



a world class African city



TITLE	REFERENCE		REV	
	<b>CP_TSSPEC_126</b>		<b>0</b>	
	DATE: <b>FEBRUARY 2021</b>			
	PAGE: <b>1</b>		OF	<b>15</b>
<b>SPECIFICATION FOR THE MAINTENANCE OF GARDEN AND LANDSCAPE SERVICES FOR CITY POWER</b>				

---

## TABLE OF CONTENTS

	Page
FOREWORD .....	2
INTRODUCTION .....	3
1 SCOPE .....	3
2 NORMATIVE REFERENCES .....	4
3 DEFINITIONS AND ABBREVIATIONS .....	4
4 REQUIREMENTS .....	5
5 MANAGEMENT AND SUPERVISION .....	7
6 SPECIAL EVENTS .....	7
7 DAMAGES AND INSURANCE .....	7
8 SAFETY .....	8
9 LEGISLATION AND REGULATIONS .....	8
10 IMPLEMENTATION TIMETABLE, COMPLETION OF WORK & PENALTIES .....	8
11 RESERVATION OF RIGHTS .....	8
12 QUALITY MANAGEMENT .....	9
13 HEALTH AND SAFETY .....	9
14 ENVIRONMENTAL MANAGEMENT .....	9
Annexure A - Bibliography .....	10
Annexure B - Revision information .....	11
Annexure C - Pricing Schedules A and B .....	Error! Bookmark not defined.
maintenance of garden and landscape services .....	Error! Bookmark not defined.
Annexure D - Stock Items .....	Error! Bookmark not defined.

## **FOREWORD**

This specification was prepared by the following work group members:

Silvester Raseboka

Technology Services

Tlou Moyaha

Technology Services

The work group was appointed by the Distribution Study Committee, which, at the time of approval, comprised of the following members:

Silvester Raseboka

Technology Services

Stanley Madzhie

Facilities Management

Sharon Hill

Facilities Management

Glen Olivier

Engineering Services: Asset Management

James Khoza

Engineering Operations: Secondary Plant

David McMahon

Engineering Operations: Primary Plant

Alec Mazibuko

Engineering Operations: Primary Plant

Hilda Nonkonyana

Engineering Services: Infrastructure Planning

Recommendations for corrections, additions or deletions should be addressed to the:

Technology Services General Manager

City Power Johannesburg (SOC) Ltd

P O Box 38766

Booyens

2016

## **INTRODUCTION**

City Power has pronounced areas of garden and landscape areas that require maintenance to keep them from becoming neglected and becoming a security risk. Maintenance of the grounds and gardens are required to promote a positive image of the City Power Head Office as a national key point and promoting the ideals of environmental sustainability. Garden services for the other 9 City Power Depots are also included.

## **1 SCOPE**

To provide all necessary transportation, supervision, labour, licenses, tools, equipment, services and expertise to apply to the maintenance of gardens, landscaping, road and parking area across its area of jurisdiction as directed in the specifications. The conditions set out in this specification will be used as a basis for monitoring the Gardening and Grounds Landscaping services. The responsible person at the City Power will frequently communicate and negotiate with the Tenderer in order to ensure an acceptable standard of Garden Service is provided.

The scope further includes:

### **Landscape maintenance objectives**

- To establish and maintain garden and landscape areas to a high standard.
- To establish and maintain focal point areas to a high standard.
- To provide the necessary equipment and crews to complete the work in the specified period.
- To establish and maintain parking, roads, paving and sideway areas to a high standard and in accordance with relevant codes.

### **Landscape maintenance outcomes**

- High quality, well managed and maintained garden and landscape areas.
- Well maintained, functional and aesthetically pleasing streetscapes, paving and sidewalks.
- Safe, functional, well utilised garden and landscape facilities.

## **2 NORMATIVE REFERENCES**

The following standards and specifications contain provisions that, through reference in the text, constitute requirements of this specification. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent editions of the standards and specifications listed below.

<b>Reference</b>	<b>Description</b>
Act 43 of 1983	Conservation of Agricultural Resources Act
R1048 of 25 May 1984 Part 2	Government Notice R1048
Act 107 of 1998	National Environmental Management Act
Act 84 of 1998	National Forest Act
Act 36 of 1947	The Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act
SANS 1369:2016	Organic agriculture — Production and processing
SANS 60335-2-91:2008	Household and similar electrical appliances - Safety Part 2-91: Particular requirements for walk-behind and hand-held lawn trimmers and lawn edge trimmers
SANS 62841-1:2015	Electric motor-operated hand-held tools, transportable tools and lawn
SANS 14006:2014	Environmental management systems - Guidelines for incorporating ecodesign

