

DEPARTMENT OF CORRECTIONAL SERVICES

**EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND
REFRIGERATION EQUIPMENT**

**C 1.3 PRO-FORMA FORMS TO BE COMPLETED
BY THE SUCCESSFUL TENDERER
(AFTER THE AWARD)**

PART C1.3.1: CONSTRUCTION GUARANTEE

DEPARTMENT OF CORRECTIONAL SERVICES

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EQUIPMENT

CONTRACT No. RCECB 12/2021

C1.3 PERFORMANCE GUARANTEE

The performance guarantee is to contain the wording of the pro-forma document included in the *General Conditions of Contract for Construction Works, Third Edition, 2015* published by the South African Institution of Civil Engineering. Copies of these conditions of contract may be obtained from the South African Institution of Civil Engineering, Private Bag X200, Halfway House, 1685, at www.saice.org.za

Herewith a copy of the pro-forma document.

PERFORMANCE GUARANTEE

For use with the General Conditions of Contract for Construction Works, Third Edition, 2015.

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

Physical Address:

"Employer" means: Department of Correctional Services

"Contractor" means:

"Works" means: The repairs to the steam boiler installation, steam and condensate reticulation and hot water generators, and operation, servicing and maintenance of the installation as described

"Site" means: The EAST LONDON MANAGEMENT AREA – VARIOUS COREECTINAL CENTRES
PRISON KITCHEN EQUIPMENT

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the contract as may be agreed in writing between the parties.

"Contract Sum" means: The accepted amount inclusive of VAT of R _____

Amount in words:

"Guaranteed Sum" means: The maximum aggregate amount of R _____

Amount in words:

Type of performance guarantee: _____ (Insert Variable or Fixed)

"Expiry date" means within 14 days after the issue of the certificate of practical completion by the employer's agent in terms of Clause 5.14 of the General Conditions of Contract.

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CONTRACT DETAILS

Employer issues: Interim payment certificates, final payment certificate and the certificate of completion of the works as defined in the contract.

1. VARIABLE PERFORMANCE GUARANTEE

1.1 Where a variable performance guarantee has been selected, the guarantor's liability shall be limited during the following periods to diminishing amounts of the guaranteed sum as follows:

1.1.1 From and including the date of signing the performance guarantee up to and including the date of the interim payment certificate certifying, for the first time, more than 50% of the contract sum:

R _____

Amount in words: _____

1.1.2 From the day following the date of the said interim payment certificate up to and including the expiry date, or the date of issue by the employer's agent of the certificate of completion of the works, whichever occurs first:

R _____

Amount in words: _____

1.2 The employer shall advise the guarantor in writing of the date on which the interim payment certificate certifying, for the first time, more than 50% of the contract sum, has been issued and the date on which the certificate of completion of the works has been issued.

2. FIXED PERFORMANCE GUARANTEE

2.1 Where a fixed performance guarantee has been selected, the guarantor's liability shall be limited to the amount of the guaranteed sum.

2.2 The guarantor's period of liability shall be from and including the date on which the performance guarantee is signed, up to and including the expiry date, or the date of issue by the employer's agent of the certificate of completion of the works or the date of payment in full of the guaranteed sum, whichever occurs first.

2.3 The employer shall advise the guarantor in writing of the date on which the certificate of completion of the works has been issued.

3. CONDITIONS APPLICABLE TO VARIABLE AND FIXED PERFORMANCE GUARANTEE

3.1 The guarantor hereby acknowledges that:

3.1.1 any reference in this performance guarantee to the contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a surety ship

3.1.2 its obligation under this performance guarantee is restricted to the payment of money.

