

**TECHNICAL SPECIFICATIONS
and
GENERAL SCOPE OF WORK**

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(Total 7 pages including coversheet)

DIVISION I
Bus Shelter Maintenance

SECTION A
General

The Contractor shall furnish all necessary labor, materials, equipment and tools to provide complete maintenance of the Guam Visitors Bureau bus shelters and amenities in Tumon, Guam.

Locations:

1. Guam Visitors Bureau
2. PIC Hotel
3. Across PIC Hotel
4. Fountain Plaza
5. Holiday Resort
6. Pacific Bay Hotel/Churrasco Restaurant
7. Burger King/Kracked Egg
8. Across Hyatt Hotel
9. Sandcastle
10. Westin Hotel
11. Pacific Place
12. Lotte Hotel
13. Outrigger Hotel – Map Pylon Only

Bus Shelter Amenities: Please see Appendix C for Schematics and Inventory List

1. 12 Shelters including solar lights
2. 12 Solar Panels
3. 12 Advertisement boxes with solar lighting
4. 13 Map Boxes with solar lighting
5. 22 Bollards with solar lighting
6. 12 Trash Bins
7. 12 Recycling Bins
8. 3 Railings (only at PIC Hotel, Across PIC Hotel and Sandcastle)
9. 10 Stainless Steel Benches
10. 1 Stainless Steel Interior Leaning Bench (across PIC)

SECTION B
Work Requirements

1. General Shelter Inspections:
 - a. Ensure bus shelter and amenities are in good condition.
 - b. Remove any debris items on the roof.
2. Bus Shelter Maintenance (including trash/recycling bins, stainless steel benches/leaning rail):
 - a. Carry out light cleaning maintenance services:
 - i. Sweep in and around bus shelters, bins (trash/recycling), map pylons, and bollards.
 - ii. Wash down entire bus shelter and trash/recycling bins using a soft brush and a mild household detergent. Use detergents free from solvents and petroleum-based chemicals when cleaning powder-coated surfaces. Be sure to rinse off detergent.

- iii. Gently wipe surfaces with a sponge or a soft brush to remove any loose dirt and debris. DO NOT use a wire brush, it's too harsh and will remove the finish.
 - b. Chloride-containing detergents MUST BE AVOIDED when cleaning stainless steel amenities.
3. Bollard and Railing Maintenance:
 - a. Carry out light cleaning maintenance services
 - i. Use a soft brush to remove any dirt or debris.
 - ii. Wash with a mild household detergent and rinse with clean water. DO NOT allow detergent to dry on the surface. Dry with a clean cloth.
 - iii. DO NOT use any type of abrasive cleaner, this will damage the finish.
4. Map Box and Advertisement Box Maintenance:
 - a. Create a spray mixture of equal amounts of ordinary dish soap and water.
 - b. Spray solution on tempered glass, wait 10 seconds, and wipe the glass clean with a soft sponge. NOTE: Any small particles dragged over tempered glass will scratch it, be very careful as to how the glass is washed, avoid shortcuts. DO NOT use a scouring pad.
 - c. If there are difficult spots on the glass surface that does not respond to ordinary washing, DO NOT use harsher methods, as this will damage the glass. Instead, spot clean the dirty sections with soap and water until it's removed.
 - d. Use a clean soft cloth, such as a microfiber cloth, to buff the glass dry.
5. Graffiti Removal:
 - a. Graffiti should be removed within one working day.
 - b. Use a biodegradable spray or treated wipes specially made for graffiti removal.
 - c. Do not use hard scrapping tools as this may damage the powder coating.
6. Paint and GVB Decal on Bus Shelters/Amenities:
 - a. Contractor shall make all necessary repairs to paint and/or GVB Logo decal at first signs of abrasion, scratches, scuffs, etc.
 - b. Contractor shall ensure all paint touch ups, exactly match, the existing paint scheme color currently on the bus shelters and amenities.
7. Project Schedule:
 - a. The Contractor shall conform to the following schedule and conditions:
 - i. Contractor shall submit weekly reports and conduct weekly inspections of the bus shelter and amenities ensure it is in good condition. Contractor shall notify the GVB immediately if any damages are seen during the course of inspections.
 - ii. Contractor shall conduct weekly maintenance, to include:
 1. Sweeping in and around the bus shelters, trash and recycling bins, map pylons and bollards.
 2. Wash down of the bus shelters, trash and recycling bins, displays, map pylons, bollards, and railings.
 - iii. Contractor shall conform to the following schedule and conditions:
 1. Conduct cleaning services during early morning hours at certain bus shelters (i.e. PIC Hotel and across PIC Hotel) to avoid delays or other safety concerns when bus shelters are crowded.
 - b. In the event services cannot be performed due to causes beyond the control and without the fault of the Contractor, the Contractor shall notify the GVB, in writing, and state the reasons for non-performance of services. Contractor will not be compensated

