

# **NKANGALA DISTRICT MUNICIPALITY**



## **RENDERING OF CLEANING SERVICES FOR NKANGALA DISTRICT MUNICIPALITY OFFICE BUILDINGS FOR A PERIOD OF 36 MONTHS**

### **SCOPE OF WORK**

#### **Part C3: Scope of Work**

#### **C3 Scope of Work**

##### **C 3.1 DESCRIPTION OF WORKS**

**Nkangala District Municipality intends to appoint service provider for RENDERING OF CLEANING SERVICES FOR NKANGALA DISTRICT MUNICIPALITY OFFICES/BUILDINGS FOR A PERIOD OF 36 MONTHS**

**It is a specific goal of this project that the air conditioning system of the office building be refurbished in line with standards of the manufacturer. The project is thus process and product oriented, and it is expected that the contractor will pursue these goals in the execution of the project.**

##### **C 3.2 RESTRICTION OF WORKING HOURS AND WORKING PLACE**

**The existing premises will be occupied, and a restriction will be placed on working hours and areas for execution of the work. Contractor will have to lease with employer's agents for specific requirements.**

##### **C 3.3 PROCUREMENT**

**The tenderers notice is drawn to the fact that the awarding of this tender will be in terms of the supply chain management policy of the Nkangala district municipality.**

### **C 3.3 SUB-CONTRACTING**

No work may be sub-contracted to another party unless approval is by the municipality in written. The contractor is to submit to the municipality in writing a request for appointment of a particular sub-contractor.

### **C 3.4 EXISTING SERVICES**

The contractor shall so carry out all his operations as not to encroach on or interfere with and damage adjoining lands, building properties, roads, structures in the vicinity of the works, and he shall free and relieve the employer of any liability that may be incurred in consequences of his failure to do so.

### **C 3.5 HEALTH AND SAFETY**

All work is to be carried out in accordance with the occupational health and safety act and regulation (act 85 of 1993)

The contractor must have the necessary skills. Competencies and resources to carry out work safely. The contractor is to ensure that all legal compliance for the health and safety issues are in place and audits will be carried out to ensure that the contractor is registered and in good standing with the workmen's compensation fund and that the contractor has insurance indemnity.



### **C 3.6 SPECIFICATIONS**

#### ***C 3.6.1 APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CLEANING SERVICES FOR NKANGALA DISTRICT MUNICIPALITY OFFICES/BUILDINGS FOR A PERIOD OF 36 MONTHS***

##### **1 SERVICES TO BE RENDERED:**

- 1.1 Tile / marble floors:**  
High gloss finish to be swept/mopped daily and polished as required maintaining a good standard of cleanliness. (According to tile cleaning specifications using correct cleaning material )
- 1.2 Doors/frames:**  
To be dusted daily and damp-cleaned twice per month.
- 1.3 Sills / ledges / skirtings:**  
To be dusted daily and damp-cleaned twice per month.
- 1.4 Lights / fan lights / brass work:**  
To be dusted daily and damp-cleaned twice per month.
- 1.6 Waste baskets:**  
To be emptied and cleaned daily
- 1.7 Walls / partitions:**
  - 1.7.1 Painted surfaces** to be dusted daily and finger marks and stains removed weekly
  - 1.7.2 Other walls / partitions** to be dusted daily and damp cleaned weekly
- 1.8 Furniture:**  
To be dusted daily and polished weekly.
- 1.9 Telephones:**  
To be dusted daily and disinfected weekly.
- 1.10 Upholstery:**  
To be vacuumed weekly and damp cleaned when necessary or required.
- 1.11 Carpets:**  
To be vacuum cleaned daily and steam-cleaned quarterly.
- 1.12 Vertical surfaces:**  
Cabinets, lockers etc to be dusted daily and damp cleaned twice per month.
- 1.13 Refuse:**  
Waste and other refuse to be removed to the disposal area daily.
- 1.14 Parking area:**  
To be swept 2 times per week.
- 1.15 Kitchens**
  - 1.15.1 Small Departmental**  
To be cleaned daily
  - 1.15.2 Main Kitchen**  
To be cleaned daily and deep cleaned quarterly
- 1.16 Toilets:**
  - 1.16.1 Toilets** must be cleaned on a daily basis and sanitised on a weekly basis.  
Sufficient supplies of paper towels, toilet rolls etc must be available at all times
  - 1.16.2 She-bins** must be provided and serviced in all ladies toilets
- 1.17 Windows:**  
Both sides of all glazing, including mullions, frames etc must be cleaned on a monthly basis.  
All glass partitions, mirrors etc must be cleaned on a daily basis.
- 1.18 Roof of the building:**  
To be swept on a quarterly basis.
- 1.19 Mayoral Parlour and Council Chamber**



To be cleaned before and after functions. Dishes to be washed if and when necessary

**1.20 Training and Committee rooms:**

To be cleaned on a daily basis before and after meetings.

**2 CONTRACT PERIOD**

The contract period is for Twenty Four (24) months.