3.2. Subject to the guarantor's maximum liability referred to in 1.2 or 2.1, the guarantor hereby undertakes to pay the employer the sum certified upon receipt of the documents identified in 3.2.1 to 3.2.3:

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- 3.2.1 a copy of a first written demand issued by the employer to the contractor stating that payment of a sum certified by the employer's agent in an interim or final payment certificate has not been made in terms of the contract and failing such payment within seven (7) calendar days, the employer intends to call upon the guarantor to make payment in terms of 3.2.2;
- 3.2.2 a first written demand issued by the employer to the guarantor at the guarantor's physical address with a copy to the contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid; and
- 3.2.3 a copy of the aforesaid payment certificate which entitles the employer to receive payment in terms of the contract of the sum certified in 3.2.
- 3.3. Subject to the guarantor's maximum liability referred to in 1.1 or 2.1, the guarantor undertakes to pay to the employer the guaranteed sum or the full outstanding balance upon receipt of a first written demand from the employer to the guarantor at the guarantor's physical address calling up this performance guarantee, such demand stating that:
 - 3.3.1 the contract has been terminated due to the contractor's default and that this performance guarantee is called up in terms of 3.3; or
 - 3.3.2 a provisional or final sequestration or liquidation court order has been granted against the contractor and that the performance guarantee is called up in terms of 3.3; and
 - 3.3.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 3.4. It is recorded that the aggregate amount of payments required to be made by the guarantor in terms of 3.2 and 3.3 shall not exceed the guarantor's maximum liability in terms of 1.1 or 2.1.
- 3.5. Where the guarantor has made payment in terms of 3.3, the employer shall upon the date of issue of the final payment certificate submit an expense account to the guarantor showing how all monies received in terms of this performance guarantee have been expended and shall refund to the guarantor any resulting surplus. All monies refunded to the guarantor in terms of this performance guarantee shall bear interest at the prime overdraft rate of the employer's bank compounded monthly and calculated from the date payment was made by the guarantor to the employer until the date of refund.
- 3.6. Payment by the guarantor in terms of 3.2 or 3.3 shall be made within seven (7) calendar days upon receipt of the first written demand to the guarantor.
- 3.7. Payment by the guarantor in terms of 3.3 will only be made against the return of the original performance guarantee by the employer.
- 3.8. The employer shall have the absolute right to arrange his affairs with the contractor in any manner which the employer may deem fit and the guarantor shall not have the right to claim his release from this performance guarantee on account of any conduct alleged to be prejudicial to the guarantor.
- 3.9. The guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 3.10. This performance guarantee is neither negotiable nor transferable and shall expire in terms of 1.1.2 or 2.2, where after no claims will be considered by the guarantor. The original of this guarantee shall be returned to the guarantor after it has expired.
- 3.11. This performance guarantee, with the required demand notices in terms of 3.2 or 3.3, shall be regarded as a liquid document for the purposes of obtaining a court order.

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- 3.12. Where this performance guarantee is issued in the Republic of South Africa, the guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No. 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at: _____

Date: _____

Guarantor's signatory (1): _____

Capacity: _____

Guarantor's signatory (2): _____

Capacity: _____

Witness signatory (1): _____

Witness signatory (2): _____

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PART C2: PRICING DATA

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PART C2.1: PRICING INSTRUCTIONS

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Pricing Instructions

1. Measurement and payment shall be in accordance with the relevant provisions of Clause 8 of each of the SANS 1200 Standardised Specifications for Civil Engineering Construction referred to in the scope of work. The preliminary and general items shall be measured in accordance with the provisions of SANS 1200-A General.
2. The units of measurement described in the bill of quantities are metric units. Abbreviations used in these bill of quantities are as follows:

%	=	percent
h	=	hour
ha	=	hectare
kg	=	kilogram
kl	=	kilolitre
km	=	kilometre
km-pass	=	kilometre-pass
kPa	=	kilopascal
kW	=	kilowatt
l	=	litre
m	=	metre
mm	=	millimetre
m ²	=	square metre
m ² -pass	=	square metre-pass
m ³	=	cubic metre
m ³ -km	=	cubic metre-kilometre
MN	=	meganewton
MN.m	=	meganewton-metre
MPa	=	megapascal
No.	=	number
Prov sum	=	Provisional sum
PC sum	=	Prime Cost sum
R/only	=	Rate only
sum	=	lump sum
t	=	ton (1000 kg)
W/day	=	Work day
3. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.
4. The prices and rates in this bill of quantities are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the scope of work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the contract data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out.
5. It will be assumed that prices included in this bill of quantities are based on acts, ordinances, regulations, by-laws, international standards and national standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information on standards)
6. Where the scope of work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered for such items

