

	Specification	Transmission Real Estate
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1. INTRODUCTION

This is an all-inclusive cleaning general cleaning services at Simmerpan for Transmission Real Estate. This will include provision of labour, supervision, staff uniform / PPE and cleaning equipment.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

The purpose of this project is to do general maintenance to keep properties fully functional and operating in its best condition.

2.1.2 Applicability

Transmission Real Estate for the Simmerpan Complex and Duvha Power Station.

2.1.3 Effective date

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- [1] Act No 85: Occupational Health and Safety Act & Regulations.
- [2] Act No 102: National Key Points.
- [3] ISO 9001: Quality Management Systems.
- [4] 34-1168: Colour coding, symbolic safety signs and demarcation.
- [5] 32-37: Eskom Substance Abuse Procedure.
- [6] 32-418: Working at Heights Procedure.
- [7] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.
- [8] 32-726: S.H.E. Requirements for the Eskom Commercial Process.

Note: See Annexure B: SHE Requirements for Tender Enquiries.
Annexure C: SHE Tender Evaluation and Scoring Card.
Annexure D: SHE Post-Contract Reviews.

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[9] 240-62196227: Eskom Life Saving Rules Standards.

2.2.2 Informative

- SANS 10142-1
- SANS 10400 The Application of the National Building Regulations

2.3 DEFINITIONS

Definition	Description
<i>Contractor</i>	Service provider contracted for supplying specific services to Eskom Transmission Real Estate.
<i>Employer</i>	Transmission Real Estate
Ad hoc	The meeting was formed for one reason.

2.4 ABBREVIATIONS

Abbreviation	Explanation
ISO	International Standards Organisation
SANS	South African National Standards
SHE	Safety Health and Environment

2.5 ROLES & RESPONSIBILITIES

The service provider shall ensure that:

- The Employees of the service provider shall comply with Eskom's policies and site regulations.
- Workmanship shall, always, be of a grade accepted as the best practice of the trade involved and as stipulated in written standards of recognised organisations or institutions of the respective trades, except as exceeded or qualified by the specifications. The *Employer* shall determine the acceptability of workmanship.
- The service provider shall provide a complete Quality Assurance plan in accordance with the requirements of ISO 9001: 2015 to the *Employer* for approval. This plan must ensure an integrated quality service as part of the contract. Execution of all quality related activities, including inspection and test plans compilation and execution, spares material quality inspections and all quality related record keeping is part of the *Contractor's* scope of work.

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2.5.1 Provision of Staff Uniform / PPE and Other

The service provider shall:

- Supply staff protective wear uniforms / gear that is SABS approved i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) as according to the risk exposure identified in the Risk Assessment whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.
- Provide locker units for all staff to place their belongings.
- Provide fridge, kettle, microwave oven, coffee, tea, milk, and sugar for their staff

2.5.2 Provision of Transport

- The service provider is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)
- The transport is required for:
 - Staff traveling for Home-Work-Home
 - Movement of equipment and staff around site

3. DOCUMENT CONTENT**3.1 Requirements****3.1.1 Adherence to Eskom generic policies**

All service provider's employees shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules, no smoking policy, etc.

3.1.2 Provision of Manpower

The successful service provider shall utilise / provide skilled and suitably qualified staff as governed by Eskom Maintenance Contracts User Specification Requirements and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85 / 1993 and (SHE) Standards
- Procedure writing.

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- Have valid medical fitness certificate.
- The service provider shall supply provision of all necessary general labour, supervision, and management to do all the works.
- All staff will be available on fulltime basis only for purpose of this contract works
- The service provider is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- Service provider to develop a fatigue management plan that will be approved by the Employer.
- The service provider will be required to submit a weekly rooster for weekend or public holiday work to the Service Manager for approval.
- The service provider is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

3.1.3 Labour Requirements

- Conduct criminal and site clearance check (before offer of employment)
- Conduct training, testing, and verifying for key personnel qualifications and competence.

