insurance Requirement

The Contractor shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultants, its agent, representatives, employees, or subcontractors. Contractor shall also require all of its subcontractors assigned to the project to procure and maintain the same insurance requirement for the duration of the Agreement. Specific insurance requirements are outlined in the Sample Agreement.

Conflict of Interest

It shall be the duty of the Contractor to comply with all applicable and State and federal laws relating to the prohibited conflicts of interest. As part of its response to the RFP, the Contractor shall disclose in writing any financial, business, employment or other relationships with the City or with any of its officers, employees, or agents that are or were in existence during the twelve (12) calendar months immediately proceeding, and including, the date the Contractor's response to the RFP is filed. In addition, the Contractor shall disclose in writing, any financial, business, employment or other relationships with any contractor or engineer who may have a financial interest in securing design and/or construction contacts for the project. The Contractor shall have a continuing obligation to keep the foregoing disclosures current and up-to-date during the term of the contract, and the Contractor's failure to timely disclose the existence of such a relationship shall be grounds for immediate termination of the contract.

SPECIFICATIONS



REQUEST FOR PROPOSAL #1168-18 STREET SWEEPING AND PRESSURE WASHING



Public Works Department
Stephanie Katsouleas,
Director

PART I - GENERAL PROVISIONS

A. Scope of Work

The work to be done consists of the sweeping of all public streets, paved public alleys, and specified parking lots in the City of Manhattan Beach in accordance with the Sweeping Schedule which has been approved by the Contract Administrator of the City of Manhattan Beach. Additionally, a separate scope of work for pressure washing services is also included in this agreement and defined in detail under Contract Provisions. Generally, the scope, frequency, and hours of operation of all services are subject to change if determined to be in the best interest of the City.

B. Compensation

1.) Payment

For all of the services which the Contractor is obligated to perform under the terms of this contract, the City shall pay to the Contractor, once each month, a sum equal to the monthly price bid in the Contractor's Proposal, or as amended by any subsequent adjustments thereto as provided hereinafter. Monthly payments shall be made by the City in arrears, not later than the thirtieth (30th) day of the month following the month for which payment is made.

2.) Adjustment of Payment (Street Sweeping Only)

Adjustment of payment only applies to the Street Sweeping portion of this Agreement. All other services contemplated under this Agreement shall be fixed for the term of the Agreement unless modified through amendment. For the second and subsequent contract years the rates set forth in the contract may be adjusted upward or downward to reflect changes in the cost of doing business, as measured by fluctuations in the Producer Price Index (P.P.I.) published by the United States Department of Labor, Bureau of Labor Statistics, for the Los Angeles-Long Beach Standard Metropolitan Statistical Area. Beginning with the first day of the fourth calendar month of the contract's second year, and the first day of the fourth calendar month of each contract year thereafter, the rates set forth in the contract may be adjusted in a percentage amount equal to the net percentage change in the said P.P.I. during the period of time since the last preceding contract adjustment, calculated to the nearest one percent.

Rate adjustments based upon changes in the P.P.I. shall be made automatically through the administrative process and will not require the periodic approval of the City Council.

The Contractor may petition the City for rate adjustments on the basis of unusual changes in his cost of doing business, such as revised laws or regulations, or changes in disposal fees over which the Contractor has no control. These unusual changes in the cost of doing business shall be based upon factors other than changes in the P.P.I.

In order to justify such a rate increase based on factors other than changes in the P.P.I., the Contractor shall submit financial and accounting data to the City, which clearly substantiates the requested rate increase. After consideration of such financial and accounting data as submitted by the Contractor and any other relevant information, the City Council shall disapprove, approve, or approve with modification the requested rate increase. The decision of the City Council shall be final and conclusive.

C. Coordination of Specifications and Special Provisions

These Specifications, Special Provisions, and all supplementary documents are essential parts of the contract, and a requirement occurring in one is as binding as though occurring in all. Special Provisions shall govern over Specifications.

D. Authority of the Contract Administrator

The Contract Administrator or his/her authorized representative shall decide all questions which may arise as to the quality or acceptability of work performed, and as to the manner of performance and rate or progress of the work; all questions which arise as to the interpretation of the Specifications; all questions as to the acceptable fulfillment of the contract on the part of the Contractor; and all questions as to claims and compensation. The Contract Administrator's decision shall be final and he shall have executive authority to enforce and make effective such decisions and orders as the Contractor fails to carry out promptly.

Whenever the Contractor is not present on any part of the work where it may be desired to give direction, orders within the scope of these specifications may be given by the Contract Administrator or his authorized representative and the Contractor shall instruct his operators to follow these orders as though they had been issued by the Contractor.

E. Suspension of Contract

If, at any time in the opinion of the City Council, the Contractor has failed to supply an adequate working force or equipment of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of the contract, notice thereof in writing will be served upon him, and should he neglect or refuse to provide means for a satisfactory compliance with the contract, as directed by the Contract Administrator or his authorized representative, within the time specified in such notice, the City Council in any such case shall have the power to suspend the operation of the contract. Upon receiving notice of such suspension, the Contractor's control shall terminate and thereupon the City may hire such force and buy or rent such additional machinery, tools, appliances and equipment, and buy such additional materials and supplies at the Contractor's expense as may be necessary for the proper conduct of the work and for the completion thereof; or may employ other parties to carry the contract to completion; employ the necessary workmen, substitute other machinery or materials, and purchase the materials contracted for, in such manner as the City Council may deem proper; or the City Council may annul and cancel the contract and relet the work. Any excess of cost arising therefrom over and above the contract price will be charged against the Contractor and his sureties, who will be liable therefor. In the event of such suspension, all money due the Contractor or retained under the terms of this contract shall be forfeited to the City; but such forfeiture will not release the Contractor or his sureties from liability for failure to fulfill the contract. The Contractor and his sureties will be credited with the amount of money so forfeited toward any excess of cost over and above the contract price, arising from the suspension of the operations of the contract and the completion of the work by the City as above provided, and the Contractor will be so credited with any surplus remaining after all just claim for such completion have been paid.

