

EXHIBIT A
SCOPE OF SERVICES
JANITORIAL SERVICES

BUS STOP MAINTENANCE SERVICES

Services and Schedule of Performance

Contractor shall furnish all labor, equipment, tools, fuel, materials, insurance, supervision, waste recycling/disposal and incidentals required to perform bus stop maintenance services for all stop locations. The City reserves the right to modify the quantity of bus stop locations.

These services shall include, but are not limited to the following:

- Bi-weekly cleaning including spraying and wiping down the shelter, benches, signage, and refuse containers. This includes cleaning of all interior and exterior visible metal and concrete surfaces, taking care not to damage any of the finishes. Contractor shall also clean all glass and plexi-glass surfaces including the map case for the bus shelters. Contractor shall use a dry cleaning method (no pressure washing) such as a mop, broom or rag to clean the entire bus stop including, but not limited to, bus furniture, shelter structure, refuse receptacles, and signs within a 5-foot radius from outside edges of all bus stop furniture and only that property which is part of the public right-of-way.
- Weekly removal of graffiti as needed on bus stop shelters, benches, refuse receptacles and sidewalks within a 5-foot radius measured from outside edges of all bus stop furniture and only that property which is part of the public right-of-way.
- Once a week removal of refuse from trash containers and replacement of trash liners in all trash receptacles. Trash liners should be secured in place to contain the refuse within the container. Debris, refuse, and associated undesirable items shall be removed from the site area and disposed of legally and properly to the City's satisfaction at the Contractor's expense. The site area includes all areas within twenty-five (25) feet of the outer edges of all bus stop furniture and only that property which is part of the public right-of-way. If trash receptacles are found to be overflowing, Contractor shall notify the City to determine if an extra receptacle is needed at this location or an increase in frequency of cleaning. The Contractor shall also notify the City if there are missing and/or damaged trash container lids. The City shall order and install replacement lids.
- Monthly reporting of cleaning activities to the City.

- Quarterly pressure washing of all bus shelters, benches and trash receptacles in accordance with Order No. R4-2012-0175 – Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County and Best Management Practices (BMPs) as follows:
 - a. Prior to washing, block all storm drains with an impervious barrier such as a plastic liner with sandbags, straw wattles or berms. Clean accumulated debris and remove blocking materials upon completion of cleaning activities.
 - b. Contain wash water to prevent runoff.
 - c. Use vacuums or other machines to collect and remove loose debris or litter before applying water.
 - d. Prevent debris from entering the storm drain system.
 - e. Pump or vacuum all wash water and dispose of water as “waste-water” under a sanitary sewer permit or other manner acceptable to the City. All excess water shall be removed from pedestrian areas in accordance with this BMP. The discharge of wash water into storm drain inlets, catch basins, or into the curb-and-gutter leading to the storm drain system is strictly prohibited by the Federal Clean Water Act as implemented through the MS4 Permit.
 - f. Hot water may be used for concrete surfaces; cold water must be used on all metal surfaces.
 - g. Contractor shall use a low-volume, high-pressure cleaning machine equipped to recycle water used or a low-volume high-pressure water broom.
- Quarterly solar panel cleaning shall be performed to ensure optimum performance as follows.
 - a. Clean the solar panels in accordance with manufacturer’s guidelines.
 - b. Wipe the solar panels with a damp cloth and remove any dirt and grime that may have accumulated.
 - c. Dry the solar panels with a soft clean cotton terry towel/cloth and repeat if necessary.
 - d. If other deposits are found on the solar glass panel that cannot be removed with the cloth wipe-down method described previously, Contractor shall carefully use a glass scraper with a new blade to remove other deposits and then wipe with a damp cloth.

In accordance with the MS4 Permit Part IV.D.9.e (pp. 126-129), Contractor shall implement and maintain activity-specific best management practices (BMPs) listed in Table 18 of the MS4 Permit that’s specific to Litter/Debris/Graffiti activities. Detailed descriptions of the activity-specific BMPs are provided in the CalTrans Stormwater Quality Handbook Maintenance Staff Guide CTSW-RT-02-057(CalTrans Handbook) available online at:

http://www.dot.ca.gov/hq/env/stormwater/special/newsetup/_pdfs/management_ar_rwp/CTSW-RT-02-057.pdf

In particular, BMPs for these activities found in Appendix B pages B-4 through B-8 and B-32 through B-36 of the CalTrans Handbook or equally effective procedures such as those identified in the California BMP Handbooks developed by the California Stormwater Quality Association shall be utilized.

Equipment and Vehicles

The Contractor shall use and maintain vehicles and equipment in a manner that prevents leaks and spills of fluids.

Contractor field staff training

On an annual basis, Contractor shall certify that each of Contractor's field staff conducting work for the City of Commerce has received all applicable training required in the MS4 Permit, including training related to Public Agency Activities consistent with Part IV.D.9.k of the MS4 Permit (p.136) and training in Illicit Connection and Illicit Discharge identification and reporting consistent with Part IV.D.10.f of the MS4 Permit (pp. 140-141). Documentation of this training shall be provided to the City on an annual basis including: name and position of each staff person trained, date of training and content of training. This training must promote a clear understanding of the potential for catch basin cleaning activities to pollute stormwater and identify opportunities to require, implement and maintain appropriate BMPs. Contractor personnel also must be trained to identify and report illicit discharges promptly to the City.

All non-storm water discharges into the MS4 are prohibited unless those flows are: in compliance with a separate NPDES permit; specifically exempted by the MS4 Permit; or are in full compliance with specific BMPs required for conditionally exempt non-storm water discharges in accordance with Part III. Discharge Prohibitions of the Municipal NPDES Permit.