

SPECIFICATION- AS AND WHEN: SAFES, MOTOR GATES AND STRONG DOORS MAINTENANCE

1. Scope Of Work

1.1. The scope of the work / services to be provided by the contractor is as follows:

- Carry out planned maintenance and corrective maintenance to Safes, Motor Gates and Strong Doors_at various Railway Station Platforms, Buildings, Offices, Workshops, Substations and Signal Relay Rooms.

Maintenance Works in this contract will include but not limited to

- Motor gates
 - Strong doors
 - Anti bandit doors
 - Roller shutter doors
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- The scope also includes a 24hr, Monday to Sunday emergency standby service as and when required by PRASA-CRES.

1.2. Contract duration will be for 12months from the time of accepting the appointment.

1.3. As part of the administration claims shall be submitted timeously and the following documentation must be provided in support of a claim

- i. completed job cards indicating location, dates, personnel, times worked and travelling information
- ii. records of material receipts for material purchased and used in this contract (only for material not priced for in the Pricing Schedule)
- iii. invoices for services outsources/hired under this contract

2. Definitions

2.1 *PRASA-CRES*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

2.2 *Facilities Manager*: A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

2.3 *Normal Working Hours:* Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.4 *Contractor:* Successful tender who is appointed by PRASA-CRES and will be responsible to carry out the works as per this specification.

3. Maintenance References

3.1. All works will be in accordance with the following publications

- SABS 0400 other applicable Code Of Practices
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

4. Maintenance

4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill Of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA-CRES a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Contractor will correct or repair accordingly.

4.3. PRASA-CRES reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own

quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA-CRES for consideration.

5. Contract Performance

5.1. The contractor will sign a service level agreement with the PRASA-CRES. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA CRES offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period
- the turnaround time to attend to emergency call-outs
- planned vs. actual progress
- submission of reports, invoices and other administration duties
- payment of invoices

5.2. Services Measure And Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

6. General Information

6.1. The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.

6.2. The Contractor must have the capacity to be able to work on more than one site at any given time.

6.3. Where day to day repairs are to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.

6.4. All material removed to be returned to PRASA-CRES unless otherwise stated.

6.5. Compliance certificates to be issued on completion of all new work done at no cost to PRASA-CRES. Compliance certificates required for existing installations to be priced out at the prescribed set rate.

7. SAFETY AND PROVISION OF MATERIALS:

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 7.4. Prasa Cres Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- 7.5. Please note the following local content threshold will apply when supplying material;
 - 7.5.1.100% on steel products.
 - 7.5.2.100% on Polyvinyl Chloride (PVC) pipes.
- 7.6. All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.
- 7.7. Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.**

8. Quality Of Work And Workmanship:

- Works with poor workmanship will not be signed off and PRASA Cres reserve the right to hold payments until satisfied with the quality of the works.

9. Non-Compliance:

- **Safety** – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager

- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA CRES Facilities department hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually being violated the contract will be terminated.
- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- **Qualified personnel**- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified Artisan in specific Trade.

10. Mandatory requirements

Mandatory administrative requirements:

- CIDB grade 2 ME or higher

Non- Mandatory administrative requirements:

- Valid COIDA

11. Pricing Schedule

11.1 Material Price Schedule

#	Description	Unit	Rate	Amount
1	Single dial lock	No.	1	R
2	Multiple dial- locks	No.	1	R
3	Modern combination locks	No.	1	R
4	Combination padlocks	No.	1	R
5	Electronic combination locks	No.	1	R
	Anti-bandit doors			
	G2 bullet resistant Anti-bandit door, complete with 100 x 50 x 3mm gauge mild steel rectangular frame and 25 x 25 x 3mm MS angle rebates, overall size 930 x 2100mm high in paint finish with 250 X 500mm high BRG viewing panel glazed in 38mm thick bullet resistant glass with one-way vision film, supplied with a 6 pin tumbler key system, mortice dead lock with an additional heavy duty magnetic lock and striker including key switch and surface mounted casing, 6 Amp power supply, push buttons and interlock system, heavy duty aluminium continuous hinge, aluminium slam bar with heavy duty door closer and D-style pull handles. Door to comply to SABS 1658-1996			



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6	Keys to match 6 pin tumbler key system	No.	1	R
7	6 Pin tumbler key system	No.	1	R
8	250 X 500mm high BRG viewing panel glazed in 38mm thick bullet resistant glass with one-way vision film	No.	1	R
	Level G3 bullet resistant Anti-bandit door, complete with 100 x 50 x 3mm gauge mild steel rectangular frame and 25 x 25 x 3mm MS angle rebates, overall size 930 x 2100mm high in powder coating and or galvanised cladding with peep hole, supplied with a 6 pin tumbler key system, mortice dead lock with an additional heavy duty magnetic lock and striker including key switch and surface mounted casing, 6 Amp power supply, push buttons and interlock system, heavy duty aluminium continuous hinge, aluminium slam bar with heavy duty door closer and D-style pull handles. Door to comply to SABS 1658-1996			
9	Keys to match 6 pin tumbler key system	No.	1	R
10	6 Pin tumbler key system	No.	1	R
	Strong room doors			
	SABS Category 2 (Heavy Duty) 1 hour fire rated powder coated steel strong room door and frame, constructed of 12mm steel plate, mass 368kg, with 2 x 7-lever security keylock and 1 x combination lock, inner release mechanism and floor mounted door stop, all to fit wall opening of 1970 x 870 x 230mm.			



