

# ANNEXURE 1: SCOPE OF WORK

## 1. Scope

### 1.1. The scope of this RFP includes the following:

The East London Industrial Development Zone SOC Ltd (ELIDZ) is the duly appointed operator of the East London Industrial Development Zone, and as such has an obligation to ensure that the various facilities and services that they own and control are at all times fully operational and able to perform the function for which they were intended.

Accordingly, the ELIDZ has a need to enter into contracts with suitable service providers who are able to carry out the various inspections, maintenance activities and repairs which are necessary to support these objectives.

### Overview of the Works

The maintenance services comprise both scheduled and unscheduled items as described below. It is envisaged that a small permanent crew (as described in the Pricing Schedule) will undertake most of the non-specialised works on a daily basis as directed by the Engineer or the Engineers representative. Works requiring more specialised resources will be brought onto site as and when required.

#### 1. Site Inspections and Reporting

Carry out an initial inspection and subsequent scheduled monthly inspections of fire extinguishers, hose reels, hydrants and related equipment and submit reports of each inspection

Site inspections are to be carried out monthly according to the programme of works agreed to by the Contractor and the Engineer/Client's representative. Reports are to be submitted with invoices on a monthly basis reflecting, amongst other, works completed and planned, delays and problems, condition reports, and labour statistics

#### 2) Undertake annual maintenance of fire extinguishers, hose reels, hydrants and related equipment

##### 2.1 Service and maintenance of fire extinguishers in accordance to but not limited to SANS 10105-1.

If fixed extinguishers have to be removed from ELIDZ site the necessary arrangements shall be made with the responsible person to ensure satisfactory protection with a replacement. Below are some of the items required for the servicing and maintenance of fire extinguishers.

- Thoroughly clean the container and examine the exterior for corrosion and physical damage and, if any damage to the seams or joints is observed,

remove the extinguisher from service and submit it for a major service.

- If there are minor dents in the container, remote from any seam or joint, allow the extinguisher to remain in service.
- If the registered person does not consider the severity and extent of corrosion to be serious, clean, repaint and re-label the container in a way that ensures compliance with the requirements of the original manufacturer.
- Check all component parts for corrosion and physical damage (i.e. breakage, deformation, cracks, discoloration of plastics parts, etc.). If necessary, replace parts with the correct components recommended and supplied by the fire extinguisher manufacturer. If such components are not available, use parts that comply with the requirements of the original manufacturer. If this is not possible, the extinguisher shall be condemned
- Examine fire extinguisher hose for wear and kinking.
- If the fire extinguisher hose is not in good condition, replace it with a fire hose of acceptable quality and design
- Examine the mounting brackets for physical damage and firm anchorage
- Determine the full mass of the extinguisher and if it is found to vary by more than 5 % from the marked full mass, present the extinguisher for a major service.
- If no mass is marked on the extinguisher, determine the actual mass and record it on the new service label attached to the extinguisher.
- Verify that the pressure indicating device is operative
- Conduct hydrostatic and pressure testing in accordance to but not limited to SANS 10105-1
- At the end of the service, service labels shall be completed and fitted

## 2.2 Service and maintenance of fire hose reels in accordance to but not limited to SANS 1475-2

Below are some of the items required for the servicing and maintenance of fire hose reels:-.

- Mounting brackets shall be checked to ensure that they hold the hose reel in position to allow designed use of equipment.
- Components of the hose reel shall be checked whether they are functioning as prescribed by the manufacturer.
- Water control fittings of the hose reel shall be checked whether they are functioning as prescribed by the manufacturer.
- The fire hose shall be checked whether.
- It is not more than 30 m or less than 28 m in length, and
- All water seals shall be checked for leakage.
- At the end of the service, service labels shall be completed and fitted

## 2.3 Service and maintenance of fire hydrants in accordance to but not limited to SANS 10105-1

- On servicing, check free opening and closing of valve.
- Lubricate if necessary.

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

- Confirm the seals are not worn-out.
- The fire hose should be run-out and checked for leakages.
- The pump must be checked to ensure it is giving rated pressure.
- At the end of the service, service labels shall be completed and fitted

### **3. Completing of service labels**

When all the relevant inspection and service procedures have been completed, the service provider shall record legibly and indelibly and on an acceptable, waterproof, adhesive label that is firmly fixed to the fire equipment, the following information:

- name, physical address and contact number of the reconditioning organization;
- registration number of the registered competent person;
- date of service;
- next service due date; and
- actual mass.

