



**Contract Number:** TPT/2023/08/0012/40280/RFP

**Description of Works:** Monitor, maintain and support 22 computing facilities for Transnet Soc Ltd (Reg. No 1990/000900/30) Operating as Transnet Port Terminals (Herein Referred To as "TPT") at Cape Town, Durban, Richards Bay, Port Elizabeth, Ngqura, Saldanha and East London Terminals for a period of 3 years.

## Appendix A: Service Information for fire systems

### 1. Service Information

#### 1.1. **Scope overview**

The scope of work for this contract shall include but not limited to the following:

- a) The *Service Provider* shall be competent to carry out all works as required in terms of this Service Information and the *Service Provider* must be authorized to work on air-conditioning units.
- b) The *Service Provider* shall compile and submit for the TPT's approval, a Safety Health and Environmental (SHE) File.
- c) The *Service Provider* is required to carry out maintenance and servicing of the air-conditioning "As and When" required by TPT. The *Service Provider* shall notify the TPT of all defective components found during maintenance and the replacement of such components shall be approved by the *IT Manager*
- d) The *Service Provider* is required to respond to callouts for faulty equipment as requested by TPT.
- e) The *Service Provider* shall compile reports for every maintenance conducted and they shall also issue a report.

#### 1.2. **Maintenance and Servicing of Fire Alarm, Automatic Fire Detection, and Gas Suppression Systems**

##### a) **Testing Periods**

The **six-monthly** servicing and testing of the equipment shall be carried out as specified by the suppliers of the equipment and shall include the following duties:

##### b) **Carbon Dioxide Equipment**

- The Service Provider shall strip the cylinder frame and measure the mass of all the cylinders or alternatively, check the liquid level of the cylinders by means of a radioactive isotope or sonic measuring unit to establish whether more than 10 percent of the contents have been lost. If an isotope is used for testing purposes a certificate must be produced to prove that.
  - The isotope complies with the requirements of the Atomic Energy Board; and
  - The validity date of the certificate has not expired. If it has expired, the service provider must use a non-expired isotope for the tests.
- The following shall apply when an isotope or sonic measuring unit is used:



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- The level of the liquid at "full" shall be clearly and permanently marked on the outside of the cylinder, together with the temperature at which the cylinder was charged or initially measured by isotope.
- The Service Provider's serviceman shall measure the ambient temperature of the cylinder area with a thermometer supplied by the Service Provider.
- The serviceman shall have a chart or graph available, supplied by the Service Provider, showing the percentage drop or increase in the liquid level at various ambient temperatures and the linear equivalent increase / decrease for cylinders of different diameters. The serviceman shall utilize the chart to determine the percentage loss of the contents of each cylinder.
- If any cylinder has lost more than 10 percent of its contents, the Service Provider must recharge of the cylinder in the best manner.
- The Service Provider shall remove the cylinder for recharging and supply a full spare cylinder for replacement, should it be deemed necessary.
- The Service Provider shall arrange for the recharging of the cylinder at the nearest available recharging facility in relation to the site.
- On the return and replacing of the original cylinder, the spare cylinder shall be removed.
- The Service Provider shall keep a record of the mass or liquid levels of cylinders and submit a report reflecting the cylinder numbers, the relevant mass or liquid level and the percentage loss of the contents, if any.

**c) Fire Alarm System**

- The Service Provider shall perform detection fault finding, panel fault finding, servicing and testing detection units, call points, and clean out interior and exterior sensors. The following tests shall be carried out but not limited in terms of the required standard:
  - Test all alarm bells / sirens / buzzers.
  - Test all alarm and indicator lights on the control panel and door indicator units.
  - Test each zone and submit a report of the times taken to operate the CO<sub>2</sub> releases.
  - Test each pneumatic actuator and submit a report of the time taken to operate the CO<sub>2</sub> releases.
  - If the CO<sub>2</sub> is interconnected with an early warning system, check the switchover facility and the operation of the early warning system with the CO<sub>2</sub> switched to manual.
  - Check the complete system.
  - Check the lights, bells / buzzers and operation of the remote alarm and mimic panels.
  - Replace worn and defective parts.
  - Return all replaced parts to the Chief Fire Officer.



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- Hydrostatically test all CO<sub>2</sub> cylinders when due in accordance with the applicable SABS requirements.

**d) Smoke Detection System**

- Check the alarm bell.
- Check the batteries. When batteries are to be replaced, they shall be of approved 72-hour continuous operation type.
- Check the battery trickle charge unit.
- Check the power and power failure indicators.
- Check all indicator lamps.
- Clean and check each detector head and the indicator flasher light.
- Check each detector head and adapter for electrical continuity.
- Check operation of the system on emergency power supply.
- Check the complete system.
- Replace worn and defective parts.
- Return all replaced parts to the IT Manager.