for any day cleaning services not performed. See Section D, Postponed Work Schedule Make-up.

8. Permits:

- a. Contractor shall provide the GVB with a copy of the proposed Highway Encroachment Plan, which is required by Department of Public Works when working in any easement or right-of-way areas.

9. Pre and Post Typhoon Clean-Up:

- a. When in Condition of Readiness (COR) 2:
 - i. Contractor shall remove all trash/recycling lids and secure items in a safe location.
- b. When placed in Condition of Readiness (COR) 4:
 - i. Contractor shall re-install trash/recycling lids.
 - ii. Sweep in and around all bus shelters, bins (trash/recycling), map pylons and bollards.
 - iii. Wash down of all bus shelters and amenities.

SECTION C

Responsibility of the GVB

1. The Contracting Officer will inspect the work areas daily and notify the Contractor of any discrepancies. The Contracting Officer will coordinate inspection schedule with the Contractor that will allow the Contractor adequate time to correct any discrepancies before the end of each cleaning day.
2. The Contracting Officer will furnish the Contractor an inspection checklist for each cleaning day. Also, if a representative for the Contractor is present on site, the Contracting Officer will inform the Contractor of discrepancies while conducting the inspection. Any unsatisfactory item of work shall be immediately corrected by the Contractor.

SECTION D

Postponed Work Schedule Make-Up

1. The Contractor shall commence work from the date of Notice to Proceed and continue thereafter in accordance with the cleaning schedule as set forth thereafter. If inclement weather or any other unavoidable condition prevents the Contractor from performing the work on a scheduled date, the Contractor shall so report to the Contracting Officer. No additional compensation will be allowed to the Contractor for any make-up cleaning.
2. Before commencement of any make-up work, the Contractor must obtain the approval of the Contracting Officer. All make-up work scheduled shall be of mutual arrangement and agreement between the Contractor and Contracting Officer.

DIVISION II

Liquidated Damages

In lieu of any other provision regarding liquidated damages it shall be mutually agreed and understood by and between the parties of this contract that time and strict adherence to the work requirements, unless otherwise directed by the Contracting Officer, shall be of essence to the contract. In case of failure on the part of the Contractor to complete each cleaning within the time agreed upon and in accordance with the specified work requirements, it is agreed that the damages being impossible of definite

ascertainment, that liquidated damages shall be fixed at the sum of 10% of the work item dollar amount which was performed late, as determined by the Contracting Officer. Any work item not performed and not able to be made up will be deducted from the contract by prorating as determined by the Contracting Officer. The Contractor hereby agrees to pay the Owner liquidated damages and not by way of penalty, or provide full maintenance services in the above manner, for any of the following infractions:

1. Failure of the Contractor to provide the required cleaning and maintenance services, except when impractical to perform the work and proper notice was given by the Contractor in writing to the Owner.
2. Failure of the Contractor to report for work on the regular and/or make-up work date after notifying the Owner.
3. Failure of the Contractor to notify the Owner that the work cannot be performed or completed on the regularly scheduled date.
4. For any other infraction of the contract requirements.

