

HESSEQUA MUNICIPALITY

HES-CORP 07/2122

THE PROVISION OF MAINTENANCE SERVICES (EXCLUDING WATERPROOFING SERVICES) FOR A PERIOD OF THREE (3) YEARS

PART C3.2: DESCRIPTION OF WORKS

C3.2 DESCRIPTION OF WORKS

C3.2.1 Overview of the Works

C3.2.1.1 SPECIFICATIONS

Hessequa Municipality intends to appoint qualified and experienced service providers for a period of three years. Service providers that specialize in general maintenance/construction works on buildings are hereby invited to submit their tenders

It will be expected from service providers to render services in various towns within the Hessequa Municipal area including Gouritsmond, Albertinia, Riversdale, Melkhoutfontein, Stilbaai, Jongensfontein, Heidelberg, Slangrivier and Witsand.

All service providers who meet the minimum functionality criteria will be appointed by the Municipality. All the responsive service providers names will be placed on a suppliers list for general maintenance/construction works on buildings.

The service providers will be placed on a supplier list per town, based on the town from which the business is operated or in the case of a business operated from a residential address, the classification will take place according to the contractor's residential address. Preference will be given to service providers whose business/residential address is situated in the town where the services are to be rendered. For example if maintenance services are needed in Riversdale, contractors on the supplier list whose business/residential address is in Riversdale will be requested to deliver the services. If there is more than one supplier in a specific town, work will be allocated in such a way that all the contractors receive a opportunity to deliver their services by using a rotation register.

In the event that there is no service provider who is available or able to deliver the services in a specific town, the Municipality may request any other service provider on the supplier list, to deliver the service.

SPECIAL CONDITIONS OF CONTRACT

2.1.1 The service providers will be remunerated after the completion of every project as follows:

1. Per Hour (The rate per hour as listed below) and should the services of another service provider be required to deliver a certain service the **actual cost** of the services delivered by the service provider can be claimed. This includes the cost to rent certain equipment. The invoice of the service provider must be submitted to the Municipality as proof of the actual cost. It is important to note that the bidder does not have to submit a tender amount as the amounts that the municipality is willing to pay are fixed and indicated on the schedule on page two.
2. The actual cost price of material used to complete the project plus 5%.
3. The kilometre tariff of R3.00 per kilometre travelled within the Hessequa Municipal area. No kilometre tariff will be paid for travel purposes outside of the Hessequa Municipal area.

2.1.2 With reference to point one above:

- a) The actual hours spend on this project must reflect on the invoice of the service provider.
- b) The rate per hour may be apportioned proportionately if the time spend are not a full hour.
- c) Travelling time may not be charged.

2.1.3 With reference to point two above:

The actual invoice as proof of materials used on this project must be submitted together with the invoice of the successful bidder after the completion of the project. The actual cost price plus 5% must reflect on the invoice of the successful bidder. Time spent on purchasing materials may not be claimed.

2.1.4 With reference to point three above:

- a) No kilometre tariff may be charged for travelling if work is done in the town of primary residence of the successful bidder.
- b) The following distances shall be used to determine the amount payable for travel purposes (one way):

Riversdale – Heidelberg: 33km's
Heidelberg – Witsand: 42 km's
Heidelberg – Slangrivier: 9 km's
Riversdale – Stilbaai: 43km's
Stilbaai – Jongensfontein: 9km's
Riversdale- Albertinia: 37km's
Albertinia – Gouritsmond: 38km's

Should the service provider be from an area outside one of the above mentioned areas, the application "distance calculator" will be used to determine the distance travelled from the town of residence to the town where the work must be performed. No amounts will be paid for travel outside of the Hessequa Municipal area.

2.1.5 Rate per hour:

The following amounts per hour (exclusive of VAT) will be paid to the service provider/s for services:

Maintenance/Construction Service:

Year 1:

	HANDYMAN	LABOURER
Monday - Friday	R70.00	R35.00
Saturday	R105.00	R52.50
Sunday and Public Holiday	R140.00	R70.00

Year 2:

	HANDYMAN	LABOURER
Monday - Friday	R75.00	R40.00
Saturday	R110.00	R55.00

Sunday and Public Holiday	R145.00	R75.00
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Year 3

	HANDYMAN	LABOURER
Monday - Friday	R80.00	R45.00
Saturday	R115.00	R60.00
Sunday and Public Holiday	R150.00	R80.00

2.1.6 Evaluation of performance:

Should the service provider receive two performance ratings of 4 (according to the criteria on the collaborator performance review of the contractors work) or worse the service provider will be removed from the suppliers list and no future work relating to the category of work under this tender (maintenance of buildings) will be awarded to the service provider. The service provider will however receive an opportunity to deliver comments on ratings of 4 or higher (5) and will receive one opportunity to rectify the poor/sub-standard services that was delivered. The evidence to remove a contractor from the suppliers list will be presented to a committee represented by 1 official from Legal services, 1 official from Supply Chain Management and 1 official from Technical services who were not involved with project. No payments will be made to the service providers for material, travel and labour to rectify sub-standard work.

