

ANNEXURE C3.2: SCOPE OF WORK FOR RFQ:10415014.

HORTICULTURAL SITE MAINTENANCE OF EMHLANGENI PIPE PLANT AND PIPE YARDS.

1. PURPOSE

Rand Water intends to enter a contract for the monthly horticultural site maintenance of Emhlangeni pipe plant and pipe yards to protect Rand Water Pipes and surrounding infrastructure by cutting grass, weeds, reeds etc and constructing and maintaining fire breaks to maintain the vegetation low to reduce the risks of fire to protect Rand Water assets

2. SPECIFICATION

The Pipe Yard Maintenance has been divided into various maintenance requirements areas.

2.1 Veld areas and all un-landscaped Pipe yard areas (Park land –Yellow)

2.2 Lawned areas, roads and gardens. (General purpose / Park grass – Red)

2.3 Fire Breaks. Constructed by April and re-disced twice again within the year.

2.4 Cutting and pruning of trees. (As and when required.)

2.1 Veld areas and all un-landscaped Pipe yard areas (Park land – Yellow)

The Emhlangeni Pipe Plant has six Pipe Yard areas as well as a construction yard area as per the attached site diagram labelled Pipe Yard A-F and Construction yard. These areas have veld grass, weeds and reeds growing in them which must be kept short and neat, and the possibility of fire (especially during dry winter months) must be reduced. The total yards area measures 252,252.3m² including pipe laydown areas.

a.) Veld Grass cutting.

The vegetation height is to be cut to a height of no more than 100mm. These areas are envisaged to be cut every second month during summer and as and when required during winter, however this will be communicated to the appointed Service Provider in the monthly site meetings.

b.) Trimming of edges.

All grass edges along roads, fences, around trees, road signposts and other structures must always be cut to a height of no more than 100mm. A brush cutter and/or edge trimmer is to be used to undertake all edge trimming required.

c.) Removal of refuse and litter.

All cut vegetation is to be raked into heaps and removed from site on the same day to reduce the risks of fire. This organic material can be disposed of at EMS-Nursery composting site provided it does not contain any litter or items that are non-biodegradable. Care must be taken to ensure that the pipes are not damaged by equipment maintaining the area.

d.) Herbicide application.

Herbicide will be made available to the appointed Service Provider to chemically treat hard to reach areas between pipes as well as to control the re-growth of any herbaceous vegetation including any alien invasive plant species growing within these yards.

2.2 Lawned areas, roads and gardens. (General purpose / Park grass – Red)

a.) Mowing of lawn

Lawn is to be cut using a rotary mower with a mulcher blade or Biochip decks. Should grass boxes / mulching decks not be used all cut grass clippings are to be raked into heaps, loaded, and disposed of by the Service Provider within 1 (one) day of being cut. The grass is to be cut to a height of no more than 30mm.

b.) Trimming of edges

All edges must be smooth and neat. Grass edges must not encroach from the original lawn position. The grass must not protrude more than 50mm over the edge. Edges are not to be trimmed in such a manner that will result in either the enlarging of the flower bed or the receding of the grass edge from the pavement or its original position. All edges are to be trimmed each time that the grass is requested to be cut. A brush cutter is to be used to trim around the trees and edges of structures. (Take note to not damage bark around tree bases when using brush cutters)

c.) Weeding of gardens.

Gardens within this area are to be weeded each time that the grass is cut. All debris removed from the gardens is to be disposed of together with the grass clippings on the same day. Mulch will be provided to the Service Provider to mulch the flower beds in order to conserve water and reduce weed growth.

d.) Sweeping of streets.

All paved and hard surfaces within this area are to be swept clean after each cut. Herbicides will be made available to the Service Provider for the control of any weeds growing within hard landscape surfaces.

e.) Herbicide application.

Herbicide will be made available to the appointed Service Provider to chemically treat weeds growing within paved or hard landscape roads and areas.

2.3 Fire breaks

Fire breaks are to be constructed by discing an area at least 15m wide between the pipes and the perimeter fence line. All vegetation within this 15m wide fire break is to be controlled from growing. The fire break area must be fully constructed by the end of April and maintained throughout the year with the area being re-disced in August and November. Internal / sectional firebreaks must be constructed around various batches of pipes within the pipe yards to further reduce the risks of fire. Where there is a limit of space between the existing packed pipes within the pipe yards then the firebreak area is to extend beyond the fence line to ensure that a sufficiently wide enough fire break is created. Vegetation growing within the fire breaks must be chemically treated during the summer months to avoid the need of re-discing the entire area. Herbicide required to control vegetation growing within the firebreaks will be supplied to the appointed Service Provider by Rand Water. The mixing, calibration and application of herbicide must be undertaken or overseen by a staff member with a pest control operator's license for weed control.

2.4 Cutting of trees, as and when required

Trees are required to be pruned if their branches hang low and interfere with vehicles or trucks entering or leaving the site / yard. Should this be required branches are to be cut into portions / pieces and pruned back level with the main trunk of the tree. Should any trees or branches be affected in a storm and fall these branches / trees are to be cut up in manageable sizes approximately 400mm in length and loaded and moved to the Nursery wood stockpile area. Smaller branches less than 150mm in diameter can be loaded and moved to the wood area adjacent to the composing area for wood chipping. Should this be required it will be communicated to the appointed Service Provider in the monthly progress meetings.