DIVISION III Miscellaneous Provisions

1. **COOPERATION WITH GOVERNMENT OF GUAM AGENCIES:**
The Contractor shall give full cooperation to resource agencies such as the Guam Department of Agriculture's Division of Aquatic and Wildlife Resources, the Guam Environmental Protection Agency and the Department of Public Works.
2. **REPAIR OF DAMAGES TO EXISTING FACILITIES AND STRUCTURES:** Any existing facilities and structures damaged by the Contractor shall be immediately repaired by the Contractor within twelve (12) hours. If such repairs are not completed within the time specified, the GVB reserves the right to hire another Contractor to make the necessary repairs and deduct the repair costs from any money due or that may become due the Contractor. In case any money due to the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the Owner.
3. **LOST AND FOUND ARTICLES:** All lost and found articles recovered during operations shall be turned over to the Contracting Officer.
4. **LOCAL LABOR:** The Contractor shall, in the performance of work under this contract, employ qualified residents of Guam in preference to nonresident laborers. The requirement shall apply to day laborers and it may apply to positions requiring technical skill applied or scientific knowledge, at the Contractor's discretion. Such preference shall be given to only those persons who are found to possess the capacity necessary for the proper discharge of duties of employment.
5. **MINIMUM WAGE RATES:** The current wage and benefit determination decision for Guam and the Commonwealth of the Northern Mariana Islands issued by the United States Department of Labor is applicable to, and incorporated in, this contract. While the wage rates are minimum hourly rates required to be paid during the life of the contract, it is the responsibility of bidders to inform themselves of the local laws covering such items as the length of workday, overtime compensation, health and welfare contributions, labor supply, and prospective changes or adjustments of wage rates.

6. GOVERNMENT REQUIREMENTS: The Contractor shall comply with all applicable Government of Guam laws and regulations.
7. INDEMNITY: The Contractor agrees to save and hold harmless the Government, its officers, agents, representatives, successors and other assigns and other governmental agencies from any and all suits or actions of every nature and kind, which may be brought for or on account of any injury, death, or damage arising or growing out of the acts or omissions of the Contractor, Contractor's officers, agents, servants or employees under this contract.
8. INSPECTION: The Contractor shall furnish the Contracting Officer every reasonable facility for ascertaining whether or not the work performed and materials used are in accordance with the requirements and intent of the specifications and contract.
9. COMMUNICATIONS:
 - a. All notices, demands, requests, instructions, approvals, proposals and claims must be in writing. Issuance of verbal field orders by Inspectors must be executed by the Contractor unless the order is not in conformance with the contract.
 - b. Any notice to or demand upon the Contractor shall be sufficiently given if delivered at the job site to the man-in-charge, or if delivered at the office to the Contractor stated on the signature page of the Agreement (or at such other office as the Contractor may from time to time designate in writing to the Contracting Officer), or if deposited in the United States mail in a sealed, postage-prepaid envelope, or delivered via facsimile (fax) transmission.
 - c. Any such notice shall be deemed to have been given as of the time of actual delivery or, in the case of mailing, when the same should have been received in due course of post, or in the case of fax, at the time of actual receipt, as the case may be.
 - d. This section does not apply to decisions given pursuant to the provisions of the General Conditions dealing with Disputes.
10. SAFETY REQUIREMENTS:
 - a. The Contractor shall implement a safety program conforming to the requirements of federal and local laws, rules and regulations. The program shall include, but is not limited to, the following:

"Occupational Safety and Health Standards," which can be ordered from the Superintendent of Documents, U.S. Government Printing Office, WA, D.C. 20402.
 - b. The Contractor shall confer with the Contracting Officer to develop a mutual understanding relative to the administration of the Safety Program. The Contractor shall submit, prior to the specified pre-performance conference, a written outline of the safety provisions and precautions to be followed throughout the life of the contract. Included in the safety outline shall be:
 - (1) Identification of hazards expected to be encountered and the procedure/method of guarding or correction.
 - (2) Appointment of a competent job site supervisory employee to effectively carry out the safety and health program.
 - (3) Providing each employee with initial safety indoctrination and instruction to enable him to perform his work in a safe manner. These instructions shall include pertinent safety regulations, specific hazards expected, availability of medical facilities, reporting of accidents, etc.
 - (4) Preparation and submission of accident or property damage reports. The required report shall be submitted to the Contracting Officer not later than seven

days from the occurrence. In the event of an accident involving a death, the contracting officer shall be notified immediately.

10. PUBLIC RELEASE OF INFORMATION: There shall be no public release of information or photographs concerning any aspect of the materials or service in relation to this contract or other documents resulting therefrom without the prior written approval of the Contracting Officer. The Contractor shall insert the substance of this paragraph in each subcontract and purchase order.

*** END OF TECHNICAL SPECIFICATIONS ***