### **4. Pressure/ Flow tests**

Provide flow test certificates/ pressure test labels for hose reels (30 litres/minute) and fire hydrants (1200 litres/minute) Where a pressure test has been conducted on the fire extinguishers and fire hydrants, the service provider shall record legibly and indelibly on a separate, acceptable, waterproof, adhesive label that is firmly fixed to the extinguisher/hydrant, the following information:

- a) name, and contact number of the reconditioning organization;
- b) registration number of the registered competent person;
- c) date of pressure test; and
- d) test pressure in kilopascals.

### **5. Preparation and approval of monthly routine repair and replacement program**

6. The programme for work to be carried out shall be agreed with the responsible person on a monthly basis. The programme shall indicate plans to undertake maintenance activities or repairs on specific installation components that have been identified during inspections.

### **7. Respond to call-outs for attending to system faults and defective equipment where necessary**

### **8. Installation of new or additional or modifications to existing fire prevention installations and equipment.**

### **9. Occupational health & safety method statements & compliance**

### **10. Construction environmental management method statements & compliance**

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

## 2. Considerations

### Technical Considerations

#### Works Specifications

The following SABS 1200 Standard Specifications for Civil Engineering Construction are applicable to this contract: and all relevant SANS Codes of Practice where building works are required

Number	Year	Title
SANS 10400	2008	National Building Regulations as amended
SANS 10400 – Part T	2011	Fire Protection Building Regulations
SANS 10287	2000	Automatic sprinkler installations
SANS 10 252-1	2012	Water supply and drainage for buildings
SANS 1475-2	2010	The production of reconditioned fire-fighting equipment

These specifications have not been issued as part of the tender documentation, and are available from SAICE, Private Bag X200, Halfway House, 1685. Telephone 011 805-5947

The Particular Specifications applicable to this contract are:  
The ELIDZ Occupational Health and Safety Specification  
The ELIDZ Construction Environmental Management Plan

These specifications are included in the tender documentation

#### 2.2.5 EXISTING SERVICES

All areas within which the Contractor is required to undertake maintenance operations are serviced with the full range of civil, electrical and communication services, some of which are below ground. The Contractor will be issued with drawings showing the positions of the services that are included in the contract and will be required to determine the position of all other known services which may be affected by his work, by consultation with the Engineer.

The Contractor may be required to undertake work in close proximity to existing services in which case he shall take all necessary precautions to prevent any damage to these services. Should his operations result in any damage to existing services, he shall immediately notify the Engineer who will inspect the damage and determine what further action is required. The Contractor shall be responsible for the cost of all repairs or reinstatement necessary, whether these are carried out with his own resources or by a third party.

#### 2.2.6 SITE ESTABLISHMENT

##### a) **Facilities provided by the Employer**

Reticulated potable water exists within each zone of the IDZ. Should the Contractor require a supply of water to enable him to undertake any of his activities on the site then

a suitable point of supply will be made available off the relevant reticulation. The Contractor shall be responsible for the cost of removal and reinstatement on completion.

All zones of the IDZ are fully reticulated with electricity. Should the Contractor require an electrical connection then he shall discuss his requirements with the Engineer who will arrange for a supply with the necessary capacity at a suitable position. The Contractor shall be responsible for the cost of removal and reinstatement on completion.

Arrangements will be made for the contractor's staff to use the ablution facilities available on the site provide that they are kept in a clean condition and the contractor takes responsibility for breakages caused by his employees.

The Employer is not able to assist with telecommunication facilities and the Contractor shall make his own arrangements for whatever telephone and facsimile facilities he may require.

**b) Facilities provided by the Contractor**

It is not envisaged that the Contractor will require a permanent campsite, with offices, storage or workshop facilities. Should establishment of any temporary facilities be required to enable the Contractor to carry out any aspect of the work, then the location and extent of such facilities shall require prior approval of the Engineer.

The Contractor will not be required to provide an office, telephone, vehicle or any other facilities or equipment for the exclusive use of the Employer, the Engineer or their staff.

**c) Notice Boards**

A notice board is not required, nor will the Contractor be permitted to erect his own advertising board.

**2.2.7 SITE USAGE**

The Contractor shall restrict his operations to the immediate vicinity of the work being carried out and he shall not be permitted to unnecessarily obstruct or impact on other adjacent areas.

