

ANNEXURE C3.2: Scope of Work

Rand Water seek to appoint a Service Provider to investigate and maintenance of electrical infrastructure at various Rand Water sites for a period of 12 months.

3.1 SCOPE OF WORKS

The project comprises the following main work groups:

- Temporary access scaffolding and safety structures,
- Fault finding
- Service of electrical power supply
- Testing and commission
- Issue monthly report (both in writing and with pictures) on work done
- Legislative requirements

3.1.1. ELECTRICAL FAULT FINDING

The scope of work for this work group comprise the following:

- Fault finding on all DB's – twice yearly
- Visual light inspection on internal and external- twice yearly
- Loose connection inspection- twice yearly

3.1.2. SERVICING

The scope of work for this work group comprise the following:

- Yearly service of 11 KV transformers
- Yearly service of HT & LT including fuse boxes
- Cleaning and fault finding of all DB Boxes – twice yearly
- Service of gate motors- once yearly
- Service of Roll Up doors- once yearly
- Service of Infrared Scan on HT & LT switchgear- once yearly

3.1.3. TESTING

The scope of work for this work group comprise the following:

- Plugs testing – twice yearly
- Earth continuity testing – twice yearly
- Lightning protector testing – twice yearly
- Earth resistance testing – once yearly
- Current flow testing at Main & Sub supply – twice yearly

3.1.4 LEGISLATIVE REQUIREMENTS

The contractor must comply with the following legislations:

- OSHS Act 85 of 1993
- SANS 10142-1-1
- SANS 10085

4. TECHNICAL SPECIFICATIONS

4.1 FAULT FINDING

- Scan of DB using infrared scanner to check current balances on all circuit breakers including wires.
- Visual light inspection- turn light switch on to see if it bulb turns on
- Loose connection- test and tighten wire screws

4.2 SERVICING

- 11KV Transformer - check oil condition and level. Change oil when necessary
- HT & LT Boxes- replace fuse when damaged
- Gate Motor- change grease
- Roll up doors- change grease

4.3 TESTING

- Plugs- test current flow from DB
- Light protector- test light protector from DB
- Earth resistance- check current flow balance
- Earth continuity- check current flow

5. EXISTING INFRASTRUCTURE ON THE WALLS/ UNDERGROUND

The Supplier to protect and where required make good the existing infrastructure after completion of work i.e. electrical wires, mechanical equipment, IT cabling / equipment etc at all Rand Water buildings as in Annexure C4. These will be tested after completion of work and only then can invoices be processed.

6. SCHEDULE OF QUANTITIES

PREAMBLE TO THE SCHEDULE OF QUANTITIES AND RATES

- a) The Standard Commercial Terms and Conditions, The Special Commercial Terms and Conditions, the Specifications (including the Project Specification), and any Drawings are to be read in conjunction with the Schedule of Quantities and Rates.
- b) The Schedule comprises items covering the Service Provider's profit and costs of general liabilities and of the design, manufacture, supply, installation and commissioning of temporary and permanent Works. The Proposer is at liberty to insert a rate of his own choosing for each item in the Schedule and any item against which no quantity (where applicable) or rate is entered will be considered to be covered by other items in the Schedule.
- c) The quantities and rates inserted in the Schedule are to be inclusive prices to the Employer for the work described under the several items. Such prices shall cover all costs and expenses that may be required in and for the Works, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the Tender is based. All rates and amount shall be nett, exclusive of Value Added Tax (VAT) and shall be carried to the summary page in their nett form. VAT will then be calculated on the total of the nett amounts.
- d) All quantities and rates as set forth and inserted in the Schedule and extended to the totals for each portion of the Schedule, shall be considered as being totally inclusive for the whole of the Works as stipulated, or as can reasonably be inferred from these Documents.
- e) All product guarantees are deemed to be included in the rates, and installation and application rates will include all necessary inspections and approvals to maintain guarantees.
- f) "Complete" as it is used in the Schedule means the complete system or unit as specified in the particular documents.
- g) Each item in the Schedule which is priced, shall be filled in black ink.
- h) All quantities shall be considered as final and sufficient for the work described. The Proposer shall satisfy himself as to the sufficiency of quantities but may not change quantities. Quantities shall be re-measured and payment shall be made according to the adjusted total only.
- i) In case of arithmetical errors in the multiplication of rates and quantities in the Proposal, the amount shall not be changed. In case of incorrect summation of amounts in the Proposal, the Lump Sum total shall remain fixed.

7. HEALTH AND SAFETY

Safety during construction is paramount, and the Contractor must adhere to the statutory construction regulations and other regulatory requirements.

The following serves as a guideline to the access and safety working procedures:

Important documents

1. Letter of Good Standing
2. Risk Assessment
3. SHE plan
4. Company profile

After tender award/appointment

1. Fall protection plan (working at heights)
2. Induction manual and Induction Training records-Before work could be commenced with.
3. Accident and incident investigation plan
4. Employer's incident reports form (Dept. of Labor form)
5. Emergency preparedness plan
6. Waste management procedure
7. Safe working procedures (method statement)
8. Toolbox talk manual/topics.
9. Valid medical fitness certificate (only from an occupational health/medical practitioner)
10. Valid material safety data sheet
11. Health & Safety Inspection checklists
12. List of required personal protective equipment (PPE register)
13. Notification of construction work
14. Mandatory agreement between Principal contractor and Sub-contractor
15. Organogram
16. Legal appointments (accepted and signed)
17. Competency certificates
18. Valid Occupational Health and Safety Act
19. Policies (signed by relevant stake holders) i.e.
 - SHEQ policy
 - Drug and alcohol abuse policy
 - COVID 19 policy

20. Safety requirements for scaffolding / ladder

- The contractor must ensure that the scaffold to be used complies with SANS 10085.
- Competent supervisor for scaffolding work operations.