In the determination of the question whether there has been any such non-compliance with the contract as to warrant the suspension or annulment thereof, the decision of the City Council shall be binding on all parties to the contract.

F. Termination of Contract

Notwithstanding any other provision of these Specifications and contract documents, the contract for street

sweeping and/or streetscape maintenance services may be terminated at any time, by the City upon sixty (60) calendar days or by the Contractor upon one-hundred twenty (120) calendar days, advance written notice, delivered as certified mail by the United States Postal Service.

G. Subcontracting and Assignment

No performance of this Agreement or any portion thereof may be assigned or subcontracted by Contractor without the expressed written consent of the City. Any attempt by the Contractor to assign or subcontract any performance of the terms of this Agreement without said consent shall be null and void and shall constitute a default under this Agreement. In the event of such a default, the City may immediately terminate the Agreement.

In the event the City should consent to assignment or subcontracting, each term of and condition of the original bid submission requirements and this Agreement shall extend to and be binding upon and inure to the benefit of the assigns, successors or administrators of the respective parties.

In the event the City should consent to subcontracting, the Contractor shall include in all subcontracts the following provision: "This Agreement is a subcontract under the terms of a prime Agreement with the City of Manhattan Beach. All provisions of that prime Agreement shall apply to this subcontract."

Contractor shall indemnify, defend, and hold harmless the City and its employees from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for the Contractor's own employees, but not including the sole negligence of the City, its agents and employees.

H. Laws to be Observed

The Contractor shall keep himself fully informed of and in compliance with all Federal and State laws and all municipal ordinances and regulations of the City of Manhattan Beach which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same.

I. Indemnification

Contractor agrees to indemnify, defend, and hold harmless the City and its elective or appointive boards, officers, agents, attorneys and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees arising out of, or in any way connected with performance of, the Agreement by the Contractor, Contractor's agents, officers, employees, subcontractors, or independent contractor(s) hired by Contractor. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Contractor.

J. Insurance Requirements

Contractor shall not commence work under this Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, Contractor must have and maintain in place, all of the insurance coverages required in sample agreement. Contractor's insurance shall comply with all items specified by this Agreement. Any subcontractors shall be subject to all of the requirements of this Section and Contractor shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work.

K. Working Time Limits

All work unless otherwise specified, shall be performed between the hours of 7:30 AM and 5:00 PM per

Manhattan Beach Municipal Code Noise Ordinance Section 5.48.060 Monday through Friday. Any and all other work on holidays, Saturdays, or Sundays is permitted only with prior written consent of the Contract Administrator.

L. Areas Not In Use

Contractor maintained areas shall remain open as much as possible without presenting a hazard to the public. Coordination of the cleaning will be discussed and a schedule agreed upon between the City and the Contractor. In the event any of the Contractor maintained areas are unusable for any reason, including construction, acts of nature, or vandalism, the Contract Administrator may declare for the purpose of maintenance that an emergency condition exists and that it is out of use. Notwithstanding any provisions contained elsewhere in this agreement, the City reserves the right to perform any repair or construction work it deems advisable, including normal routine maintenance contemplated by this contract, with its own labor and equipment or through a third party. The cost of maintenance in the areas taken out of use will be prorated and deducted from the monthly bill.

M. Equipment Failure or Other Reasons

Contractor shall provide and properly maintain all necessary equipment. In the event the Contractor is prevented from completing any service as provided in the schedule because of equipment breakdown or reasons other than inclement weather, the Contractor shall be required to complete the deferred services prior to the next regular service date, or give the City credit for the work not performed in accordance with the compensation rate herein specified.

N. Additional Work

The completion of extra work, when necessary, may be completed by the Contractor with prior consent of the Contract Administrator and shall be on a negotiated price basis, provided, however, that the City shall have the option to solicit competitive bids for the accomplishment of such work and may award the bid to the lowest responsible bidder.

O. Pressure Washing

The objective of any pressure washing cleaning effort must be to remove all dirt, debris, black marks, grease, oil, food stains, gum, etc. from the project surface. The work must result in a clean and attractive surface. Detailing is defined as the usage of environmentally-safe methods when and where needed as approved by the Contract Administrator. Cleaning includes the usage of high-pressure water, hot or cold. All efforts must be made to avoid splashing/over spraying vehicles, walls, windows, furniture, flowers, and other items when cleaning. Contractor must immediately perform any follow up cleaning when splashing/overspray does occur.

P. Wastewater/Wash Water

All wash water must be collected and treated as wastewater and disposed of in an appropriate manner. It will be the responsibility of the Contractor to ensure this process is adhered to.

In the City of Manhattan Beach, pressure washing wastewater must be kept out of the City's storm water system. The system includes streets, gutters, ponds, creeks, and ditches. Pressure washing wastewater must be collected and then disposed of appropriately at an off-site location at the Contractor's facility or a third-party facility for sewer discharge via a permitted connection appropriately. Appropriate disposal of wastewater shall include legal transport to the off-site location and the disposal at the Contractor's expense and responsibility.