**e) Available Spares**

- The following spares as applicable to the particular system shall at all times be available and carried by the serviceman when service, test and emergency callouts are carried out:
  - Master Cards
  - Detector heads
  - Solenoids
  - Batteries
  - Relays
  - LED's / Globes
  - Fuses

**f) FM 200 Equipment**

The system shall be thoroughly inspected and tested for proper operation by qualified personnel in accordance with British Standard 5430 Part 2. The six (6) monthly check is as follows:

- Test and service all actuating mechanisms.
- Test and service all electrical detection and alarm systems as recommended in British Standards 5839 Part 1.



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- Externally inspect containers for signs of damage ensuring that the container labels are fixed and legible.
- Examine the container pressure gauge reading and refer to the container correction chart. If the container pressure corrected to temperature is below 10% of the stated pressure it must be replaced or recharged.
- The IT Manager shall be provided with a signed and dated report of the inspection and service advising any rectification carried out.

#### **g) Fire Equipment Signage**

The Service Provider shall replace all damaged or faded fire equipment signage as per SANS 1186-1, SANS 1186-3, and SANS 1186-5, as and when required.

#### **h) Record Keeping**

- All maintenance done and findings noted must be recorded on maintenance sheet and produced to the IT Manager.
- The Service Provider must notify the Terminal IT Manager on arrival and when they depart from site for the IT Manager to record their times and confirm site is back to normal state.
- Log serial numbers of the new spares that will be used to replace fault equipment on maintenance sheet of all new and replaced components.
- Complete and submit maintenance sheet and the invoice per air-conditioning maintained and serviced.

### **2. Staff requirements and supervision**

- The IT Manager shall provide access to the Service Provider to areas where work needs to be conducted.
- The *Service Provider* shall always ensure that he/she has adequate and qualified staff for the execution of the Service which shall be supervised by means of regular inspections by a Supervisor of the *Service Provider* who is expected to:
  - have a thorough knowledge of the air-conditioning systems.
  - to be able to properly train and manage their employees in their individual tasks.
- The *Service Provider* shall always ensure that all staff have been provided with uniforms/ Personal Protective Equipment and must have visible identification.



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### **3. Equipment, Material & Consumables**

- a) The supply of all tools, plant, equipment, and general materials necessary to carry out the work shall be the responsibility of the *Service Provider* unless otherwise specified in the contract agreement.
- b) All Equipment used by the *Service Provider* on site shall be properly maintained and operated.

### **4. Workmanship**

- a) The *Service Provider* shall execute work as per the requirements of the TPT as outlined in this Service Information. Poor workmanship which may appear within a period of less than 3 months from the date of acceptance of the work. The Service Provider shall repair all damage caused free of charge.
- b) The Service Provider shall ensure that he has sufficient spares, materials, and employed staff to plan and execute the services required by the TPT as per the Service Information and Pricing schedule.
- c) The *Service Provider* shall be competent to carry out all work required in terms of this contract and shall be in possession of all maintenance and instruction manuals as well as other technical data required.
- d) Replacement parts shall comply with SANS and workmanship shall be of the highest standard and only new materials shall be used.

### **5. Working Hours**

Vendor must be available 24 x 7 x 365 for call outs to address incidents. Maintenance can be done on normal workdays at time agreed with IT Manager.

### **6. Waste Disposal**

- a) All waste generated by the *Service Provider* shall be disposed at an accredited waste disposal/recycle site and relevant disposal certificates shall be issued to the TPT.
- b) The service provider must ensure while working on site the discarded material shall be placed in the waste container to avoid pollution.
- c) The work will not be deemed to be complete unless the site is cleared to the satisfaction of the Engineer. Burying of discarded material will not be tolerated. All relevant legislation pertaining to environmental management must be adhered to.

### **7. Applicable Standards**

SANS 10142 -Wiring of premises, Part 1: Low-voltage installation

SANS 10147 refrigerating systems, including plants associated with air-conditioning system.



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## 8. Quality of Materials

- a) All Materials are new, unless the use of old or refurbished goods and/or Materials are expressly permitted as stated elsewhere in this *Service Information* or as may be subsequently instructed by the *IT Manager*.
- b) Where Materials for inclusion in the *works* originate from outside the Republic of South Africa, all such Materials are new and of merchantable quality, to a recognised national standard, with all proprietary products installed to manufacturers' instructions.
- c) The *Service Provider* replaces any Materials subject to breakages (whether in the Working Areas or not) or any Materials not conforming to standards or specifications stated and notifies the *IT Manager* and the *Supervisor* on each occasion where replacement is required.
- d) All Materials shall have a warranty period of 12 months.

## 9. Management meetings

Regular meetings of a general nature may be convened and chaired by the *IT Manager* as follows:

| <b>Title and purpose</b>               | <b>Approximate time &amp; interval</b> | <b>Location</b> | <b>Attendance by:</b>   |
|--|--|-----------------|---|
| Overall contract progress and feedback | Monthly                                | Microsoft Teams | <i>Senior Manager Support Services (HQ) and the terminal IT Managers of Durban Container Terminal, Maydon Wharf, Richards Bay, Cape Town, Saldanha, Port Elizabeth, Ngqura and East London.</i> |

All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.