**2.2.8 PERMITS AND WAY LEAVES**

Permits and way leaves are required for work on the IDZ services.

**2.2.9 ALTERATIONS, ADDITIONS, AND EXTENSIONS TO EXISTING WORKS**

Wherever the Contractor is required to carry out new construction to lines and levels based on or tying into existing infrastructure, he shall first check that the information provided for the existing works is accurate and correct. Should there be any discrepancies as regards position, or defects in the quality of the existing work which may affect the proposed work, then the Contractor shall report these to the Engineer and request clarification prior to proceeding with the new construction.

**2.2.9.1 Survey and Setting Out**

The Contractor shall be solely responsible for the survey and setting out of any new work.

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_  
SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

## 2.2.10 MANAGEMENT

### 2.2.10.1 Management of The Works

#### a) **Planning and Programming**

Within 14 days of the Commencement Date and prior to commencement of any operations on site, the Contractor shall prepare and submit to the Engineer a Maintenance Plan that provides full details of the sequence and timing of the scheduled inspections and maintenance activities required in terms of the contract. This shall cover the entire contract period, and shall be amended and revised as necessary until approved by the Engineer.

In addition, one week before the end of each month, the Contractor shall submit a list of work to be carried out during the following month, together with the anticipated expenditure, using the relevant items from the Bills of Quantities. The list shall include both scheduled maintenance items and unscheduled additional work items as requested by the Engineer, and shall form the basis of the work to be carried out and paid for during the month. The Contractor shall not be entitled to claim for payment for scheduled items that have not been included in the monthly schedule and approved by the Engineer.

#### b) **Sequence of the Works**

The sequence of work shall be carried out strictly in accordance with the maintenance plan and monthly schedule as detailed above.

Certain other aspects of unscheduled work may be required from time to time in response to call-outs. The response to any call-out shall be categorised according to the need for urgency in attending to the call-out.

The applicable categories of call-out are defined as follows :

i) Emergency Response : This shall be defined as an event that requires an immediate response or action to prevent and/or mitigate against damage, harm or injury to persons or property, or to limit the disruption of services. The Contractor shall respond to an emergency call-out within 2 hours.

ii) Urgent Response : This shall mean any failure or repair requirement that could significantly affect the services or pose a danger if left unattended for any length of time. The Contractor shall respond to an urgent call-out within 24 hours.

iii) Routine Response: This shall apply to all other failures or repairs other than those requiring either an emergency or urgent response. These items shall be dealt with as unscheduled additional work items as requested by the Engineer (refer to a) above).

All items of work shall be categorised as routine.

Items will however be included in the Bill of Quantities to allow for additional payment in the event that the Engineer requires either an urgent or emergency response to a specific aspect of unscheduled work.

#### c) **Methods and Procedures**

Prior to the commencement of any work on the site the Contractor shall submit method statements for each separate maintenance, repair or construction activity that he is

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

required to undertake. The method statements shall be submitted to the Engineer for approval at least 10 days prior to the scheduled start of the activity. The method statements shall set out the procedures to be followed in carrying out the activity and shall include details of compliance with both Occupational Health and Safety and Environmental aspects.

The Contractor shall ensure that his staff and workers are properly trained in the safe and effective use of any equipment, plant or materials necessary to undertake the work.

d) **Quality Control**

The Contractor shall ensure that the appearance of his staff is neat and tidy, and he shall provide them with appropriate and easily identifiable uniforms, preferably with the Contractor's logo, to enable them to be recognised at all times while on site.

The Contractor shall provide whatever samples of materials are required for approval prior to commencement, and shall undertake all necessary tests that are required in terms of the applicable specification to ensure that his workmanship meets the required standard.

e) **Environment**

Environmental considerations applicable to this project are detailed in the ELIDZ Construction Environment Management Plan (CEMP).

The Contractor shall ensure that he is fully aware of the requirements of the CEMP and that he understands his responsibilities regarding both his management of the project and the actual construction activities on site.

f) **Accommodation of Traffic**

The Contractor shall be responsible for the safety of all vehicular and pedestrian traffic affected by his work and shall provide the necessary deviations together with all warning signs, barricading and lighting fully in compliance with the requirements of the SADC Road Traffic Signs Manual.