Q. Trash Collection

Routine collection of trash is conducted by the City's franchise waste hauler. However, the Contractor shall collect any overflow of debris from trash or recycling containers in the project area encountered during maintenance or sweeping activities. The Contractor is responsible for contacting the Public Works Department at (310) 802-5313 to inform City staff of any overflowing trash or recycling containers encountered during maintenance activities, or upon discovery of any bulky items (furniture, shopping carts, appliances, etc.) dumped on streets or in alleys. The Contractor shall promptly and responsibly dispose of all debris accumulated as a result of maintenance operations and will not allow any debris on any public street or other public property.

For the purposes of this contract, all trash enclosures, waste and recycling receptacles within the work boundaries established in this document are to be swept and pressure washed on a once monthly basis, including liners.

R. Graffiti Removal

Contractor shall perform graffiti removal (paint, markers, stickers, etc.) from all City owned structures located in the project area including, but not limited to, trash cans, curbs, railings, decking, benches, light poles, light pole bases, buildings, and signs. Graffiti shall be removed using practices, chemicals and techniques as approved by the City. Any graffiti removal with the potential to cause damage shall be reported as soon as discovered to the Contract Administrator.

S. Inclement Weather / Minimum Service Days

Where inclement weather, in the opinion of the Contract Administrator or his authorized representative, prevents adherence to the regular service schedule, the Contractor shall not be required to adhere to the regular schedule(s). However, the Contractor shall perform all deferred work, as deemed necessary by the City, resulting from such inclement weather without additional charge. If the Contractor cannot commence this extra work within four hours the City has the right to contract with an alternate service for which the Contractor will be billed.

T. Citizen Complaints

The Contractor shall employ sufficient staff to daily answer citizen complaints, requests for service, etc. An answering service will not be sufficient for this purpose during normal business hours (8:00 AM to 5:00 PM Monday through Friday). This will include, receipt of and response to, complaints and service requests by any means (phone, U.S. Mail, email, the City's work order management system (Government Outreach), etc.).

Complaints by citizens related to the quality of services provided by the Contractor in excess of five (5) verified contract violations per month shall be considered excessive, and may be the basis for cancellation of the contract by the City for cause with as little as thirty (30) days advance notice to the Contractor.

U. Regular Reporting

The Contractor or his representative shall make contact with the Contract Administrator or his representative on a thrice daily basis (8:15 am, Noon, 4:00pm) and at such other times as may be required by the City to review the performance of the agreement and to discuss any problems or contract related matters as determined by the City.

The Contractor shall submit weekly reports via the City's email and work order management system (Government Outreach) which reflects the work which has been accomplished. The weekly reports shall be submitted to the Contract Administrator by the first business day following the week for which the work is being reported.

A. The Contractor's Field Supervisor shall carry an email capable smartphone at all times.

V. Emergency Services

The Contractor shall provide the City with the names and telephone numbers of at least two (2) qualified persons who can be called upon by the City when emergency maintenance conditions occur during hours when the Contractor's normal work force is not present. Such work will be performed for an additional consideration. The City shall call for such assistance only in the event of a genuine and substantial emergency. The Contractor shall provide a maximum of one hour personnel response time upon notification. Emergency work will be paid at the hourly overtime rate established by this contract.

W. Provisions for Traffic and Detours

- A. General - Contractor shall adhere to the California Work Area Traffic Control Handbook ("WATCH" manual and available through <http://bnibooks.com/>) and shall provide all labor, materials and equipment to install barriers, guards, lights, signs, temporary bridges, flag-persons; advising the public of detours and construction/maintenance hazards and, on completion of the work, promptly remove all signs and warning devices. Contractor shall be responsible for compliance with additional public safety requirements which may arise. Contractor shall notify the Contract Administrator seventy-two (72) hours in advance of closing or partial closing or of reopening any street or public thoroughfare.
- B. Responsibility - Should the Contractor appear to be neglectful or negligent in furnishing warning and protective measures, the City may direct attention to the existence of a hazard, and the necessary warning and protective measures shall be furnished and installed by the City at the Contractor's expense.
- C. Hauling - Spillage onto public or private property resulting from hauling operations shall be immediately removed at Contractor's expense. Contractor is subject to fine for any violation of Federal, State, and local ordinance.

When entering or leaving roadways carrying public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic.

CONTRACT PROVISIONS

PART II - SPECIAL PROVISIONS

1. STREET SWEEPING

A. Scope of Schedule of Work

1.) Description of Schedule

The schedule for sweeping which the Contractor shall follow shall be the schedule which has been developed by the Contract Administrator of the City of Manhattan Beach for the sweeping of all public streets, paved public alleys, and specified parking lots and other areas specifically described herein.

The City shall provide maps for the Contractor to mark to indicate the sweeping routes for each day and for the weekly areas, as required by the Contract Administrator. The Contractor Administrator shall inform the City of start times and start locations for each area of the City. The City shall inform the Contractor of any changes to the start times and locations not less than 24 hours before any change. The Contractor shall update these maps in a timely manner if any changes are made in the sweeping schedule. The Contractor shall provide the City with two (2) copies of the approved maps within two (2) weeks of the approved schedule.

The Street Sweeping Schedule shall be such that all streets are to be swept on a once-a-week schedule, with the provision that some areas may be stipulated by the City for more frequent sweeping. The City shall post signs to indicate the sweeping time intervals, which may span from one (1) hour to eight (8) hours in duration, as determined by the City.

Each street shall be swept according to the following general plan:

- A. On the day following refuse collection, one side of each street shall be swept; and,
- B. On the second day following refuse collection, the opposite side of each street shall be swept.