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7. An item against which no price is entered will be considered to be covered by the other prices or rates in the bills of quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
8. The quantities set out in this bills of quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the bill of quantities.
9. Reasonable compensation will be received where no pay item appears in respect of work required in the bill of quantities in terms of the contract and which is not covered in any other pay item.
10. The short descriptions of the items of payment given in this bill of quantities are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the scope of work.
11. Descriptions in the bill of quantities are abbreviated and comply generally with those in the SANS 1200 Standardised Specifications.
12. Those parts of the contract to be constructed using labour intensive methods have been marked in the Bill of Quantities. The works, or part of the works, so designated are to be constructed using labour intensive only. The use of plant for such works, other than plant specifically provided for in the scope of work, is a variation to the contract. The items marked as labour intensive are not necessarily an exhaustive list of all the activities that are to be done by hand, and this clause does not override any of the requirements in the generic labour intensive specification in the Scope of Work.
13. Payment for items which are designated to be constructed labour intensively (either in this schedule or in the scope of works) will not be made unless they are constructed using labour intensive methods. Any unauthorised use of plant to carry out work which was to be done labour intensively will not be condoned and any works so constructed will not be certified for payment.

PART C2.2: BILL OF QUANTITIES

REFER TO ANNEXURE D

PART C3.1: SCOPE OF WORKS

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C3. Scope of Works

A. GENERAL

- a) The Standard for Uniformity in Construction Procurement published in terms of the Construction Industry Development Board (CIDB) Act, 2000 (Act no. 38 of 2000), the Standardized Construction Procurement Documents for Engineering and Construction Works as issued by the CIDB and any other relevant documentation pertaining thereto must be studied and all principles in this regard must be applied to all procurement documentation, practices and procedures.
 - b) The project manager must acquaint themselves fully with all relevant matters pertaining to this section in order to enable prospective tenderers to price for all eventualities.
2. The following serves as a guideline only with regard to items to be included in this Scope of Work.

C. Extent Of the Works

The work is comprised of

- a) Routine servicing, maintenance and replacement of old dysfunctional kitchen cooking equipment and various services as per asset register and PC sums at the following centers:
 - 1) East London Med A CC
 - 2) East London Med C CC
 - 3) Mdantsane CC
- b) Emergency repairs as may from time to time be required
- c) Replacement/upgrading of equipment as may from time to time be requested in writing by the Project Manager/ Regional Head: Facilities.
- d) Solving any breakdown/problem as an interim measure which will cause the institution not in operation like electrical pots/ Steam pots not functioning, electric fault, emergency of any kind, etc.

D. Repair Work items for the Kitchen Cooking Equipment:

- 13) Cooking pots,
- 14) Extraction Canopies,
- 15) Stoves,
- 16) Cold Rooms & Refrigeration,
- 17) Electrical Stove with Oven,
- 18) Convection Ovens,
- 19) Tilting Pans,
- 20) Potato Peelers,
- 21) Band Saw,
- 22) Bread Slicers,
- 23) Food Processors,
- 24) Vegetable Mixers,
- 25) Scales,
- 26) Gas Stoves

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a) ORDER OF THE WORKS

Not applicable

b) BUILDINGS OCCUPIED

All of the centres listed above are currently occupied and functioning. The maintenance contractor will be required to advise the institution management in advance of the dates and times when the planned maintenance activities are to take place and to ensure that the functioning of the institution is not disrupted.

c) ACCESS

Arrange with the institution management for access to plant rooms

C3.2 Health and Safety Specification

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C3.2: HEALTH AND SAFETY SPECIFICATION

FOREWORD:

- *Complies with Occupational Health and Safety Act No. 85 of 1993 and Construction Regulations of July, 2003.
- *use as a management tool in order to comply with OH & S Act
- *Act takes preference over this document
- *Act must be used as the minimum requirement
- *contact originator of this document if unclear of anything.

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C3.2 HEALTH AND SAFETY SPECIFICATION

1. INTRODUCTION AND BACKGROUND

The Construction Regulations No. R1010 of 18th July, 2003, requires the Client to prepare a pre-construction health and safety specification, with all existing risks identified.