3.1.4 Contractor's Management, Meetings and Key People

- The service provider shall be required to do safety induction prior to start any work on site.
- The service provider safety file must be approved before site establishment and or any work commence on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

3.1.5 Equipment

The service provider shall provide all tools and equipment required for the project.

3.2 MANAGEMENT REPORTING & PROCESS FOR MONITORING

The *Employer* will establish a sound contract management principle.

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3.2.1 General Requirements

- The service provider immediately reports all injuries as well as any threat to health or safety of which it becomes aware of on the site of the *Employer*.
- The service provider shall provide in writing a works programme with achievable times lines to the *Employer* before commencement of the project.
- The service provider shall provide to the Employer a daily progress report that speaks to the works programme, all delays shall be explained to the *Employer*.
- The *service provider's* performance evaluation shall be done during ad hoc meetings between the *Contractor* and the *Employer* during the project period.
- The service provider shall carry out tasks as described in the scope of work and will only report to the *Employers* contract manager appointed for this project.

3.3 APPLICABLE SCOPE OF WORK

3.3.1

- A. The service provider shall, at its cost, acquire, maintain, replace and or replenish all equipment required to provide the Service.
- B. The service provider shall ensure that all equipment used in the provision of services are in good working condition with no parts missing. Inspect the equipment to ensure compliance with this responsibility; repair or replace all equipment to the extent required to comply with the responsibilities stipulated in this agreement.
- C. The *service* shall inspect all equipment to ensure the above responsibilities are complied with.
- D. A register shall be kept of all equipment for random inspection/physical/operational checks.
- E. Lawn mowers will have a bin catch all grass cuttings.
- F. All equipment will be utilized to correlate with the requirements of the Occupational Health and Safety Act

3.3.2 Lawns / Grass

- A. Lawn areas are to be cut regularly. After mowing, some grass cuttings may be utilised as green mulch to all garden areas. Clippings are to be spread neatly across the beds.

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- B. All areas where lawn abuts onto kerbs or footpaths are to be trimmed to a line running down the back edge of the kerbs or the edge of the footpath.
- C. No edges are to be cut using spade.
- D. Brush Cutters - Not less than 50mm and not more than 100mm.
- E. Push mowers - Not less than 20mm and not more than 40mm. Localised areas where grass growth has been poor through lack of water or where the soils have been compacted are to be aerated at regular intervals. This operation is to be carried out after the areas have been thoroughly watered.
- F. The grass against the perimeter fence as well as around buildings, manholes, paths, concrete or brick structure, flower beds etc. is to be trimmed and shall be considered as part of the grass cutting operation.

3.3.3 Cultivation and Weeds

- A. No spraying is to be undertaken in the narrow lawn / grass areas where desirable plants may be damaged. Any plants damaged by the service provider will be replaced by the service provider on its own costs.
- B. Hand weeding is to be carried out on a regular basis. All root growth is to be removed.
- C. Broad-leafed weeds are to be controlled utilizing the correct herbicide.
- D. Herbicides are to be applied in accordance with the manufacturer's specifications and are to be carried out by a competent person wearing the correct protective clothing.
- E. Garden must be weed free.
- F. The *Contractor* shall always endeavour to use environmentally and bio-degradable products.
- G. The *Contractor* is to be in possession of the relevant Hazchem certificates and is to ensure that the handling of all hazardous chemical substances, including fertilizers, is strictly in accordance with the Regulation for Hazardous Chemical substances framed under the OSH Act No. 85 of 1993. All Hazchem data sheets are to be forwarded for all chemicals used.
- H. All empty herbicides & fertilizer containers are to be immediately disposed of off-site in accordance with the relevant laws, by-laws, and regulations.

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- I. All areas of paving are to be always kept free of weeds and algae. This will involve both hand weeding and the careful application of selected herbicides such as "Roundup" or "Ridder".
- J. Care must be taken to avoid damage to plants and plant roots during the cultivation process. *Cultivate to ensure a loose, surface with no compaction.*
- K. *The service provider is to provide relevant information on products used. Failure to comply will result in a non-compliance.*
- L. Hazardous chemical safety data sheets submitted. Monthly report, indicating chemicals utilised during the month per site.
- M. Any damage caused to the paving or planting because of the above work are to be repaired by the *Contractor* at his own cost.
- N. Should any plants die due to poor cultivation, their replacement will be for the account of the *Contractor*.
- O. As part of the cultivation process, any area where die back has occurred historically or occurs naturally, are to be replanted by division, using the plant type originally present in the area, if the plant type allows.
- P. Under no circumstances are line trimmers (weed eaters) to be utilised around the base of trees. Stem protectors must be installed to all trees in general lawn areas.