On many of the main streets, in the business districts, and in other specified areas, the City shall post signs to indicate the sweeping time interval as being more frequent than once a week. The City may change this frequency in the future. If the City approves additional curb miles to be swept, which exceed the curb miles swept at the date of this contract, it shall be considered extra work and the Contractor shall be paid for the extra work according to the curb mile rate specified in this contract's Schedule of Rates or any subsequent amendments to it

2.) Additional Work and Special Work

In the event the City desires to extend the street sweeping program to include new streets constructed after the effective date of this contract, or new alleys or parking lots, then any such additional sweeping which is required of the Contractor shall be paid for at the then current unit prices for compensation specified by this contract's Schedule of Rates or any subsequent amendments to it.

3.) City Parking Lots and Facilities

The Contractor shall sweep the City parking lots and facility areas listed below according to the frequency indicated. Winter months are November 1 – May 30 and summer months are June 1 – October 31.

LOT ID.	LOCATION	PARKING SPACES	TYPE OF SURFACE	FREQUENCY WINTER	FREQUENCY SUMMER
Lot #1	10 th Place & Bayview	48	Asphalt	Weekly	3 x Weekly
Lot #2	12 th Place & Bayview Dr.	70	Asphalt & PCC	Weekly	3 x Weekly
Lot #3	12 th St. & Morningside Dr.	148	PCC	Mon -Sun	Mon - Sun
Lot #4	Rosecrans Ave. & Highland Ave.	79	PCC	Weekly	Mon - Sun
Lot #6	14 th St. and Highland Avenue	26	Asphalt	Weekly	3 x Weekly
Lot #7	Manhattan Beach Blvd. and Valley Drive.	21	Asphalt	Weekly	Mon - Sun
Lot #8	Manhattan Beach Blvd. and Ardmore Avenue	51	Asphalt	Weekly	Mon - Sun
Lot A	Manhattan Beach Blvd. and Ocean Dr. Four (4) Upper and Lower Pier Lots	134	Asphalt	3 x Weekly	Daily
Lot B	26 th St. between Manhattan Ave. & Ocean Dr.	68	Asphalt	3 x Weekly	Daily
Lot C	45 th St. and Ocean Dr.	238	Asphalt	3 x week	Daily
Lot M	Morningside Dr. between 13 th St. and Manhattan Beach Blvd.	460	PCC	3 x Weekly	Daily
Marine Park	Marine & Redondo Avenue	86	Asphalt	3 x Weekly	Daily
Marine Sports Complex	Marine & Aviation	33	Asphalt	Weekly	Daily
Joslyn Center	Parking Lot at 1601 N. Valley Drive	26	Asphalt	Weekly	Daily
PW Yard	3621 Bell Avenue	50 + yard area	Asphalt & PCC	2 x week	Daily
Public Safety Facility	Valley between 13 th and 15 th Upper/Lower Lots, 13 th Street spaces	179	Asphalt & PCC	Weekly	Weekly
Arts Center	1560 Manhattan Beach Blvd.	36	Asphalt	Weekly	Weekly
Manhattan Village	1300 Block of Parkview	150	Asphalt	Weekly	3 x Weekly
Premier Lot	18 th Street and Herrin Avenue	15	Asphalt	Weekly	Weekly

Parking lot sweeping includes sweeping of all hardscape areas of the parking lots. All dirt and debris must be collected either by hand or mechanical sweeper. Areas not accessible to mechanical sweeping, (perimeter areas next to retaining walls and fences, behind bumper blocks, and in corners, etc.) shall be hand swept and collected or placed in areas where the mechanical sweeper can collect the debris. The stairwells in the parking structures at Lot M and the Public Safety Facility should be swept daily. Care should be taken by the Contractor not to damage the electrical sensors in the stairwells.

Maintenance of the parking lots shall also include collection and disposal of debris from City trash containers located in the parking

4.) Deficiency Report

Contractor shall immediately report any deficiencies, or the need for replacements for any item herein listed to the Contract Administrator. The Contract Administrator will then determine the extent of the removal or replacement, if any. The Contractor will be reimbursed for expenses in excess of five hundred dollars (\$500) annually for replacement and repair of any item herein listed. Additionally, the Contractor should submit a detailed report noting any deficiencies that were reported to the Contract Administrator. Items of concern include retaining walls, wheel stops, parking meters, pavement markings, landscaping irrigation, graffiti, equipment, outdoor furniture and accessories, etc. Additionally, trash receptacles shall be inspected three times weekly for liners, lids, damage, etc. Any deficiencies shall be promptly noted and submitted to the Contract Administrator.

Where public safety is affected, the Contractor shall make immediate equipment repairs or removals. The Contractor shall report such repairs or removals to the Contract Administrator.

5.) Inclement Weather

Where inclement weather, in the opinion of the City Manager or his authorized representative, prevents adherence to the regular sweeping schedule, the Contractor shall not be required to comply with the schedule. However, the Contractor shall perform all extra work, as deemed needed by the City, resulting from such inclement weather without additional charge. If the Contractor cannot commence this extra work within four hours the City has the right to contract with an alternate service for which the Contractor will be billed.

6.) Equipment Failure or Other Reasons

In the event the Contractor is prevented from completing the sweeping as provided in the schedule because of equipment breakdown or reasons other than inclement weather, the Contractor shall be required to complete the sweeping services so deferred prior to the next regular scheduled sweeping date, or give the City credit for the work not performed in accordance with the compensation rate hereinafter specified. The Contractor may observe up to three (3) legal holidays yearly and no deduction in payment for services not provided on such legal holidays, which shall coincide with City observed holidays for Thanksgiving, Christmas, and New Years Day, shall be made.

7.) Special Events

The Contractor shall provide street sweeping services immediately prior to and following parades, community celebrations, special events, and other activities involving the streets of the City when so requested by the Contract Administrator at no additional charge. The following list of events is for planning purposes and should not be considered the only events requiring special event sweeping. Any additions or changes to this list will be communicated to the Contractor by the City with at least one day advance notice of the event. The City's Special Event Schedule is provided by the City (subject to change).