3 GENERAL INFORMATION

3.1 Labour

The Service Provider shall be liable at its own cost for the provision of labour, including all related costs, the provision of all tools, facilities such as portable latrines and shelter from the sun and equipment required, the maintenance and repair of all tools, equipment and vehicles and the provision of miscellaneous stores other than those for which Rand Water is expressly liable in terms of this Agreement. Competency certificates should be available for all staff working on site. Medical certificates of fitness from an Occupational doctor must be available and current for all employees working on this site

3.2 Equipment

All maintenance of tools and equipment will take place off site or undertaken on site in an environmentally acceptable manner to prevent oil/lubricant and diesel/petrol spillages on site

3.3 Accommodation of Tools and Equipment

Currently no provision has been made for the Service Provider to keep and store equipment on site. Should a temporary storage facility be required this can be arranged and undertaken in consultation with the site manager.

The area allocated by the site manager to the Service Provider for any temporary storage facilities will need to be kept tidy and aesthetically always pleasing.

3.4 Accommodation and Transport of Staff

No transportation of Service Provider staff will be made available by Rand Water and no accommodation will be made available for staff of a Service Provider on Rand Water property.

3.5 Working Hours

a.) Normal Working Hours: 40 (forty) hour week.

07:00 -16:00 Monday to Thursday. Teatime 09:00 - 09:15, lunchtime 12:00 - 12:40.

07:00 -14:00 Friday no tea-time, lunchtime 10:00 - 10:20.

No deviation of these hours will be permitted.

b.) Overtime

Overtime work will not be permitted except by specific prior arrangement with the Site Manager and EMS Manager Horticulture.

3.6 Site Meetings and Instructions

a.) Site Meetings

Formal site meetings will be held on site between the Site Manager, EMS Manager Horticulture and the appointed Service Provider for monitoring progress in accordance with the required standards and specifications. The Service Provider will be required to provide evidence of the service slips for their portable latrine facilities if left on site. The EMS Manager Horticulture or Site Manager will sign acknowledgement of the minutes' contents. The frequency of these meetings will depend on the proposed program schedule of the appointed Service Provider and will be finalised at the kick-off meeting once the appointed Service Provider commences on site.

b.) Site instructions

Site instructions will be used to request work. Work requested in the form of a site instruction will need to commence within 2 (two) weeks from the date thereof unless otherwise agreed upon in which case completion dates must be noted and adhered to.

c.) Evidence to be submitted together with the appointed Service Providers invoice

The Service Provider will be required to provide evidence of the service slips for their portable latrine facilities if left on site.

The Service Provider will be required to provide evidence of work undertaken by submitting a progress report with fixed point photos containing date stamps of areas prior to work undertaken, during execution and after completion.

3.7 Induction

All staff appointed by the Service Provider to work on site shall undergo Induction Training on the first day before any work commences. The appointed Service Provider's Site Representative has the responsibility to inform the Site Manager or SHEQ Officer when a new employee has been allocated to work on a Site. This person must undergo induction on the same day before work commences. Personal Protective Equipment (PPE) will be always worn on site and will consist of appropriate safety shoes / boots, overalls, as well as headgear, and gloves if required.

3.8 Plant and Equipment used on site

The plant and equipment etc. used and all work carried out under this contract shall satisfy the requirements of the OHS Act or any amendments thereof, also regulations as may be framed thereunder at any time up to and including the date of completion of the work under this contract.

3.9 Rand Water Representation

The EMS Manager Horticulture may be represented in person or by the Senior Horticulturist or any other designated representative. The Site Manager may be represented in person or by any other designated representative.

4 OBJECTIVES OF THE WORK.

- a) To safely undertake the horticultural site maintenance of Emhlangeni pipe plant and pipe yards monthly.
- b) To remove all plant cuttings / debris to reduce the amount of dry material on site.
- c) To maintain the site in accordance with the required scope of work in order to ensure a safe working environment for staff working on site.
- d) To protect Rand Water pipes and associated infrastructure from fire by undertaking monthly horticultural site maintenance to maintain the property in an aesthetically pleasing manner.

HORTICULTURAL SITE MAINTENANCE OF EMHLANGENI PIPE PLANT AND PIPE YARDS.
 Site GIS plan.



SCHEDULE OF ACTIVITIES.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2.1 Maintaining all veld areas and un-landscaped areas including pipe and storage yards.			*		*		*		*		*	
2.2 Maintaining lawned areas, roads and gardens.	*	*	**	**	**	**	**	**	**	**	*	*
2.3 Maintenance and creation of fire breaks.		*			*					*		
2.4 Cutting and pruning of trees. (Only to be undertaken if required by site instruction.)												

SITE LOCATION.

No.	Operational Area.	Location.
1.	Emhlangeni Pipe Plant and Pipe Yards.	Emhlangeni Pipe Plant offices - 143 IR Kromvlei Road, Johannesburg. 26°22'40.49"S 28°04'33.39"E