3.3.4 Pruning of Trees

- A. All trees and shrubs to be pruned on a regular basis.
- B. All trees within parking areas to be kept at least 3m above ground where size allow, where vehicles park under trees.
- C. General pruning is to be carried out throughout the year. Groundcovers are to be cut back from bed edges and shrubs generally pruned as and when necessary.
- D. Any growth of branches etc. overhanging roofs of buildings, walls, fences, carports, etc., which can cause damage or the depositing of leaves etc. in storm water gutters or on roofs is to be regularly trimmed. Any growth of any plants which can cause damage to fences or compromise security causing an obstruction of vision, is to be removed.

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- E. All garden refuse generated during pruning is to be removed from site at the end of each day.
- F. No tenant and public complaint on site.
- G. No failure of pruning.
- H. No growth of branches etc. overhanging roofs of buildings, walls, fences, which can cause damage to the structures. No growth of any plants, which can compromise security by causing obstruction of vision.
- I. No rubbish left on site.

3.3.5 Stake and ties

- A. All trees shall be checked once a week and after all storms, to ensure that the stake is firm and that the tree is adequately tied at the top and bottom of the stake.
- B. Damage to trees caused by chafing on stakes will not be permitted. Damage to trees caused by over tight ties will not be permitted; ties shall be loosened or tightened as and where required.

3.3. 6 Pests

- A. The service provider is to constantly monitor for pests through the garden and to treat accordingly.
- B. Natural organic pesticides should be used. Should these fail only then should inorganic chemical pesticides be used.
- C. Application of the pesticide is to be carried out fully in accordance with the manufactures' specifications by competent person.
- D. The relevant laws, bylaws and regulations referring to the handling, of hazardous substances and the safe disposal of containers are to be adhered to all times.
- E. The service provider will adhere to strictly all conditions stipulated in Fertilizers, Farm Feeds, Agricultural Remedies Act, Act No. 36 of 1947 and all amendments to the Act.

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3.3.7 Spraying, insecticides (pesticides) and Fertilization of Indoor Plants

Insecticides (pesticides) and fertilization of plants as below scope of work:

- A. Spraying and supply of chemicals –pesticides and fertilizers- on all indoor plants – atriiums and window boxes as and when required as per further details listed below.
- B. Conduct inspection of all the indoor plants as when required; identify any problems on the different types of diseases that may attack the plants; recommend the chemical to be used to solve any potential disease/s. Supply quotes for chemical spraying treatments, to be undertaken by the supplier, in line with his recommendations.
- C. During the treatment of indoor plants, the service provider shall:
 - (1) pick-up the dead leaves.
 - (2) Check the water level from the water gauges; fill up the water if necessary.
 - (3) Clean the pot plant / clean the plants using feather dust.
 - (4) Prune the dead branches of the plants / also unwanted branches shape the plants.
 - (5) Checked the dead plants for replacements.
 - (6) Place new order for plants replacements.
 - (7) Check the infected plants for insecticides.
 - (8) Use water buggy to water the plants.
 - (9) Shape the pot plant by removing the unwanted branches.

3.3.8 Indoor Maintenance Service Specification**3.3.8.1 Plus W / Boxes**

- Check the soil moisture before watering the plants
- Pruning shall take place where necessary.
- Replacing the dead plants.
- Check the affected plant with diseases.
- Remove dead leaves.
- Water W / boxes using water trolley.
- Check the for leaks, wheels, tap connector.