CITY SPONSORED SPECIAL EVENTS

<u>Month</u>	<u>Event</u>	<u>Duration</u>
January		
1 st Weekend	Downtown Business Shopping Day	3 days (F-Su)
	Martin Luther King Jr. Day Weekend (S)	3 days (Sa-M)
February		
	Presidents Day Weekend (S)	3 days (Sa-M)
March		
1 st Weekend	Downtown Business Spring Sidewalk Sale	3 days (F-Su)
3 rd Weekend	Downtown Business Spring Sidewalk Sale	3 days (F-Su)

April

May

1 st Weekend	Manhattan Mile & 5K Run	1 day
	Grandview Gator 5K	
	Memorial Day Weekend (S)	4 days (F-M)

June

1 st Weekend	Grandview Gator 5K Run	1 day
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July

July 4 th Weekend (S)	4 days (F-M)
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August

1 st Weekend	Surf Festival/6 Man Volleyball Tournament (S)	2 days (Sa-Su)
2 nd Weekend	Grand Prix Bike Race	1 day

September

	Labor Day Weekend (S)	4 days (F-M)
2 nd Weekend	Manhattan Beach Arts Festival	1 day
3 rd Weekend	Manhattan Beach Employee Picnic	1 day

October

1 st Weekend	Old Hometown Fair / 10K Weekend Event	2 days (Sa-Su)
	Downtown Business Safe Halloween Trick or Treat	1 day

November

	Veterans Day Weekend	1 day
2 nd Weekend	Downtown Business Holiday Open House	1 day
2 nd Wednesday	Pier Lighting	1 day
	Thanksgiving Weekend	4 days (Th-Su)

December

2 nd Sunday	Holiday Fireworks Festival	1 day
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(S) = Weekend designated for sweeping of a portion of The Strand after the event.

B. Quality of Work

1.) Standards of Performance

The Contractor shall remove all trash, debris and sediment from all streets every sweeping cycle. The Contractor shall make as many passes as necessary to accomplish this task. The Contractor shall be responsible for the removal of all spills of concrete, rock, gravel, sand, accident debris, etc. and shall have a sweeper on site as directed within 15 minutes of notification during normal business hours (8:00am to 4:30pm M-F). Large items, such as cardboard, palm fronds, large rocks, etc., shall be physically picked up and placed in the sweeper by the operator or other Contractor personnel. The Contractor shall move excessively large items from the area to be swept into the parkway area and immediately notify the Contract Administrator via phone and email. Sediment accumulation in slotted cross gutters shall be removed and disposed of minimally once per week. All slot drains and catch basin grates shall be serviced immediately prior to and immediately after forecasted storm events. If sediment or debris deposits still remain in cross gutters or drain inlet grates, the Contractor will re-sweep and/or service those areas as requested by the City at no additional charge.

2.) Sweeping Practices

The Contractor shall so conduct his operations as to cause the least possible obstruction and inconvenience to public traffic. The Contractor shall at all times use good sweeping practices as listed below and will be responsible to make adjustments to the equipment independently, or as directed by the City, that enables the equipment to best sweep the street.

The Contractor must exercise due care so as to prevent spilling, scattering, or dropping of refuse throughout sweeping activity and shall immediately clean up such spillage, dropping, or scattering. Sweeping practices include, but are not limited to:

- a. Position gutter brooms at the proper angle to the gutter incline, touching the curb.
- b. Set main broom in level position to assure debris pick up. Apply appropriate broom pressure for sweeping conditions to obtain a minimum strike pattern of five (5) inches.
- c. Adjust spray nozzles to keep dust caused by sweeping to a minimum.
- d. Center dirt reflector and main drag shoes shall be properly maintained and adjusted, or any other device designed to direct debris or dirt into the path of the rear broom.
- e. Sweeping speed shall be adjusted to street conditions with a maximum speed of six (6) miles per hour or as advised by manufacturer for optimum pick up. Patterned concrete or medians and crosswalks or tiles crosswalks shall be swept at a maximum of three (3) miles per hour.
- f. Operate sweepers as close to parked cars or other obstacles as safety allows.

3.) Construction Related Problems and Storm Debris

Dirt and debris carried onto streets from identifiable construction sites is not considered the responsibility of the Contractor if located within three hundred (300) feet of the construction site. However, the Contractor is required to report dirt and debris from construction sites immediately by contacting the Public Works Department main phone number (310) 802-5300. If not reported on the day of sweeping for that area, the Contractor will be required to clean up the location without additional compensation. Storm clean up and sweeping must be completed within 12 hours of a storm or wind event if such event occurs during normal business hours (8:00am to 4:30pm M-F). Additionally, Contractor shall supply sufficient resources to remove all palm fronds, soils, sediments and all other storm related debris as directed by the Contract Administrator following any wind or rain related storm event, whether such debris it is located within the regularly scheduled route or not

4.) Supervision

The Contractor shall provide such adequate English speaking field supervision as to furnish continuous surveillance of workmanship, adherence to schedules by the crews performing the work under contract and adherence to equipment operating specifications that will maximize sweeping efficiencies and effectiveness. The field supervisor shall contact the Contract Administrator thrice daily as to the schedule of work, citizen complaints, and adequacy of performance. The Contractor shall submit such reports as the City may require insuring compliance with scheduled work, including but not limited to,

- Daily responses to citizen complaints through the use of the City's web based work order system (Government Outreach)
- Amount off debris in tons collected by sweepers on a monthly basis, including certified weighmaster tickets.
- Equipment breakdown, maintenance, and/or substitution
- Staff vacations/ replacement drivers
- Inability to complete scheduled tasks due to traffic, construction, equipment breakdown, weather, or accident

The reports are to be transmitted to the City on a once daily basis or as determined by the Contract Administrator.

