

ANNEXURE A**SCOPE OF SERVICES REQUIRED****LAND AND GARDEN MAINTENANCE AT SABS DURBAN CAMPUS**

The garden maintenance services agreement will fall under the control of the SABS Facilities Management department at Head Office

DESCRIPTION OF AREA TO BE SERVICED

*ENTIRE GROUNDS – 5.9980 ACRES (this **includes** 2.4 acres of vacant land that needs shrubbery vegetation cut right down to prevent snakes and overgrowth)*

Working hours – 7am to 4pm

Ad-hoc Services

Description
1.Tree felling
Cut branches
Cut and remove a tree (unwanted, dead or fallen)
1. Small tree
2. Medium tree
3. Large tree
4. Extra-large tree
4. Poisoning of stumps
2. Irrigation (price per m2)
<input type="checkbox"/> New installation
<input type="checkbox"/> Repairs of pipes and fittings

SPECIFIC REQUIREMENTS

SERVICE: DAILY OR WEEKLY

- Clear a two metre strip, of vegetation, inside and outside the entire SABS perimeter
- Dirt bin area to be cleaned weekly
- Dirt bins to be high pressure cleaned weekly
- Electric fence: Keep electric fence clear of vegetation. This includes vegetation outside the SABS property. Scoffle 2 metres from electric fence (inside and outside)
- Flower beds: Maintain/weed flower beds and shrubs daily
- Lawns: Mowing of lawns weekly including verge outside property. Note: In summer this will need to be done twice a week
- Lawns: Water lawn when necessary
- Lawns: Weed lawn daily
- Pick up papers/debris lying around grounds daily
- Pick up rubbish on verge outside property daily
- Pot plants: Maintain pot plants on verandas and inside offices where there are pot plants
- Remove garden refuse and rubble from premises daily (the cost of the municipal depot will be for your own account)
- Sweep all outside stairs daily
- Sweep car park area weekly, except when windy then to be done daily
- Madoni trees (purple berries): during season, area where these trees grow must be swept/cleaned daily
- Sweep entire paved area weekly except when windy, then must be done daily
- Sweep front verandas and paving daily
- Sweep tiled entertainment area daily
- All Gutters to be cleaned weekly (including upper floor, need a step ladder for access)
- All drains to be cleaned weekly

SERVICE : FORTNIGHTLY

- Clear entire paving of green moss using high pressure hose – fortnightly (estimated size of paving 4000m2)
- Sweep the roofs of the car park

MONTHLY SERVICE

- Vacant area: Cut right down: vegetation and grass in vacant area (2.4 acres)
- Balcony's (2nd floor) around building to be swept and cleaned of droppings
- Spray paved area with weed killer

SERVICE – 3 MONTHLY

- Trim trees which encroach on the roofs of the undercover parking area
- Cut/remove all dead palm leaves on palm trees
- Cut back palm leaves adjacent to neighbour
- Cut back all hanging branches, ensure none touch the fence
- Palm tree **fruit** to be cut down, and area around tree raked
- Ensure no weeds grow between paving

SERVICE

- Fertilize lawns – ANNUALLY
- When trees need to be cut down on the property, a separate quote will be submitted **(note: trimming of trees and removal of dead branches is included in the 3 monthly service of the contract)**

Notes: A monthly report with pictures of the site to be submitted monthly (an manager oversight is a must to check on the staff)

A monthly tele-con with minutes with Account Manager (to be scheduled upon award)

- hours of work is 7am to 4pm

Pricing Schedule for 36 months including years 2 and 3 escalations (show % increase)

DESCRIPTION	COST PRICE PER MONTH	COST PRICE PER YEAR 1	COST PRICE PER YEAR 2 - % Increase	COST PRICE PER YEAR 3 - % Increase
1 Gardening Services			%	%
1.1 Material/chemicals	R	R	R	R
1.2 Labour	R	R	R	R
1.3 Equipment	R	R	R	R
1.4 Other	R	R	R	R
Total				
Excl VAT	R	R	R	R
15%				
VAT	R	R	R	R
Total				
	R	R	R	R

Total for 36 months	R
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Pricing Schedule for Ad-hoc Services

Description	Amount per size of tree/branch, m2, labour
1.Tree felling	
Cut branches	R
Cut and remove a tree (unwanted, dead or fallen)	
1. Small tree	R
2. Medium tree	R
3. Large tree	R
4. Extra-large tree	
4. Poisoning of stump	R
5. Irrigation (price per m2)	

• New Installation	R
• Repairs of pipes and fittings	R

Notes:

- The proposed Total costs must be FIXED and ALL INCLUSIVE. This means all direct and indirect related costs must be included in the costs. No additional costs will be considered post award. Only costs for cutting of unwanted trees will be on a quotation basis.
- Service provider and SABS to arrange with neighbor for access to de-weed the fence line and when trimming branches when necessary. (SABS will assist with