

Summary of Contract Terms:

1999 Transit Shelter Implementation Agreement and Amendments 1 & 2

Basic Maintenance and Repairs

- 1x per week: Trash Pick Up, Graffiti Cleaning, Broken Glass, Power Washing, Lighting Fixtures, Bus Service Info, within a 15' radius on the Public Right of Way.
- Cleaning/Repairs: within 24 hours of a verbal or written communication from the District.
- Bus Schedule / Maps update: 4x a year during sign-ups

New Shelter Installations and Relocations

- Number of New Shelters based on Local Jurisdictional Agreements
- Removal or Relocation Within 5 days, after acquiring a permit.
- District must give 15 – 30 days notice to CCO.

Reporting

- Annual Inventory Report: Includes confirmation of customer complaint information sticker on shelter, year/month of shelter installation, shelter book value, advertising/non-advertising shelter, trash can size, map case, illumination status
 - On or before March 28 of each year
- Monthly Maintenance Logs: Date of visit, routine maintenance visit or special maintenance request, shelter location, maintenance worker name, trash pick up, graffiti removal, glass cleaning, power washing, additional cleanings, lack of power (if any).
 - Must be submitted to staff 10 days after the last day of each month

Contract Costs

- Nonmonetary Contract: The 1999 Transit Shelter Implementation Agreement and subsequent amendments are nonmonetary contracts, meaning the District is not required to pay CCO any money for the services provided. Typically, the advertising on bus shelters should generate enough revenue for CCO to perform all duties laid out in the contract and for CCO to pay AC Transit an administrative fee. Given the economic challenges resulting from the COVID-19 pandemic, CCO and the District have agreed to make the administrative fee zero dollars for the 2021 Bridge Contract term.
- Administrative Fee to District - typically \$123,000 but waived due to pandemic
- Permit Fees to District - \$0 (paid by CCO)
- Utility Cost to District - \$0 (paid by CCO)
- New/Rehab Shelters cost to District - \$0 (paid by CCO)
- Advertising Revenues to District - \$0
- Maintenance Cost to District - \$0
- Dedicated District Staff - 0.5FTE (Administrative)
- 5 CCO Staff