C. Equipment

1.) Description

The Contractor shall employ standard heavy duty regenerative air sweeping equipment as is necessary to clean the street of the City of paper, glass, dirt, sand, rocks, litter, and miscellaneous debris as defined by the City's performance standards. Sweeper drivers shall have a minimum two years of verifiable municipal street sweeping experience in order to operate within Manhattan Beach city limits. Sweeping equipment used to perform the work within the specifications contained herein shall be no more than five years old at any time during the term of the Agreement. Contractor shall provide a list of all pressure equipment including make, model, fuel type, and year of manufacture that Contractor proposes to employ for street sweeping duties.

All vehicles and equipment use in conjunction with the work shall be in accordance with the latest California Air Resources Board (CARB) and South Coast Air Quality Management District (SCAQMD) Rule 1186 requirements (SCAQMD certified equipment list included in Appendix).

Equipment shall present a neat, clean, and professional appearance, and be maintained in good mechanical working order. Additionally, all vehicles used by the Contractor shall display a permanently affixed emblem and/or placard which clearly identifies the vehicle number, name of Contractor, Contractor's phone number, and web address for customer service purposes. The emblem or placard must be visible to passing motorists and pedestrians. The Contract Administrator may reject any vehicle or piece of equipment and order it removed from the job site if it fails to meet the standards set forth within the contract specifications.

2.) Maintenance

All equipment used by the Contractor shall be kept in a neat and clean appearance, maintained in top mechanical condition, and properly adjusted, from an operational and legally mandated standpoint. The Contractor shall, at all times, maintain adequate standby sweeping equipment to be used in the event of equipment breakdown. The Contractor shall be responsible for clean up and proper disposal of any automotive fluid or other material discharged on to City streets.

3.) Storage

City shall not provide storage facilities for Contractor's operations. The Contractor, at his expense, shall provide all necessary facilities for the storage of equipment, parts, supplies and equipment maintenance as is required to perform the services under this Agreement.

D. Miscellaneous Terms

1.) Water

The City shall provide the Contractor, free of charge, sufficient water for the street sweeping equipment necessary to fulfill the terms of this contract. Contractor shall demonstrate and submit for inspection, all sweepers accessing City supplied water to ensure they are properly equipped with a air gap on the fill line for backflow prevention. Generally, water will be supplied from fire hydrants, the use of which has previously been approved by the Department of Public Works. The Contract Administrator may, for operational reasons, direct at any time that certain fire hydrants not be used and the Contractor shall comply.

The Contractor shall maintain, in each sweeper that services the City of Manhattan Beach, a current list furnished by the Department of Public Works of fire hydrant locations that shall not be used to supply water for the street sweeping equipment. The list shall be enclosed in a clear plastic folder and be accessible to the driver at all times. The Contractor shall be responsible for replacing all security caps and chains removed to access the water system, and for reporting any missing security caps or other repair needs on hydrants designated for Contractor use.

2.) Traffic Counters

The Contractor is cautioned that, at various times and locations, the City will temporarily install portable traffic counting equipment of the type which is activated by vehicles coming in contact with a hose placed in the roadway. Caution shall be used by the Contractor to avoid damaging said equipment. If the Contractor, while in the performance of his contract duties, damages or causes to be damaged any of the aforementioned traffic counting equipment or appurtenances, he shall bear the entire cost for the restoration, repair, inspection, testing, or replacement of said damaged equipment.

3.) Disposal of Street Sweeping Debris

The Contractor shall safely remove all street sweeping debris and legally dispose of it off site on a daily basis. The City shall not provide any storage area for the temporary holding of debris for the Contractor. The Contractor shall be responsible for all disposal costs of the debris. All debris shall be collected and weighed, verified by a weighmaster certificate. Copies of weighmaster certificates for all street sweeping debris shall be submitted to the Contract Administrator on a monthly basis.

2. MAINTENANCE OF THE STRAND

a. Sweeping of the Strand

Contractor shall sweep the entire length of The Strand 5 days per week and as requested by the City. Sweeping should be completed each day between 7:30 a.m. and 10:30 a.m. Contractor shall also sweep the section of The Strand between 8th Street and 15th Street after each special event listed with the symbol (S) under Street Sweeping, Special Events. Detailing will include daily hand sweeping. The regenerative air sweepers make, model and design shall be approved prior to use in the field by the Contract Administrator, and must meet current AQMD standards. Included with the sweeping will be hand detailing/sweeping of the dead end streets that intersect The Strand, beach-access stairways in their entirety, bump outs that contain site furnishings, graffiti removal on waste and recycling receptacles, spot pressure washing to remove animal urine and feces at lamp posts, waste receptacles and site furnishings, and all catch basin inlets.

b. Equipment

Contractor shall use equipment that meets all specifications listed under Street Sweeping, Equipment section above and appropriately sized for use on The Strand. Any areas of The Strand that are not accessible to a mechanical sweeper must be maintained by hand per the included schedule.

c. Pressure Washing of the Strand

Contractor shall perform pressure washing of The Strand on a monthly basis no later than the end of the first full week of each month. All trash and debris shall be cleaned and removed from the area immediately prior to pressure washing. Contractor is responsible for all pedestrian and vehicular traffic control. Method of cleaning will be through use of pressure washing equipment with 3,500psi using hot water. Pressure washing must be completed between 7:30 a.m. and 10:30 a.m., and Contractor shall employ sufficient personnel and number of machines to accomplish the work described within the allotted timeframe. Hours are subject to change. Spot pressure washing services is required by City. Areas frequented by dogs and/or soiled by animal waste (light poles, light pole bases, waste receptacles, site furnishings, etc.) shall be pressure washed. Any deficiencies shall be promptly noted and submitted to the Contract Administrator.

d. Wind Storm Events

Contractor shall clean the Strand in its entirety immediately following a wind event, paying special attention to the area south of the Pier. Due to unique topographic peculiarities and proximity to the sandy beach, the Strand south of the Pier is often covered in wind deposited sand. It shall be incumbent upon the Contractor to be familiar with the equipment and personnel needs to service this area during such wind events and to regularly inspect this area. The response time is detailed in Section B. Quality of Work of this Specification.