PURPOSE OF HEALTH AND SAFETY SPECIFICATION

To assist in achieving compliances with the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations of July, 2003, in order to, as far as is practicable, reduce or eliminate incidents or injuries.

The Principal Contractor shall use this specification as a basis for the drafting of his and any Contractor's construction health and safety plans.

The Specification sets out the requirements to be followed by all Contractors so that the health and safety of all persons who may be affected by the construction may receive the same priority as other project facets.

IMPLEMENTATION

The health and safety specification forms an integral part of the contract, and the Principal Contractor is required to use it when drawing up his health and safety plan. He must forward a copy to all Contractors at their bidding stage to enable them to prepare their own health and safety plans.

2. HEALTH AND SAFETY SPECIFICATION.

2.1 SCOPE

This specification covers the requirements for eliminating and mitigating incidents and injuries at (Company/Site/Project). The scope addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture on the project. The specification also provides for the protection of those persons other than employees.

2.2 INTERPRETATION.

Application

This specification is a compliance document drawn up in terms of the Occupational Health and Safety Act No.85 of 1993, and the Construction Regulations of July, 2003, and is therefore binding.

Definitions

The definitions as listed in the Occupational Health and Safety Act and Construction Regulations shall apply.

2.3 MINIMUM ADMINISTRATIVE REQUIREMENTS.

2.3.1 Notification of intention to commence construction work.

The Principal Contractor shall notify the Provincial Director of Labour in writing before construction work commences, a copy of which shall be kept in the health and safety file.

2.3.2 Assignment of Principal Contractor's/Contractor's responsible person to supervise health and safety on site.

The appointments shall be made in writing, a copy of which is to be kept in the health and safety file.

2.3.3 Competence of the responsible person/s.

The criteria as stipulated under the definition of "competent" in the Construction Regulations shall apply.

2.3.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993.

The Principal Contractor shall keep a copy of the letter of good standing with his Compensation Assuror in the health and safety file as proof of registration. Each contractor shall provide a copy of his letter of good standing to the Principal Contractor for the health and safety file.

2.3.5 Occupational health and safety policy.

The Principal Contractor and each Contractor shall submit a health and safety policy signed by its Chief Executive Officer, outlining the Employers objectives and how they will be implemented.

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2.3.6 Health and safety organogram.

The Principal Contractor and each Contractor shall prepare an organogram detailing each site management health and safety appointment of the competent person.

2.3.7 Preliminary Hazard Identification and Risk Assessment. (HIRA)

The Principal Contractor shall cause a hazard identification to be performed by a competent person before the commencement of construction work. The assessed risks shall form part of the construction phase health and safety plan submitted for approval by the Client. The assessment must include:

- a) a list of hazards and potential hazards;
- b) a documented risk assessment based on the list of hazards;
- c) a set of safe work procedures (method statements) to eliminate, reduce or control the risks;
- d) a monitoring and review procedure as the risks change.

The Principal Contractor shall ensure that all Contractors inform, instruct and train their workers regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as conditions change. Contractors are to conduct their own toolbox talks weekly, and submit proof of these talks to the Principal Contractor. Contractors are to conduct risk assessments specific to their operations and submit a copy to the Principal Contractor.

2.3.8 Health and safety representatives.

The Principal Contractor and Contractors shall appoint in writing and provide training for health and safety representatives who shall carry out inspections of the workplace, keep records and report all findings to the responsible person, and at health and safety meetings. A representative is required once 20 employees are on site, and one representative for every 50 employees thereafter.

2.3.9 Health and safety committees.

The Principal Contractor shall ensure that committee meetings are held monthly and minutes are kept. The responsible person shall chair the meetings and all representatives are to attend. Contractors shall hold their own meetings, with a copy being forwarded to the Principal Contractor's responsible person.

2.3.10 Health and safety training

- a) Induction. The Principal Contractor shall ensure that all site personnel undergo site-specific health and safety induction training before they start work. A record of attendance shall be kept in the health and safety file.
- b) Awareness. The Principal Contractor shall ensure that on-site toolbox talks take place at least once per week, dealing with risks relevant to the work at hand. Contractors shall provide proof to the Principal Contractor.