**MAIN BUILDING**

<b>OPEN AREAS</b>	:	Majority of areas are covered Tiles to be cleaned on a daily basis. All balustrades to be kept shiny at all times. Includes front glasses and façade, reception, lifts etc.
<b>BLOCK D</b>	:	Offices, x4 store rooms X4 Bathrooms, x3 Toilets with 232 basins each, x1 Kitchen, staircases from GF to FF. Mayors Parlour and Second Floor
<b>BLOCK A</b>	:	Offices, store room, x6 Bathrooms with 3 basins each, 3 Tea Kitchens, staircase from GF to SF, x5 Committee Rooms, x1 coffee bar.
<b>BLOCK H</b>	:	Store rooms/cleaner's rooms, x6 Bathrooms with 30 toilets and urinals and 18 basins collectively. X1 Large Kitchen with delivery area, Fire staircase from GF to SF , delivery lift
<b>BLOCK B</b>	:	Offices, Store rooms, x6 bathrooms area with 25 Toilets and urinals and 18 basins collectively. X1 Tea Kitchen, staircase from GF to SF x1 Training Room.
<b>BLOCK C</b>	:	Rates hall, Offices, storerooms, x 6 Bathrooms with 3 Toilets and two basins each, x3 Tea Kitchens, staircases from ground Floor to second floor.
<b>COUNCIL CHAMBER</b>	:	Wooden and Mazista Tile Paneling, Carpets, +/- 300 chairs, Wooden Tops and Podium.
<b>SHARED COMMITTEE ROOM</b>	:	X4 Shared committee Rooms ( x2 between Block D&A and x2 between Block B&C)
<b>SHARED ENTERTAINMENT AREAS</b>	:	X2 shared Entertainment areas – ( x1 between Block D&A and x1 between Block B&C)
<b>AREA COVERED BY TILES</b>	:	5035 m <sup>2</sup>
<b>AREA COVERED BY GRANO</b>	:	4840 m <sup>2</sup>
<b>AREA COVERED BY CARPETS</b>	:	679 m <sup>2</sup>
<b>TOTAL BUILDING AREA</b>	:	10554 m <sup>2</sup>

**BLOCK C EXTENSION**

<b>Total rentable office space</b>	:	<b>1256</b>	<b>m<sup>2</sup></b>
<b>Total circulation area</b>	:	<b>460</b>	<b>m<sup>2</sup></b>
<b>Total conference area</b>	:	<b>108</b>	<b>m<sup>2</sup></b>



Total area used by NDM	:	50	m <sup>2</sup>
Total area Block C Extension	:	1874	m <sup>2</sup>

### GROUND FLOOR

Record room for finance			50	m <sup>2</sup>
Offices			280	m <sup>2</sup>
Reception & waiting area			58	m <sup>2</sup>
Store room			16	m <sup>2</sup>
Toilets & kitchen			36	m <sup>2</sup>
Total rentable office space:			390	m <sup>2</sup>
Circulation area			146	m <sup>2</sup>
Committee Room			36	m <sup>2</sup>
Total ground floor area:			622	m <sup>2</sup>

### FIRST FLOOR

Offices			316	m <sup>2</sup>
Waiting area			37	m <sup>2</sup>
Store rooms			54	m <sup>2</sup>
Toilets & kitchen			36	m <sup>2</sup>
Total rentable office space:			443	m <sup>2</sup>
Circulation area			149	m <sup>2</sup>
Committee Room			36	m <sup>2</sup>
Total first floor area:			628	m <sup>2</sup>

### SECOND FLOOR

Offices			329	m <sup>2</sup>
Waiting area			32	m <sup>2</sup>
Store rooms			26	m <sup>2</sup>
Toilets & kitchen			36	m <sup>2</sup>
Total rentable office space:			423	m <sup>2</sup>
Circulation area			165	m <sup>2</sup>
Committee Room			36	m <sup>2</sup>
Total second floor area:			624	m <sup>2</sup>



### **TOTAL NUMBER OF OFFICES – C EXTENSION**

#### **Ground Floor**

X 16 Offices  
X 2 Toilets (1x Ladies & 1 x Gents)  
X 1 Kitchen  
X1 Boardroom

#### **First Floor**

X 16 Offices  
X 2 Toilets (1x Ladies & 1 x Gents)  
X 1 Kitchen  
X1 Boardroom

#### **Second Floor**

X 16 Offices  
X 2 Toilets (1x Ladies & 1 x Gents)  
X 1 Kitchen  
X1 Boardroom

### **NOKANENG FIRE STATION**

X3 Offices  
X4 Toilets  
x1 Kitchen  
x1 Boardroom  
x2 Storerooms  
x1 Training room  
x2 Change rooms & showers  
x1 Recreation room  
x1 Wash bay  
x2 Rest rooms  
x1 Guardroom

### **THEMBISILE FIRE STATION**

x8 Offices  
x5 Toilets  
x1 Kitchen  
x1 Boardroom  
x1 Training room  
x2 Change rooms & showers  
x1 Recreation room  
x1 Wash bay  
x8 Restrooms  
x1 Guardroom  
x5 Storerooms

### **DR. J S MOROKA FIRE STATION**

x10 Offices  
x6 Toilets  
x1 Kitchen



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DISTRICT MUNICIPALITY OFFICE BUILDINGS FOR A PERIOD OF  
36 MONTHS**

**1 Boardroom/ lecture room  
X5 Storerooms  
x1 Storerooms  
x2 Change rooms & showers  
x1 Recreation room  
x1 Wash bay  
x8 Restrooms  
x1 Guardroom  
x1 Machine Bay**

**VARIOUS PARKHOMES**

**6X 6 OFFICES  
2X 6 TOILETS**