## **3 DEFINITIONS AND ABBREVIATIONS**

3.1 All definitions and abbreviations in the documents above shall apply to this specification.

## **4 REQUIREMENTS**

- 4.1 The service providers shall be familiar with and apply all standard practices as applied in the horticultural and landscaping industry.
- 4.2 All work shall be completed to the satisfaction of the City Power Management Team and any questions as to proper procedures or quality of workmanship will be resolved by the designated manager or official of City Power.
- 4.3 The service provider shall provide services twice a month as per City Power's requirements.
- 4.4 The grounds and gardens maintenance service provider shall provide the following, in accordance with the Service Standards and the provisions of this Service Specific Specification:
  - 4.4.1 A planned maintenance of landscape areas, focal points, main roads and Gardens areas within the City Power head office boundary and other 9 depots.
  - 4.4.2 A planned and ad-hoc horticulture service;
  - 4.4.3 A planned and reactive maintenance programme for all external structures and surfaces;
  - 4.4.4 An emergency call-out service to address such occurrences as fallen trees, snow or ice, etc; and
  - 4.4.5 Flora display service.
- 4.5 The grounds and gardens maintenance service provider shall provide a full Planned Preventative Maintenance (PPM) horticulture service across the Site. This shall include, but not be limited to:
  - 4.5.1 Shrub pruning;
  - 4.5.2 Hedge cutting;
  - 4.5.3 Tree maintenance/surgery;
  - 4.5.4 Lawn care including mowing and edging;
  - 4.5.5 Flower bed maintenance;
  - 4.5.6 Weeding and proactive weed control;
  - 4.5.7 Weed control with chemicals
  - 4.5.8 Planting, including shrubs, trees, flower beds.
  - 4.5.9 Replacement of dead or decayed plants by new ones whenever necessary
  - 4.5.10 Garden refuse uplifting and removal Garden refuse
  - 4.5.11 Collect and remove all litter and foreign objects from the site,
- 4.6 The grounds and gardens maintenance service shall provide a comprehensive grounds maintenance service across the Site. This shall include but not be limited to:
  - 4.6.1 Roads and pathways;
  - 4.6.2 Signage; including lighting;
  - 4.6.3 Courtyards and paved areas;
  - 4.6.4 Boundary walls and fences;
  - 4.6.5 Car parks, including line markings;
  - 4.6.6 Lawns, open areas (including rough grass);
  - 4.6.7 Paved areas and hard standings;
  - 4.6.8 Listed properties if applicable;
  - 4.6.9 Tree protection orders (TPOs) if applicable; and
- 4.7 The Grounds landscaping and Gardens Maintenance Service shall include the supply of materials and consumables for the proper execution of all work, which Project Co is required to carry out under this Service Specification and shall be responsible for the safe provision, use and maintenance of all equipment.

---

4.8 Equipment and Personnel

- 4.8.1 The service providers shall ensure that all equipment, machinery and vehicles are in good operating condition, adequately silenced in accordance with the manufacturers specifications, free of oil and fuel leaks and shall not produce smoke in excess of the Regulations of the Environmental Conservation Act 73/1989, SANS 62841-1:2015 and SANS 60335-2-91:2008.
- 4.8.2 The successful service providers shall be compliant with the Occupational Health & Safety Act, No 85 of 1993.
- 4.8.3 The service provider's personnel shall wear appropriate personal protective equipment when executing the job, such as chemical resistant suits, gloves, toe protecting boots, high viz jackets, water-proof clothing, goggles and visors.

4.9 Efficient use of resources and facilities

- 4.9.1 The service provider shall use energy efficient rated equipment to minimise energy consumption.
- 4.9.2 The service provider shall use low water consumption rated equipment to minimise water usage.
- 4.9.3 The service provider shall use products that have low environmental impact.
- 4.9.4 The service provider shall use products that are certified biodegradable and have organic labelling.
- 4.9.5 The service provider shall promote
- 4.9.6 The service provider shall promote efficient use of materials in all services, including office supplies.
- 4.9.7 The service provider shall promote the use of eco-labelled products.
- 4.9.8 The service provider shall have a policy with regards basic rights of employees and shall ensure commitment to environmental management and risk prevention.
- 4.9.9 The service provider shall promote the use of natural fibres and/or clothing with environmental certification in purchasing the PPE.

## **5 MANAGEMENT AND SUPERVISION**

### **5.1 Supervision**

- 5.1.1 The Service Provider shall designate a representative who shall be responsible for onsite supervision of the workforce at all times.
- 5.1.2 This supervisor shall be the focal point for the service provider and shall be the point of contact with City Power's designated personnel.
- 5.1.3 The supervisor shall have sufficient English language skill to communicate with City Power's staff.

### **5.2 Schedules**

- 5.2.1 The Service Provider shall maintain work schedules.
- 5.2.2 The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post.

### **5.3 Quality Control**

- 5.3.1 The Service Provider shall be responsible for quality control.
- 5.3.2 The Service Provider shall perform inspection visits to the work site on a regular basis.
- 5.3.3 The Service Provider shall coordinate these visits with the designated City Power management.
- 5.3.4 These visits shall be surprise inspections to those working on the contract.

### **5.4 Technical Guidance**

- 5.4.1 The Service Provider shall have the services of a locally trained horticulturist with experience in horticulture and garden landscaping to give technical guidance to the service provider's work force and to develop and guide the service provider's programs for lawn and tree care.