2.3.11 General record keeping. The Principal Contractor shall keep and maintain health and safety records to demonstrate compliance with this Specification, with the OH & S Act, and with the Construction Regulations. He shall ensure that all records of incidents/accidents, emergency procedures, training, inspections, audits, etc, are kept in the health and safety file. He shall ensure that all contractors maintain such a file.

2.3.12 Health and safety audits, monitoring and reporting.

The Client shall conduct monthly health and safety audits of the work place as well as an audit of the administration of health and safety. The Principal Contractor shall conduct similar audits monthly of any contractor, who will in turn audit any sub-contractor.

2.3.13 Emergency procedures.

The Principal Contractor must prepare a detailed emergency procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan, including:

- a) list of key competent personnel;
- b) details of emergency services;
- c) actions to be taken in the event of an emergency;
- d) information on any hazardous material/situation.

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Emergency procedures shall include: fire; chemical spill; injury; damage; hazardous substances; bomb threat; major incident/accident.

The Principal Contractor shall advise the Client in writing of any such event, including action taken. A contact list of all service providers (fire dept. ambulance, police, doctor, Correctional Facility) shall be available to site personnel.

2.3.14 First aid boxes and first aid equipment.

The Principal Contractor shall appoint a certified first aider in writing. A copy of the certificate shall be placed in the health and safety file. An adequately stocked first aid box must be provided by the Principal Contractor, as well as a first aid station. A contractor with 5 or more employees must provide his own first aid box. Where there are 10 or more employees, a certified first aider must be appointed and be on site at all times.

2.3.15 Accident/incident reporting and investigation.

The Principal Contractor must investigate all injuries and report to the Client.

The P.C. may categorize incidents as follows: incidents; first aid; medical; disabling; fatal. He will detail the procedure to follow for each such event.

2.3.16 Hazards and potentially hazardous situations.

The Principal Contractor shall immediately notify any contractors and the Client in writing of any hazardous or potentially hazardous situation that may arise during the performance of construction activities.

2.3.17 Personal Protective Equipment.

The Principal Contractor shall ensure that all site employees wear the P.P.E. as identified in the risk assessment. He is to ensure that an adequate supply of p.p.e. is available on request as either replacement for lost items or worn out items. A record is to be kept of issues to each employee. Each contractor is responsible for supplying his own staff with p.p.e.

2.3.18 Occupational health and safety signage.

The Principal Contractor must provide adequate on-site signage. Examples are: no unauthorized entry; visitors report to site office; site office; hard hat area; construction vehicles; noise zone; first aid. Signs are to be posted on access routes, entrances, scaffolding, and other risk areas.

2.3.19 Contractors and sub-contractors.

The Principal Contractor shall ensure that all contractors comply with this Specification, the OH & S Act, Construction Regulations and any other relevant legislation that may relate to the activities. A contractor shall ensure compliance of any sub-contractor appointed by him.

2.3.20 Public and site visitor health and safety.

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the general public, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimize those dangers. Appropriate health and safety notices and signs shall be posted up. Both the Client and the Principal Contractor have a duty in terms of the OH & S Act to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities. The site must be suitably hoarded at all times with a limited number of restricted access points. Adequate notices are to be displayed.

Hoarding is to be inspected daily and gates locked at the end of each work day.

2.3.21 Penalties

Penalties may be imposed on Contractors who do not comply with this health and safety Specification.

2.4 PHYSICAL REQUIREMENTS

2.4.1 Existing structures.

Any existing structure must be deemed safe by means of a structural inspection and report compiled by a competent person and forwarded to the Client and the Principal Contractor.

2.4.2 Edge protection and penetrations.

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The Principal Contractor must ensure that all edges and openings are guarded and demarcated at all times until permanent protection is erected. The guards must be constructed of scaffold type tubing, with guardrails, painted yellow, located one meter above floor level.

2.4.3 Stacking of materials.

The Principal Contractor must appoint in writing a stacking supervisor and all materials, formwork and other equipment is stacked and stored safely, on level, firm ground, out of access ways and height complying with regulations.