SPECIFICATIONS

2.1.7 Specifications	Comply Yes/No	Page to reference
2.1.7.1 A Municipal Official must in writing give instruction to the contractor to perform the work with a description of the specific works (on the template attached as Annexure A).		
2.1.7.2 The successful bidder must, before the commencement of the work confirm to the Municipal official in writing on the template provided what the estimated hours will be to complete this project and after an agreement has been reached (signed template by Municipal official and contractor), the work may commence.		
2.1.7.3 The successful bidder must, before purchasing the material necessary to complete the project, inform the Municipal official in writing (copy of quotation of material) what the cost will be and after an agreement has been reached regarding the cost of the material, the material may be ordered/purchased.		
2.1.7.4 If at any stage during the project, the contractor realises that additional material are needed due to unforeseen circumstances at the commencement of the work the Municipal official must be informed immediately and he/she must approve the cost of the additional material whereafter the additional material may be ordered/purchased by the contractor .		
2.1.7.5 After the completion of the project the successful bidder must submit an invoice containing the following relevant information regarding the work performed: a description of the work and place of work, the hours spend on this project and rate per hour, the invoice indicating the actual cost (from the supplier) of materials plus		

	5% (calculated on the actual invoice amount of the supplier excluding VAT) and the km's travelled multiplied with R3.00 per km.		
2.1.7.6	No payment in advance will be made for work performed and for materials purchased.		
2.1.7.7	The contractor is responsible to ensure that the necessary safety clothing and safety precautions are taken for himself and/or for his/her personnel while performing the works.		
2.1.7.8	All tools and equipment necessary to perform the works must be provided by the contractor		
2.1.7.9	The contractor must before the commencement of the project indicate in writing how many labourers and handymans is required to assist him with the project by completing it on the template provided.		
2.1.7.10	The successful bidder must start with the work as described by the Municipal official within 7 working days after receiving the written instruction, including the day on which the instruction was issued, but in cases of emergency the successful bidder must attend to the problem within 48 hours after receiving such instruction in writing from the Municipal official.		
2.1.7.11	Should the successful bidder be unable to deliver such services within the above timeframes the Municipality may use another service provider to complete the specific project.		
2.1.7.12	Should the service provider need to rent specific equipment for example scaffolding, high pressure spout ect the Municipality will pay the service provider the actual amount of the cost to rent the equipment will be paid to the service provider if the invoice is provided to the Municipality.		
2.1.7.13	It must be noted that the rand value of the work allocated to the contractors on the suppliers list will vary due to the difference in scope of the work.		
2.1.7.14	<p>The scope of the work will include the following (both the supply of the materials and labour for installation/repair purposes), please note that the list is not all inclusive and maintenance/construction work not mentioned below must be performed as this list is just a guideline:</p> <ul style="list-style-type: none"> ➤ Installation of plumbing fittings including shower roses, geyser, shower heads, taps, valves and fittings, toilet cisterns, drain cleaning etc. ➤ Tiling of floors and walls. ➤ Building related work with various materials (dry wall, bricks etc) braai facilities, walls, store rooms, ablution facilities, office space, plaster of walls ➤ Installation of wood and alluminium window frames, installation of glass at windows, installation of a mesh around windows, installation of doors, replacing window hinges, brackets etc. ➤ Preparation of walls and roofs (for painting) and painting of roofs and walls including sanding down wood surfaces and varnishing of the wood surfaces. ➤ Sealing of walls against moisture. ➤ Installation of roof sheeting and the replacement of roof screws, installation of 		

<p>gutters, downs pipes, installation of water tanks (with stands), installation of fascia boards, ceilings and cornish.</p> <ul style="list-style-type: none"> ➤ Wooden deck installation and repairs. ➤ Installation of laminated flooring, vinyl flooring , concrete flooring and carpets. ➤ Installation of any fitting on a building for example mirrors, hand rails, notice board, advertisement sign, hand dryer, towel rail, toilet paper holder, soap holder etc. ➤ Installation and repair of built in cupboards and counter tops including all related fittings. ➤ Installation and repair of fences ➤ Gutter cleaning. ➤ Installation of paving and repair of paving. ➤ Installation of showers, baths, basins and toilets. ➤ Installation of sprinkler systems. ➤ Installing insulation to roofs. ➤ Landscaping work – leveling of stands, tree pruning/removal, filling of holes, planting of grass, establishing flower beds etc. ➤ Repair potholes and gravel roads ➤ Installation of burglar bars and safety gates. 		
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Failure to provide the information as stated above, may result in your tender being declared non-responsive.

DECLARATION,

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY:DATE: