

TO: James L. App, City Manager
FROM: Joseph M. Deakin, Public Works Director
SUBJECT: Street Sweeper Scope of work
DATE: October 21, 2003

NEEDS: For the City Council to consider the scope of work for street sweeping.

- FACTS:**
1. Under the current contract, the vendor is required to sweep residential streets once every four weeks and commercial streets anywhere from once per day to once per week (see attached specifications).
 2. The current contractor is routinely not performing the sweeping to the contract standards.
 3. The sweeping contract is due to expire. Staff is preparing to solicit bids for street sweeping service from both the private sector and an internal bid to in-source the sweeping.
 4. At the September 26, 2003 meeting, the Streets and Utilities committee suggested going forth with the long standing street sweeping scope of work (found in current specifications) then reevaluating after the new sweeping contractor has performed for a period of time.

ANALYSIS & CONCLUSION: Currently, the residential streets in Paso Robles are not being swept as required in the current contract scope of work. Because the service has been below standard the Streets and Utilities Committee believes the data necessary to evaluate sweeping need is not available. Therefore the committee suggested bidding the new contract with the long-standing level of service as spelled out in the current contract. Then after an observation period and feed back from the public the level of service can be more adequately analyzed and adjusted if necessary.

POLICY REFERENCE: none

FISCAL IMPACT: none

- OPTIONS:**
- a. Direct staff to prepare street sweeping bids with current long standing scope of work and solicit an in-sourcing bid along with bids from the private sector.
 - b. Amend, modify or reject the above option.

TECHNICAL SPECIFICATIONS

ANNUAL STREET SWEEPING - 2 YEAR CONTRACT DPW PROJECT NO. 01-05

SECTION TS-1 SCOPE OF WORK

- A. Residential Streets - All residential streets as described in Exhibit 'A' shall be swept one (1) time every four (4) weeks. Sweeper(s) shall operate only between 7:00 a.m. and 5:00 p.m.
- B. Commercial Streets - All commercial streets shall be swept at frequencies as described in Exhibit 'A'. Sweeper(s) shall operate only between 2:00 a.m. and 6:30 a.m.
- C. Incidental Sweeping - Incidental sweeping will not be separately compensated, but should be included in the overall bid. Incidental sweeping is described as all areas within the city right-of-way, including city owned parking lots; except for those areas adjacent to the curb or uncurbed road edges. All debris between the curb lines of a street, including leaves, shall be the responsibility of the contractor. The city will endeavor to enforce municipal codes with regard to illegal parking and large or heavy debris along curbs or in gutters.
- D. All areas are to be swept and left in a condition that is free of all debris. City shall have discretion as to the condition of swept areas and reserves the right to direct contractor to re-sweep at no additional cost to the city.
- E. The City reserves the right to add curb miles to the quantities listed within this document. Compensation for the contractor sweeping additional curb miles shall be at the rate provided by the contractor on the bid sheet.

SECTION TS-2 OTHER PROVISIONS

- A. Storage of Equipment - City shall provide a secure location for the contractor to store his equipment at no cost at the City Yard at 625 Riverside Avenue, or if contractor wishes to provide his own storage, City will pay for only direct storage costs.
- B. Disposal of Swept Debris - It will be at the City's option to provide a location and responsibility to dispose of street sweepings or to pay for contractor's direct disposal costs. The location for disposal will be within the City limits.
- C. Equipment - Contractor shall provide at a minimum one (1) full-time motorized sweeper acceptable to the City, which is solely dedicated to the fulfillment of the contract. In addition, the contractor must demonstrate that he has appropriate backup to meet requirements of this contract.
- D. Permits and Licenses - Contractor must be in possession of or must be able to obtain all permits and licenses required by governmental entities.
- E. Term - Two (2) years for initial term with a City option to renew for up to three (3) additional years.
- F. Penalties - Contractors are requested to include in their proposal the amount of liquidated damages for each day upon which service is not provided due to default, and an alternate makeup schedule for days that service is not provided due to inclement weather.
- G. Legal Compliance/Reporting - The contractor will be required to comply with all applicable laws. The contractor will be required to maintain a local telephone number for customer service and complain access; and to keep and maintain records for all operations and submit a monthly report to the City in a format as approved by the Public Works Director.