2.4.4 Hazardous Chemical Substances. (h.c.s)

The Principal Contractor is to appoint a competent person in writing to control the storage, transport and use of any h.c.s. Material safety data sheets (msds) are to be maintained and available on site. First aiders are to be informed of the presence of h.c.s. and how to treat incidents.

2.4.5 Asbestos and asbestos work.

The removal and maintenance of asbestos containing products must be conducted under controlled conditions as specified in the Asbestos Regulations.

A set of safe work procedures must be drawn up by the Principal Contractor and submitted to the Client for approval.

2.4.6 Demolition work.

A competent person is to be appointed in writing to supervise and control all demolition work on site.

A method statement on the procedure to be followed in demolishing the structure is to be developed by a competent person prior to the work being carried out.

The Construction Regulations section 12 conditions shall apply.

2.5 PLANT AND MACHINERY

2.5.1 Construction plant.

This includes all types of plant used in the construction process, and must comply with the OH & S Act and the Construction Regulations.

The Principal Contractor shall appoint a competent person in writing to inspect and record the findings of such inspections.

Only authorized competent persons are to operate such machinery. Appropriate p.p.e. and clothing must be provided, used and maintained.

2.5.2 Fire extinguishers and fire fighting equipment.

The Principal Contractor and Contractors shall provide adequate, serviced and maintained fire fighting equipment, located at suitable locations on site. Appropriate notices and signs must be posted up.

2.5.3 Hired plant and machinery.

The Principal Contractor shall ensure that the hired plant and machinery is safe for use and complies with 2.5.1 above.

2.5.4 Scaffolding/working in elevated positions.

The Principal Contractor must submit a risk-specific fall protection plan to the Client for approval before any work commences. All scaffolding must comply with SANS 10085 standards.

Scaffolding must be declared safe for use by a competent person who has been appointed in writing, with the register being updated weekly, after inclement weather, after alterations, after an accident, and before dismantling.

Adequate protection must be provided over a walkway, pavement or public access.

The fall protection plan must include a risk assessment and safe work procedures. All persons working at height must be evaluated for physical and psychological fitness. Training must be provided. All openings and edges must be adequately guarded. Workers must be trained in the use of fall harnesses, which must be kept in a good condition.

All scaffolding must be complete with guard rails and toe boards and be fully boarded.

2.5.5 Roof work.

All roof work must be conducted in accordance with Construction Regulation 8, with a fall protection plan in place.

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2.5.6 Formwork and support work.

The Principal Contractor shall appoint a competent person in writing to inspect the formwork and support work immediately before, during and after the placement of concrete and thereafter on a daily basis until the removal thereof.

Notices and signs are to be posted. Walkways, passages and pavements are to be protected from falling objects.

2.5.7 Ladders and ladder work.

The Principal Contractor shall appoint a competent person in writing to inspect all ladders monthly and record such findings in a register. Ladders are to extend one meter above a landing and must be secured at the top and have a secure, non-slip base.

2.5.8 Electrical installations and portable electric tools.

The Client must ensure that the Principal Contractor is aware of the position of all electrical power lines. The P.C. must comply with the electrical installation regulations, electrical machinery regulations and the construction regulations. The P.C. shall carry a copy of the Certificate of Compliance. Temporary electrical installations must be inspected weekly. Portable electrical tools are to be visually inspected daily with a register updated monthly.

2.6 OCCUPATIONAL HEALTH.

2.6.1 Occupational hygiene.

Exposure to occupational health hazards in construction is common and Contractors must ensure that proper health and hygiene measures are in place to prevent exposure to such hazards. Prevent inhalation, ingestion, absorption and noise induced hearing loss.

2.6.2 Welfare facilities.

The Principal Contractor must supply sufficient toilets (1 per 30 workers), changing facilities, hand wash facilities, soap, toilet paper and hand drying material. There must be safe, clean storage areas for workers to store personal belongings and clean, sheltered eating areas.

2.6.3 Alcohol and other drugs.

No alcohol or other drugs will be allowed on site. No one under the influence of alcohol or drugs will be allowed on site. Any person suffering from any illness/condition which may affect his safety on site must report to his supervisor.