The Contractor shall maintain access to all buildings and properties affected by his work and shall liaise with the relevant tenants and the IDZ to agree temporary or partial closure of any access point.

g) **Other Contractors**

Various other maintenance activities and construction contracts will be underway concurrently with this contract. The Contractor may be required to co-ordinate his activities together with the activities of the other contractors, and shall be notified of specific requirements by the Engineer.

h) **Testing, Completion, Commissioning**

Each separate maintenance, repair or construction activity included in the contract shall be fully tested and independently commissioned on completion, and shall immediately thereafter be made available for use by the ELIDZ or the relevant tenant.

i) **Communications**

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_  
SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

All communication of whatever nature shall be through the Engineer. The procedure for call-outs shall be discussed and agreed between the Contractor and the Engineer prior to commencement.

Categorisation of call-outs and relevant response times are described in clause b) above.

j) **Key Personnel**

Within 14 days of the Commencement Date and prior to commencement of any operations on site, the Contractor shall submit to the Engineer detailed CV's of his key personnel together with their relevant contact details. Should the key personnel not be the same as those included in the tender submission, then the Contractor shall be required to provide personnel with equivalent or better qualifications and experience.

k) **Management Meetings**

The Contractor shall be required to attend a monthly meeting during which all aspects relating to the progress, scope, expenditure, OHS and general administration of the contract will be discussed. The Contractor shall ensure that his representative at the meeting has the necessary understanding and authority to make decisions regarding these issues.

l) **Payments**

All payments to the Contractor shall be by means of electronic transfer and the Contractor shall provide his banking details to the Engineer together with the initial payment claim.

m) **Records**

The Contractor shall be required to provide a detailed report following each scheduled inspection on an Excel spread sheet or Word document in both hard and electronic format. The report shall be in a format to be agreed with the Engineer and shall contain the following:

- Results of all routine inspections carried out
- A record of the regular maintenance activities undertaken
- A daily record of resources (both personnel and equipment) utilised on site.
- ELIDZ Labour Returns

The report shall be submitted within seven days of the scheduled inspection, and no payment will be made to the Contractor until the report has been received.

In addition the Contractor shall submit a brief report on each item of unscheduled repair work that he is required to carry out.

The report shall be submitted within seven days of completion of the unscheduled item of work, and no payment will be made to the Contractor until the report has been received.

n) **Payment Certificates**

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

Payment Certificates shall be drawn up in an agreed format based on the bills of quantities and any variation orders authorised. The date for submission of each payment claim shall be agreed with the Engineer. The procedure for preparation of Payment Certificates shall be as follows :

- The actual quantity for each item shall be agreed with the Engineer based on the cumulative total of the previous monthly quantity and the additional work carried out during the month.
- The Contractor shall draw up and submit his claim using the agreed quantities.
- The Engineer shall check the claim and certify the amount to be paid.
- The Contractor shall provide a VAT invoice to the Engineer for the certified amount.
- The Engineer shall submit the claim, the VAT invoice and the payment certificate to the Employer.

o) **Permits**

The Contractor is required to obtain identity tags and access cards from the ELIDZ for all his staff that enter the site. He shall make prior arrangements with the ELIDZ to obtain the tags timeously, as no member of his staff shall be allowed on site without the identity tag clearly displayed. These will be issued by the ELIDZ at no cost to the Contractor.

p) **Proof of Compliance with the Law**

The Contractor shall be required to comply with all regulations and laws of whatever nature that are applicable to his operations throughout the duration of the contract, and shall produce documentary evidence when requested for all aspects, including, but not limited to :

- Valid proof of registration with the Compensation Commissioner
- Proof of registration for income tax and VAT
- Compliance with the Occupational Health and Safety Act and Construction Regulations.

2.2.11 **Health and Safety Requirements and Procedures**

The Contractor shall comply with all relevant aspects of the Occupational Health and Safety Act together with the Regulations referred to therein, as applicable to the scope of his activities.

Particular attention must be paid to the issuing of the relevant Notices, appointment of responsible people, undertaking Hazard Identification and Risk Assessments, and preparation of a Health and Safety Plan. All necessary documentation shall be prepared and submitted for comment and approval immediately after the contract award and prior to commencement with any work on site.

CLIENT: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_ Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

Specific Health and Safety considerations applicable to this project are detailed in the ELIDZ Occupational Health and Safety Specification.

Method statements submitted for the Contractor's maintenance activities shall include details of compliance with Occupational Health and Safety, and shall be submitted immediately after the contract award.