### **5.5 Grounds Maintenance Plan**

- 5.5.1 The Service Provider shall submit an annual Grounds Maintenance Plan that reflects the proposed frequency for meeting the requirements of this contract.
- 5.5.2 The Grounds Maintenance Plan shall be developed to fit the requirements of local conditions, types of vegetation, and climate (seasonal) factors.
- 5.5.3 The Service Provider shall submit the Grounds Maintenance Plan to the designated City Power personnel for approval within 30 days after awarding of contract.

### **5.6 Qualifications and experience**

- 5.6.1 The Service Provider shall ensure that all staff and/or sub-service providers are suitably skilled, experienced and licensed for the various activities they may undertake.

## **6 SPECIAL EVENTS**

- 6.1 Special events, arbour day is an annual once off event with a once off amount to be communicated to City Power by the end of May to ensure financial provision and commitment.
- 6.2 The service provider shall provide arbour day plants as and when requested by City Power.
- 6.3 Quotes shall be submitted to City Power for approval before purchasing the plants.

## **7 DAMAGES AND INSURANCE**

- 7.1 The Service Provider shall inform the designated City Power Project Manager of any damages caused by the service providers operations on the day such damages occur.
- 7.2 Any damage to property as the result of the Service provider's operations shall be the responsibility of the service provider.
- 7.3 In the event the damage caused by the service provider be not rectified within the time agreed upon or to the satisfaction of the designated Project Manager of City Power, City Power reserves the right to repair or replace that which was damaged and deduct these costs from any payment due to the service providers.
- 7.4 The Service Provider shall provide necessary insurance.

- 
- 7.5 The Service Provider shall, at its own expense, provide and maintain during the entire performance period the required insurance.
- 7.6 The Service Provider shall provide evidence of the insurance required under this contract within ten (10) days after awarding of contract.
- 7.7 City Power shall rescind or terminate the contract if the service provider fails to submit insurance certificates identified in clause 7.6 within stipulated time.

## **8 SAFETY**

- 8.1 All reasonable care shall be taken to prevent injury to people or damage to property by ensuring that equipment is properly maintained and regular safety checks are performed to ensure they are in good working order and equipped with the required safety devices.
- 8.2 The Service Provider shall provide adequate barricades, flag person(s), signs and/or warning devices during the performance of the contract to protect motorists and pedestrians. All placements of cones, signs and barricades shall conform to the Traffic Safety Standards.
- 8.3 Any accident, however minor, shall be verbally reported to the Project Manager followed by a written report within 24 hours.
- 8.4 The Service Provider shall be responsible to ensuring the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, and weed killer products utilized in this requirement. The Service providers shall comply with the OHS act.

## **9 LEGISLATION AND REGULATIONS**

- 9.1 All work shall comply with National, Provincial and Municipal legislation including the most current revision of the Occupational Health and Safety Act.
- 9.2 The Service Provider shall familiarize themselves with the relevant legislation and will be held responsible for any contravention by City Power.
- 9.3 The Service Provider shall comply with all local labour laws, regulations, customs and practices pertaining to labour, safety, and similar matters, unless they are inconsistent with the requirements of this contract

## **10 IMPLEMENTATION TIMETABLE, COMPLETION OF WORK & PENALTIES**

- 10.1 The Service Provider shall provide and agree with the City Power's Facilities Maintenance Designated Project Manager on a works programme showing the start & finish date after receiving an official order.
- 10.2 Work must be completed in accordance with the approved works programme, failing which a penalty of 5% per working day will be deducted from any monies due to the service providers.

## **11 RESERVATION OF RIGHTS**

- 11.1 Without limitation to any other rights of City Power (whether otherwise reserved in this tender or under law), City Power expressly reserves the right to:
- 11.1.1 Request clarification on any aspect of a response to this tender received from the Tenderers, such requests and the responses to be in writing;
- 11.1.2 Reject all responses submitted by Tenderers and to embark on a new tender process.



## **12 QUALITY MANAGEMENT**

A quality management plan shall be set up in order to assure the proper quality management of the maintenance of garden and landscape services during design, development, production, installation and servicing phases. Guidance on the requirements for a quality management plan may be found in the ISO 9001:2015. The details shall be subject to agreement between City Power and the Supplier.

## **13 HEALTH AND SAFETY**

A health and safety plan shall be set up in order to ensure proper management and compliance of the maintenance of garden and landscape services during installation, operation, maintenance, and decommissioning phases. Guidance on the requirements of a health and safety plan may be found in OHSAS 18001:2007 standards. This is to ensure that the asset conforms to standard operating procedures and City Power SHERQ Policy. The details shall be subject to agreement between City Power and the Supplier.

## **14 ENVIRONMENTAL MANAGEMENT**

An environmental management plan shall be set up in order to assure the proper environmental management of the maintenance of garden and landscape services throughout its entire life cycle (i.e. during design, development, production, installation, operation and maintenance, decommissioning and disposal phases). Guidance on the requirements for an environmental management system may be found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the Supplier. This is to ensure that the asset created conforms to environmental standards and City Power SHERQ Policy.

## **Annexure A – Bibliography**

NA

## **Annexure B – Revision information**

<b>DATE</b>	<b>REV. NO.</b>	<b>NOTES</b>
Feb 2021	0	First issue