Disciplinary action is to be taken against anyone found under the influence whilst on site.

3. PRINCIPAL CONTRACTOR COMPLIANCE DATES

<u>REQUIREMENT</u>		<u>SUBMISSION DATE</u>
A)	Health and safety plan	
B)	Notification of intention to Commence construction	Before commencement on site.
C)	Assignment of responsible Persons to supervise Construction work.	Before commencement on site.
D)	Competence of responsible Persons	Together with H & S Plan
E)	Occupational health and safety policy	Together with H&S Plan
F)	Health and safety organogram	Together with H&S Plan
G)	Initial hazard identification And risk assessment	Together with H&S Plan

4. Assignment of Principal Contractor's responsible persons

Appointment

Reference

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A) CEO Assignee	OH&S Act sect. 16(2)
B) Construction work supervisor	CR 6.1
C) Subordinate supervisor	CR6.2
D) Health & safety representatives	OH&S Act sect. 17
E) Incident investigator	GAR 8
F) Risk assessment co-ordinator	CR7
G) Fall protection plan co-ord.	CR8
H) First aiders	GSR 3
I) Scaffold inspector/supervisor	SANS 10085 & CR14
J) Scaffold erector	GSR13D
K) Formwork/support work	CR10
L) Excavation inspector	CR11
M) Ladder inspector	GSR13A
N) Temporary electrical installation	CR22
O) Firefighting equipment inspector	CR27
P) Safety officer	CR6.6
Q) Demolition Supervisor	CR 12(1)

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5. GENERAL COMPLIANCE REQUIREMENTS

1. Construction health and safety plan.	Monthly review.
2. Health and safety file.	Open, at meetings.
3. OH&S Act regulations	Monthly review.
4. Induction training.	Every worker
5. Toolbox talks.	Weekly
6. Health & safety reports	Monthly.
7. Emergency procedures	Monthly.
8. Risk assessments	Monthly.
9. Safe work procedures	Before start.
10. General inspections.	Daily, weekly.
11. List of contractors.	Update weekly.
12. Workman's compensation.	Ongoing.
13. Section 37 Mandatory	Ongoing.

6. PRELIMINARY RISK ASSESSMENT

(Available from the MBA upon request)

7. ACKNOWLEDGEMENT OF RECEIPT

I,, representing

Principal Contractor/Contractor, have received the Health and Safety Specification in good order and shall ensure that the Principal Contractor/Contractor and its personnel comply with all obligations/requirements/specifications in respect thereof.

This document is legally binding in terms of Regulation 4(1)(a) of the Construction Regulations 2003.

Signature of Contractor.

Date:

Signature of Client/Client's Agent.

Date:

C3.3 Project Technical Specifications

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C3.3 PROJECT TECHNICAL SPECIFICATIONS – KITCHEN AND REFRIGERATION EQUIPMENT

TECHNICAL SPECIFICATION FF - KITCHEN & ASSOCIATED EQUIPMENT

CONTENTS

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FF 07	TESTS AND INSPECTIONS ON COMPLETION OF REPAIR WORK
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FF 09	COMMISSIONING AND RE-COMMISSIONING OF EQUIPMENT
FF 10	GARANTEE OF INSTALLATION AND EQUIPMENT
FF 11	REPAIR WORK TO INSTALLATIONS, SYSTEMS AND EQUIPMENT- PARTICULAR SPECTIFICATION
FF 12	MAINTENANCE TO INSTALLATIONS AND EQUIPMENT

FF 01 SCOPE

This specification covers the general repair and maintenance of kitchen equipment, which include the following:

- 1) Cooking pots,
- 2) Extraction Canopies,
- 3) Stoves,
- 4) Cold Rooms & Refrigeration,
- 5) Electrical Stove with Oven,
- 6) Convection Ovens,
- 7) Tilting Pans,
- 8) Potato Peelers,
- 9) Band Saw,
- 10) Bread Slicers,
- 11) Food Processors,
- 12) Vegetable Mixers,
- 13) Scales,
- 14) Gas Stoves
- 15) Fire extinguishers and
- 16) Hot Water Generation

The following kitchen equipment is covered under other Technical Specifications as indicated:

- Cold/Freezer rooms, cabinet fridges, counter fridges: Technical Specification FG: Refrigeration Equipment;

This specification also addresses training of

- User Client's operators, and
- maintenance staff.