3. MAINTENANCE OF THE PIER AND COMFORT STATION

a. General

Contractor shall be responsible for inspecting and reporting maintenance needs of any equipment, furniture and accessories including, but not limited to, benches, light poles, sinks, bait stations, drinking fountains, railings, and trash receptacles. This shall include such items as trash receptacle liners and replacement where required, as well as sweeping, and cleaning. The pier shall be cleaned, to the satisfaction of the City, seven (7) days a week.

Contractor shall report any major deficiency or the need of replacement for any item herein listed to the Contract Administrator.

b. Sweeping and Pressure Washing of the Pier and Comfort Station areas

Contractor shall perform thorough sweeping of the pier three (3) times per week on Monday, Wednesday, and Friday during the winter months (November 1 – May 30) and five (5) times per week during the summer months (June 1 – October 31). Pressure washing shall be conducted on a weekly basis during the winter season and twice weekly during the summer season. The full circumference and inside and outside perimeters of the Roundhouse area including sinks, bait stations, and drinking fountains of the pier shall be swept and pressure washed daily regardless of season due to visitor dining and the leftovers of fishing activity. Trash and debris shall be cleaned, swept, and collected by hand or pressure sweeper (Billy Goat vacuum or approved equivalent) immediately prior to pressure washing to eliminate trash and debris being blown onto the beach or surrounding waters below the pier. Contractor is responsible for all pedestrian and vehicular traffic control. Method of pressure washing shall be as provided in Section 14. Pressure washing of the General Provisions. Pressure washing must be completed between the hours of 1:00 a.m. and 7:00 a.m. Hours are subject to change. Additional pressure washing services may be required by City and shall be charged at the specified hourly rate or square foot price as established for additional pressure washing services.

4. DOWNTOWN STREETScape AND NORTH END BUSINESS DISTRICT MAINTENANCE

a. General

Contractor shall be responsible for maintenance of the Downtown Streetscape public right-of- way, alleys, gutters, sidewalks, trash and recycling receptacles. Maintenance shall include such items as miscellaneous sweeping, cleaning, regular cleaning of interior and exterior of street refuse and recycling containers, overflow trash collection of City containers and commercial containers. Due to the necessity of daily sweeping, contractor is advised to allow for adequate hand labor on non posted sweeping days to keep the Streetscape area at the required level of maintenance. The Downtown Streetscape area shall be cleaned, to the satisfaction of the City, seven (7) days a week. Pressure washing shall be performed as per Master Service Schedule.

Contractor shall report any major deficiency or the need of replacement for any item herein listed to the Contract Administrator.

5. PUBLIC PLAZA MAINTENANCE (City Hall, Metlox, Public Safety Facility, Creative Arts Center)

a. General

Contractor shall be responsible for maintenance of the Public Plazas public right-of-way, alleys, gutters, sidewalks, trash enclosures, trash, and recycling receptacles. Maintenance shall include such items as miscellaneous sweeping and cleaning in public areas and collection of City trash containers in public areas and adjacent parking lots. The Public Plazas shall be cleaned, to the satisfaction of the City, seven (7) days a week.

Contractor shall report any deficiency or the need of replacement for any item herein listed to the Contract Administrator.

b. Pressure Washing of the Public Plazas

Contractor shall perform complete pressure washing of Public Plaza hardscaped areas as per Master Service Schedule. Trash and debris should be cleaned from the area immediately prior to pressure washing. Contractor is responsible for all pedestrian and vehicular traffic control. Method of pressure washing shall be as provided in Section "P" of the General Provisions. Pressure washing must be completed between 7:30 a.m. and 10:30 a.m. Hours are subject to change. Additional pressure washing services may be required by City and shall be charged at the specified hourly rate or square foot price as established for additional pressure washing services.

Master Service Schedule							
SWEEPING	Spaces	Daily	Weekly	Monthly	Quarterly	Seasonal	Comments
Street Sweeping			X			X	Per attached schedules (daily maps)
Strand Sweeping (1ST -45TH St)		5X					5 days per week, M-F, 7:30 to 10:30 am, includes overflow trash per specifications
Hand Detailing Stairways					X		
PARKING LOTS							
Lot #1- 10th & Bayview	48		X	2X		X	
Lot #2- 12th Bayview	70		X	2X		X	2 story PCC structure, discreet lot adjacent to structure is AC
Lot #3- 12th & Morningside	148		X	2X		X	3 story steel structure, pressure wash trash area weekly, pressure wash structure 2X annually and collect
Lot #4- Rosecrans Highland	79		X	2X		X	2 story PCC structure, pressure wash 1X annually and collect effluent
Lot #6- 14th & Highland	26		X	2X		X	
Lot #7- MBB & Valley	21		X	2X		X	Pervious PCC
Lot #8- MBB & Ardmore	51		X	2X		X	Pervious PCC
Lot M- Metlox	460	X	X				Subterranean parking, remove trash daily, all activities to be completed before 8:00 am, pressure wash 1X annually and collect effluent
Lot A- Four Pier Lots	134			X			Pressure wash refuse and recycling enclosures 1X per month, Upper lots are Pervious PCC, lower lots are AC
Lot B- 26th Street (Bruce's Beach Lots)	68		X	2X		X	
Lot C- El Porto Lot	238		X	2X		X	Pressure wash 2X annually and collect
Marine Ave Park- Marine & Redondo	86		X	2X		X	
Marine Sports Complex- Marine & Aviation	33		X	2X		X	
Joslyn Center- 1601 Valley	26		X				
Public Works Yard- 3621 Bell Ave	50		X				Includes gated interior portion
City Hall & Police/Fire Facility-	162	X	X	2X		X	Subterranean parking, remove trash daily, all activities on the City Hall (publically accessible) side to be completed by 8 am, pressure wash parking area 1X annually and collect effluent
Creative Arts Center- 1560 MBB	36		X	2X		X	
Manhattan Village- 1300 Parkview Ave	217		X	2X		X	
North MB BID							
- Pressure Washing				2X			Pressure wash 2X monthly
Premier Baseball Field Lot- 18th and Herrin	8		X	2X		X	North-side 8 spaces, East-side 14 spaces

