

**SCOPE OF WORK  
FOR  
2<sup>ND</sup> STREET TREE LIGHTING AND MAINTENANCE**

**1.0 PURPOSE**

1.1 This Invitation for Bid (IFB) is to establish a contract for the installation and maintenance of street tree lighting of West 2<sup>nd</sup> Street.

1.2 This contract will include annual trimming take down, installation of new LED lights and cords, repair and maintenance of electrical outlets and lights, and installation of outlet covers.

1.3 The base contract shall be a 36-month contract with three 12-month extension options.

**2.0 BACKGROUND**

2.1 The work area includes Silicon Labs (Blocks 2 & 4) and City Hall (Block 3).

2.2 Total number of trees:

- Block 2- 12 trees
- Block 3-11 trees
- Block 4-12 trees

**3.0 SCOPE**

3.1 Contractor shall remove all existing lights and electrical cords in the street trees on three blocks that face the south side of West 2nd Street, from San Antonio Street to Colorado Street.

3.1.1 This will be done annually when directed by the designated City contact.

3.1.2 Allow for completion of tree trimming (tree trimming will not occur between February 1 and June 30) and when directed by the designated City contact, install new lights and cords.

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- 3.2 Contractor shall provide and install new strands of Diogen or buyer approved equal LED mini lights.
- 3.3 Contractor shall provide lights with these specific characteristics.
  - 3.3.1 Color: Warm White
  - 3.3.2 5mm conical bulb style
  - 3.3.3 Bulbs 4 inches apart
  - 3.3.4 70 count per set and approximately 23 feet in length
- 3.4 Contractor shall comply with these installation methods.
  - 3.4.1 Begin wrapping lights on lowest branches and wrap lights approximately 6 feet above the lowest branches.
  - 3.4.2 Do not wrap trunks of trees.
  - 3.4.3 Install strands approximately 1 foot apart.
  - 3.4.4 Attach power cords to trees with hook and loop strapping making sure the strapping is placed in a manner as to not cut into the tree.
- 3.5 Contractor shall test and repair all electrical outlets.
- 3.6 Contractor shall provide and install outlet covers.
  - 3.6.1 The majority of outlets have covers, but if there is no cover they will need to be installed
  - 3.6.2 Occasionally they will need to be replaced
  - 3.6.3 The outlet boxes are not all the same, the contractor shall find covers to fit the various boxes

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**4.0 SCHEDULE**

4.1 Contractor shall complete installation of new lights and cords as soon as tree trimming is complete. This will be after June 30, 2014.

**5.0 MAINTENANCE**

5.1 Contractor shall perform a monthly inspection of all outlets, extension cords, and tree lights to insure they remain operational and are not a safety hazard.

5.2 Contractor shall provide a monthly inspection report, the last Monday of each month, to the designated contact person for the City and include an estimate for maintenance and repairs.

5.3 Contractor shall provide repairs or replacements within seven days of designated City contact approval.

**6.0 MISCELLANEOUS**

6.1 The City of Austin is a tax exempt entity.

6.2 Contractor shall be responsible for any necessary permits/approvals for work in the right-of-way.

6.3 Contractor shall be responsible for any coordination required with City Hall and Silicon Labs landlords for turning power on and off for installations, de-installations, and maintenance activities.