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11	Keys to match with a 2 x 7-lever security keylock, 1 x combination lock and inner release mechanism	No.	1	R
12	2 x 7-lever security keylock, 1 x combination lock and inner release mechanism	No.	1	R
	Roller Shutter Doors			
	Roll - up door size 2.2m x 2.4m high			
13	Lath fixing	No.	1	R
14	Roller barrel	No.	1	R
15	Shaft and disc	No.	1	R
16	Locking collar	No.	1	R
17	Anti pull out washer	No.	1	R
18	Guide	No.	1	R
19	Canopy bracket	No.	1	R
20	Brake backing plate	No.	1	R
21	1 Series brake	No.	1	R
22	1 Series Tubular motor	No.	1	R
23	End lock	No.	1	R
24	Curtain	No.	1	R
25	Bottom rail	No.	1	R
	Roll - up door size 3.8m x 2.4m high			
26	Lath fixing	No.	1	R



27	Roller barrel	No.	1	R
28	Shaft and disc	No.	1	R
29	Locking collar	No.	1	R
30	Anti-pull out washer	No.	1	R
31	Guide	No.	1	R
32	Canopy bracket	No.	1	R
33	Brake backing plate	No.	1	R
34	1 Series brake	No.	1	R
35	1 Series Tubular motor	No.	1	R
36	End lock	No.	1	R
37	Curtain	No.	1	R
38	Bottom rail	No.	1	R
	Motor Gates			
	Centurion D10 AND D10 Turbo motor gate unit with a 24V DC motor or similar			
39	DX Control Card	No.	1	R
40	Accessory Tray	No	1	R
41	Gear Box Trim	No	1	R
42	Camlock	No.	1	R
43	Camlock Cover	No.	1	R
44	Switch-mode charger 27.5V 1.8A	No.	1	R



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45	Gearbox	No.	1	R
46	24V DC motor	No.	1	R
47	Infrared beams	No.	1	R
48	Lattice proximity access control system	No.	1	R
49	Securi-Prod 12V 7.2 SLA Batteries	No.	1	R
50	Anti-theft bracket	No.	1	R
51	4 Button Remotes	No.	1	R
52	Base plate	No.	1	R
		SUB TOTAL		R
		VAT@15%		R
		TOTAL		R

11.2 Labour, Transport and Mark-Up Price Schedule Against Estimated Quantity Usage

Item	Description		Unit	Estimated Quantity	Rates
1.	Provisional sum for approval of safety file as per annexure 1	Sum	Sum	R 6000.00	R 6000.00
2.	Percentage mark-up for materials not listed	Percentage Mark-Up	%	R100 000.00	R-
3.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Normal working hours (07H:00 – 17H:00).	Artisans	Rate/hour	1 hour	R-
4.		General Worker	Rate/hour	1 hour	R-
5.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during After working hours and Saturdays (17:00 – 07:00).	Artisans	Rate/hour	1 hour	R-
6.		General Worker	Rate/hour	1 hour	R-
7.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Sunday and Public Holiday. This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/hour	1 hour	R-
8.		General Worker	Rate/hour	1 hour	R-
9.	Percentage Mark-Up for Outsourced Specialised work ((locksmith, money safes lock repairs, etc.)	Percentage Mark-Up	%	R 100 000.00	R-
10.	Percentage Mark-Up for hire or use of his own specialized equipment (proof of cost per/hr must be submitted with invoices)	Percentage Mark-Up	%	R 100 000.00	R-
11.	Travel cost	Travel cost	Rate/ km	1 km	R-
	Total (Excl. VAT):				R
	15% VAT				R
	Total (Incl. VAT)				R



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Final Summary

Item	Amount
11.1 Material Price Schedule	R
11.2 Labour, Transport and Mark up price schedule	R
<u>Subtotal (Excl.VAT):</u>	R
<u>15% VAT:</u>	R
<u>Total (Incl.VAT):</u>	R

ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

Name of the Contractor:

Project:

Safety File Assessor and Date:

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit if the total project value is - more than R45 Million (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		



#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports or Work Permits for foreign Nationals (Employee register); Home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts (Very critical issue for contact tracing)		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
9	Approved S/HE Plan		
10	Risk Assessments for the projects as per project scope approved by the Risk Assessor		
11	Proof of medical fitness of employees who will be working on the project and they should be from the Occupational Health Practitioner not a General Practitioner.		
12	Statutory Appointments including competency certificates and CVs e.g. First Aider and Fire Fighter etc. (Signed by the appointer and accepted by appointee's include CV's and competency certificates)		
13	Tool inspections Checklists and Register		



#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
14	PPE Matrix and Records include the list of the PPE to be provided.		
15	Safe Working Procedures or Method Statements. A list of the documents required here is identified as a minimum <ul style="list-style-type: none">- Waste management protocol e will be managed.- Incident reporting procedure.- Emergency procedure.		
16	Tool box Talks Templates and Topics		
17	Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable		
18	Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable.		
19	Excavation plan (when applicable)		
20	Scaffolding plan (when applicable)		



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#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
21	Declaration of Sub-contractors (when applicable)		
22	Proof of Third Party Liability Cover		
	Conclusion / Statement of Compliance		