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- Water until the level meter is maxi.
- Plants replacements

3.3.8.2 Indoor Plant Maintenance requirements

3.3.8.2.1 Spraying, insecticides (pesticides) and fertilization

- Conduct inspection of all the indoor plants as and when required.
- Identify and treat any problems on the different types of diseases that may attack the plans.

3.3.8.3 Ordering of Replacement Plants

- As when required to replace the dead plants.
- Fertilizers for plants stimulation when required.

3.3.8.4 Grass Areas

All established garden lawns to be mowed, grass edges are to be trimmed, fertilized, top dressing and cuttings raked every week (September-April) and fortnightly (May-August).

3.3.8.5 Flower Bed Areas

All areas currently planted with shrubs and/or ground covers within the outer boundary fence line will be kept clean and neat. This will entail hand weeding, soil aeration and trimming of shrubs to maintain a groomed appearance.

3.3.8. 6 Paved Areas

Sweeping of all the internal roads, weed killing on parking and paved areas is required on a regular basis, to ensure that they are always clean.

3.3.8.7 Bank Areas

All banks are to be maintained on a regular, on-going basis and are to be maintained for the contract period. The grass undergrowth will be included in on-going maintenance.

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3.3.8.8 Watering

Sufficient hoses are to be supplied for hand watering and sprinkling of flower bed areas on a rotational basis. Free access to Eskom water point will be available.

3.3.8.9 Refuse Removal

All garden cuttings and refuse are to be stacked in an appropriate holding are, then removed from site on a weekly basis.

3.3.8.10 Cutting Height

Brush Cutters	Not less than 50mm Not more than 100mm
Push mowers	Not less than 20mm Not more than 40mm

3.3.8.11 Safety

All foreign matter, stones, etc. shall be removed prior to commencement of each cut to prevent damage to equipment, buildings, vehicles and injury to personnel and public.

3.3.8.12 Trimming

All areas indicated at the site form part of this contract, the grass against the perimeter fence as well as around buildings, manholes, paths, concrete or brick structure, flower beds etc. is to be trimmed and shall be considered as part of the grass cutting operation.

3.3.8.13 Removal of Cuttings

The contractor is responsible for the removal of grass cuttings which are to be disposed offsite.

3.3.8.14 Victoria Lake Inn- Indoor Plants Maintenance Scope of works

The Contractor shall provide on-site maintenance services for plants. These services include planting, watering, fertilizing, mulching, pruning, trimming, straightening, rotating, leaf removal, weeding, insect and disease treatment, cleaning and dusting, and any other provision needed to maintain healthy and attractive plants. The frequency of maintenance visits shall be "as needed" to maintain the appearance of all plant material, containers, and beds bi-weekly.

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- Provide equipment and consumable supplies and the use and application thereof.
- Water and fertilize all plants, as necessary.
- Keep all plants cleaned, trimmed, and oriented to proper light.
- Remove any damage or unsightly foliage.
- Remove debris from planters and maintain all planters in a neat and orderly manner.
- Remove water from bottom of planter on a weekly basis.
- Keep all plants free of disease and insects.
- Schedule regular quality control visits and provide Facility Manager with weekly record of services performed.
- Site inspections to identify potential problems, recommend solutions, propose enhancements, and assure quality workmanship.
- Fix, service and maintain two water fountains.

3.3.8.14.1 Extra services

- All services not covered under this scope shall be considered “extra services” and will be charged separately according to the nature of the work. The consent or authorization of Facility Manager must be obtained prior to the performance of such “extra services” Planting of Trees, Flowers, grass etc. as and when required.

3.3.8.14.2 Contractor’s Performance

- The Contractor shall perform all work required to fulfil the scope and intent of the Contract. The workmen shall be neat in appearance and perform their work in a professional manner.
- Contractor shall provide to the Facility Manager, on a periodic basis, an operating assessment that includes both quality of efficiency and improvement opportunities.

3.3.8.14.3 Quantity of Containers for Maintenance:

- Log containers
- 40cm containers
- 2 x Interior Courtyards
- Patio between block A & B
- Passage between block A & B
- Windows outside of 2 x Suites
- Windows outside of 4 x Double Ro

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4. Revisions

Date	Rev.	Compiler	Remarks

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