

### **ANNEXURE C3.2: Scope of Work**

Rand Water seeks to appoint a suitably qualified Service Provider to supply labour and equipment to install finishes on an as and when required basis for a period of twelve months at various Rand Water sites.

#### **SCOPE OF WORKS**

The project comprises the provision of labour and equipment for the following:

- Installation of Floor finishes - Carpets
- Installation of Ceilings
- Installation of wall finishes – Wall paper

##### **3.1.1 Maintenance references**

- All work shall be carried out in accordance with the following standards:
  - OHS Act 85 of 1993
  - National Building Regulations
  - SANS10186 and 10400

##### **3.1.2 Quality of workmanship**

- Poor quality of work shall not be accepted and will not be signed by the Building Foreman and Rand Water reserves the right to hold payment until work is corrected.

##### **3.1.4 Protection of furniture and equipment**

- Most of the work to be done inside buildings and residential accommodation will be carried out where there is furniture and other equipment.
- The Service Provider shall be responsible for moving the furniture and equipment in order to provide working space for his/her personnel. The movement of furniture and equipment shall be kept to the very minimum and the Service Provider shall be solely responsible for any damage to furniture or equipment arising from its removal and/or replacement

##### **3.1.5 Response times**

- For urgent work – 24 hours
- Non-urgent work – 48 hours

##### **3.1.6 General requirements.**

- In order to undertake work a written instruction must be received from the Building Manager or Building

manager.

- For all work before and after pictures (date stamped) must be supplier. These together with assessment report must be submitted for all work together with the invoice. Failure to do so will result in delays.
- A minimum of 12months guarantee must be offered for all workmanship.
  - Monthly meetings with Facilities management will be required. Where no work has been undertaken for a month and nothing planned for the next month the meeting could be waivered.

## 4. TECHNICAL SPECIFICATIONS

### 4.1 Installation of Ceilings

#### INSTALLATION OF CEILINGS

Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins or shot pinned to brickwork or concrete Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres,

- (a) Removal of old damaged ceiling tile and cart away to a legal dumping site to be identified by the contractor at his/her cost.
- (b) Supply all labour and equipment for installation of 600 x 600 ceiling tiles, including cutting, circular cutting, opening for sprinkler heads, down lights etc, to existing frame
- (c) Vacuum cleaning of ceiling voids

#### INSTALLATION OF FLOOR FINISHES - CARPETS

#### PREPARATION

- a) Removal of old damaged carpet tiles and prepare floor to receive new carpet tiles to floors and on treads and risers including cutting, circular cutting. Old damaged carpets to be carted away to a legal dumping site located by the contractor at his/her cost.
- b) Installation of 75mm carpet tile skirting

#### INSTALLATION OF CARPET TILES

- c) Contractor shall provide all labour and equipment only to install new carpet tiles.

#### PAPERHANGING TO EXISTING WALL

#### PREPARATION

Preparatory work to previously painted surfaces

- a) Surfaces shall be thoroughly washed down and allowed to dry completely before paperhanging is commenced. Blistered and peeling paint shall be completely removed, and cracks shall be opened, filled with a suitable filler and finished smooth. All surfaces shall be painted with a single coat of interior quality PVA emulsion paint.

INSTALLATION

- b) Supply all labour and equipment to install wall paper to existing dry walling, including narrow widths

**LABOUR**

- c) ALLOW LABOUR ONLY RATES FOR ADDITIONAL ITEMS:

Movement of furniture and other items not specified;

## 5. EXISTING FINISHES

The Contractor to protect and where required make good the existing finishes after completion of work and clean site as per Building Supervisor's instructions.

## 6. SCHEDULE OF QUANTITIES

PREAMBLE TO THE SCHEDULE OF QUANTITIES AND RATES

- a) The quantities and rates inserted in the Schedule are to be inclusive prices to the Employer for the work described under the several items. Such prices shall cover all costs and expenses that may be required for the Works, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the Tender is based. All rates and amount shall be nett, exclusive of Value Added Tax (VAT) and shall be carried to the summary page in their nett form. VAT will then be calculated on the total of the nett amounts.
- b) All quantities and rates as set forth and inserted in the Schedule and extended to the totals for each portion of the Schedule, are not a true reflection of the work to be done but for evaluation purposes only.

- c) All workmanship guarantees are deemed to be included in the rates, and installation and application rates will include all necessary inspections and approvals to maintain guarantees.
- d) "Complete" as it is used in the Schedule means the complete system or unit as specified in the particular documents.
- e) Each item in the Schedule which is priced, shall be filled in black ink.
- f) In case of arithmetical errors in the multiplication of rates and quantities in the Proposal, the amount shall not be changed. In case of incorrect summation of amounts in the Proposal, the Lump Sum total shall remain fixed.

## 7. HEALTH AND SAFETY

Safety during construction is paramount, and the Service Provider must adhere to the statutory construction regulations and other regulatory requirements.

The following serves as a guideline to the access and safety working procedures:

### Pre-qualifiers

1. Letter of Good Standing
2. Valid CIDB certificate
3. Fully complete and sign Form of offer and Acceptance

### After bid award/appointment

1. Induction manual and Induction Training records-Before work could be commenced with.
2. Safe working procedures (method statement)
3. Toolbox talk manual/topics.
4. Valid medical fitness certificate (only from an occupational health/medical practitioner) including Hepatitis A and B.
5. Valid material safety data sheet
6. Health & Safety Inspection checklists
7. List of required personal protective equipment (PPE register)
8. Notification of construction work
9. Mandatory agreement between Principal Service Provider and Sub-Service Provider
10. Organogram

11. Legal appointments (accepted and signed)
12. Competency certificates
13. Valid Occupational Health and Safety Act
14. Policies (signed by relevant stake holders) i.e.
  - SHEQ policy
  - Drug and alcohol abuse policy
  - COVID 19 policy
15. Safety requirements for scaffolding
  - The Service Provider must ensure that the scaffold to be used complies with SANS 10085.
  - Competent supervisor for scaffolding work operations.