MAINTENANCE-RELATED (see breakout sheets for detail)

Pier Cleaning							
- Pier Refuse/Recycling Containers		X	X	2X		X	Daily trash removal year-round. Porter
- Pier Sweeping: Winter Season		X	4X			X	4 days per week; Sat, Sun, Tue, Thur
- Pier Sweeping: Summer Season		7X				X	7 days per week
- Pier Pressure Washing: Winter Season				X		X	Pressure wash weekly..Spot clean as needed. Pressure wash refuse and recycling enclosures 1X per month. Clean

MAINTENANCE-RELATED: Continued (see breakout sheets for detail)

	Spaces	Daily	Weekly	Monthly	Quarterly	Seasonal	Comments
- Pier Pressure Washing: Summer Season				X		X	Pressure wash twice a week. Spot clean as needed. Pressure wash refuse and recycling enclosures 1X per
- Pier Lot Trash Compactor Pressure Wash				X			
Downtown Streetscape		X	X				Empty refuse and recycling containers daily, hand sweeping between 5:30 am and 7:30 am to augment mechanical sweeping, mechanical sweeping can begin after 7:30am, parked vehicles are an issue. Daytime porter.
- Pressure Washing		X		X	X		Pressure wash daily. All refuse and recycling containers to be pressure washed monthly. Clean refuse lids daily. Pressure wash blue tile crosswalks quarterly.
Metlox Plaza– 451 Manhattan Beach Blvd							
- Plaza		X	X			X	Remove trash daily. Daytime porter (locations to also include the Pier, Civic Center Plaza, and Streetscape). All refuse and recycling containers to be pressure washed. Clean refuse lids daily.
- PressureWashing		X	X				Split work: ½ Mon, ½ Wed (cleaning of Farmers Market area on Wed following Tuesday's Farmers Market), spot clean as needed. Stairs and stairwells weekly, elevators daily, escalators deep cleaned weekly, stainless steel and glass touched up daily. All refuse and recycling containers to be pressure washed monthly.
- Police Dept Annex, Elevator		X					
Civic Center Plaza – 420 15th St							
- Plaza and planters		X	X	X			Empty refuse and recycling containers daily, daytime porter
Pressure Washing		X	X	X			Pressure wash weekly, spot clean as needed. Stairs and stairwells weekly, elevator daily. All refuse and recycling containers to be pressure washed
Hand Sweeping & Miscellaneous							
- Pedestrian Access Stairways					X		
-							
-							

SCHEDULE OF CITY-SPONSORED SPECIAL EVENTS

The Contractor shall provide street sweeping services immediately prior to and following parades, community celebrations, special events, and other activities involving the streets of the City when so requested by the Contract Administrator at no additional charge. The following list of events is for planning purposes and should not be considered the only events requiring special event sweeping. Any additions or changes to this list will be communicated to the Contractor by the City with at least one day advance notice of the event. The City's Special Event Schedule is as follows (subject to change):

Month	Event	Duration
January		
1 st Weekend	Downtown Business Shopping Day	3 days (Fri-Sun)
	Martin Luther King Jr. Day Weekend (S)	3 days (Sat-Mon)
February		
	Presidents Day Weekend (S)	3 days (Sat-Mon)
March		
1 st Weekend	Downtown Business Spring Sidewalk Sale	3 days (Fri-Sun)
3 rd Weekend	Downtown Business Spring Sidewalk Sale	3 days (Fri-Sun)
April		
3 rd Weekend	Earth Day	1 day
May		
1 st Weekend	Robinson Fun Run	1 day
	Memorial Day Weekend (S)	4 days (Fri-Mon)
June		
1 st Weekend	Grandview Gator 5K Run	1 day
July		
	July 4 th Weekend (S)	4 days (Fri-Mon)
August		
1 st Weekend	Surf Festival/6 Man Volleyball Tournament (S)	2 days (Sat-Sun)
2 nd Weekend	Grand Prix Bike Race	1 day
September		
	Labor Day Weekend (S)	4 days (Fri-Mon)
3 rd Weekend	Manhattan Beach Employee Picnic	1 day
October		
1 st Weekend	Old Hometown Fair	2 days (Sat-Sun)
	Downtown Business Safe Halloween Trick or Treat	1 day
November		
	Veterans Day Weekend	1 day
2 nd Weekend	DTBA Holiday Open House/Pier Lighting	1 day
	Thanksgiving Weekend	4 days (Thur-Sun)
December		
1 st Weekend	Holiday Fireworks	1 day
(S) = Weekend designated for sweeping of a portion of The Strand after the event.		