The Contractor shall ensure that all his personnel are properly inducted with respect to the ELIDZ Occupational Health and Safety standards prior to their undertaking any work within the IDZ premises.

The Contractor shall provide the necessary personal protective equipment and clothing to all staff as necessary for the type of work being carried out.

Wherever the Contractor's staff may be subjected to hazardous substances, excessive dust or noise, then he is to arrange for pre and post-employment medical examinations on the relevant employees.

No member of the Contractor's staff shall be allowed on site while under the influence of alcohol or drugs. Any member of his staff that exhibits any signs of alcohol or drug usage shall be removed from the ELIDZ premises by security staff.

The Contractor shall be responsible for the protection of the public in the areas in which he is working and shall provide barricades and lighting as necessary to ensure their safety. He shall also be responsible for the safe control of traffic wherever his works impact on the existing roadways.

#### 2.2.14 **Environmental Management Plan (EMP) Requirements and Procedures**

The Contractor shall comply with all relevant aspects of the ELIDZ Construction Environmental Management Plan (CEMP) together with the Regulations referred to therein, as applicable to the scope of his activities.

The ELIDZ CEMP is attached as Appendix B

Particular attention must be paid to the issuing of the relevant Notices, appointment of responsible people, undertaking Environmental Risk Assessments, and preparation of Method Statements for comment and approval prior to commencement with any work on site.

The Contractor shall ensure that all his personnel are properly inducted with respect to the ELIDZ CEMP standards prior to their undertaking any work within the IDZ premises.

### **HUMAN RESOURCES & ADDITIONAL EQUIPMENT REQUIREMENTS**

A, minimum number of the following Human Recourses & Equipment is mandatory and will be verified by the ELIDZ before the contract is awarded:

- 1 x Senior site technician registered with South African Qualifications and Certification Committee (SAQCC) with relevant experience of fire prevention (fire extinguishers, hose reels and hydrants) installation and maintenance experience or similar

- 1 x Senior site technician registered with South African Qualifications and Certification Committee (SAQCC) with relevant experience of fire prevention (fire extinguishers, hose reels and hydrants) installation and maintenance experience or similar

These minimum requirements are mandatory and must be in place before the preferred tenderer proceeds with rendering the services. Failure to comply with these minimum requirements constitutes a breach in contract.

### FREQUENCY OF INSPECTIONS

- There will be one inspection of all equipment per month over a period of 36 months (3 years)

### INSPECTION OF MAINTENANCE WORKS FOR PAYMENT

- Inspection of work done will be after every monthly inspection.

### MEASUREMENT AND PAYMENT

Measurement and payment shall be in accordance with the relevant provisions of clause 8 of each of the SABS 1200 Standardised Specifications for Civil Engineering Construction referred to in the Scope of Work. The Preliminary and General items shall be measured in accordance with the provisions of SABS 1200-A, General.

2. The units of measurement described in the Bills of Quantities are metric units. Abbreviations used in these Bills of Quantities are as follows:

%	=	percent
h	=	hour
ha	=	hectare
kg	=	kilogram
kl	=	kilolitre
km	=	kilometre
km-pass	=	kilometre-pass
kPa	=	kilopascal
kW	=	kilowatt
l	=	litre
m	=	metre
mm	=	millimetre
m <sup>2</sup>	=	square metre
m <sup>2</sup> -pass	=	square metre-pass
m <sup>3</sup>	=	cubic metre
m <sup>3</sup> -km	=	cubic metre-kilometre

MN	=	meganewton
MN.m	=	meganewton-metre
MPa	=	megapascal
No.	=	number
Prov sum	=	Provisional sum
PC sum	=	Prime Cost sum
R/only	=	Rate only
Sum	=	lump sum
t	=	ton (1000 kg)
W/day	=	Work day

3. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.
4. The prices and rates in these Bills of Quantities are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out.
5. It will be assumed that prices included in these Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to [www.sabs.co.za](http://www.sabs.co.za) or [www.iso.org](http://www.iso.org) for information on standards)
6. Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amounts tendered for such items.
7. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bills of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
8. **The quantities set out in these Bills of Quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.**
9. Reasonable compensation will be received where no pay item appears in respect of work required in the Bills of Quantities in terms of the Contract and which is not covered in any other pay item.
10. The short descriptions of the items of payment given in these Bills of Quantities are only for the purposes of identifying the items. More details regarding the extent of the work entailed under.