This specification shall form an integral part of the repair and maintenance contract document, and shall be read in conjunction with the additional and particular specifications compiled as part of this document.

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This specification shall act as a guideline to the Particular Specification and, in the event of any discrepancies between the Technical Specification and the Particular Specification, the latter shall take precedence.

The Contractor shall at all times adhere to this specification, unless otherwise specified in the Particular Specification.

FF 02 STANDARD SPECIFICATIONS

FF 02.01 GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES

The latest edition, including all amendments up to date of tender of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof

FF 02.01.01 SABS and other specifications and codes

SABS 0400	-	The applications of the building regulations
SABS 0142	-	Code of practice for the wiring of remises
SABS 0140	-	Identification colour marking
CKS 332	-	Specifications for industrial V-belts
SABS 044	-	Parts I to IV: Welding
SABS 0103	-	The measurement and rating of environmental noise with respect to annoyance and speech communications

Atmospheric Pollution Prevention Act No 45 of 1965

SABS 153	-	Cookers
SABS IE 60335-2-36	-	Cooking appliances, commercial, electrical safety
SABS 153	-	Cooking appliances, cookers
SABS IEC 60335-2-6	-	Cooking appliances, electrical safety
SABS 158	-	Cooking appliances, food warmers, liquids
SABS 447	-	Cooking appliances, gas
SABS 154	-	Cooking appliances, hobs, hotplates (cookers)
SABS 157	-	Cooking appliances, toasters, performance
SABS IEC 60335-2-39	-	Cooking pans, commercial, electrical safety
SABS 158	-	Cooking vessels
CKS 115	-	Cooking vessels, aluminium
CKS 86	-	Cooking vessels, double Kitchen Equipment, aluminium
CKS 391	-	Cooking vessels, frying pans, aluminium
CKS 392	-	Cooking vessels, kettles, aluminium
SABS IEC 60335-2-15	-	Pressure cookers, electrical safety
SABS 1040	-	Pressure cookers, household equipment
SABS 974-3	-	Pressure cookers, sealing rings
SABS 1062	-	Pressure gauges
SABS 1237	-	Pressure regulators, liquefied petroleum gas (LPG)
SABS 1243	-	Pressure stoves
SABS 0227-2	-	Pressure vessels, inspectorates, certification (approval), modified or repaired pressure vessels.

FF 02.01.02 Department of Correctional Services Specifications

OWG 371 - Specification of materials and methods to be used
Standard Specification for electrical installations and equipment pertaining to mechanical installations

FF 02.01.03 Occupational Health and Safety Act of 1993

All regulations and statutory requirements as laid down in the latest edition of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) shall be adhered to.

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FF 02.01.04 Manufacturers' specifications, codes of practice and installation instructions

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

FF 02.01.05 Municipal regulations, laws and by-laws

All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

FF 03 **VARIATIONS AND ADDITIONS TO STANDARD SPECIFICATIONS**

The following additional general specifications and requirements shall be read in conjunction with this specification and shall be adhered to unless otherwise specified in the Particular Specification.

FF 03.01 General repair and installation requirements

- (a) All materials and equipment supplied and installed, shall be of new high quality, design and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- (b) All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- (c) All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes, except where otherwise specified or approved by the Engineer in writing.
- (d) All materials and workmanship which, in the opinion of the Engineer, is inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Engineer.
- (e) The Contractor shall submit a detailed list of the equipment and material to be used to the Engineer for approval before placing orders or commencing installation.
- (f) All new equipment, materials and systems shall be installed and positioned such as not to impede on access routes, entrances and other services. The Contractor shall coordinate these items taking other services and equipment into account.
- (g) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- (h) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and the User Client.
- (i) Repair work shall be programmed in accordance with Additional Specification SC: General
- (j) Decommissioning, Testing and Commissioning Procedures, to ensure the shortest possible down-time of any service, and the least inconvenience to the User Client and the public. The Contractor shall make sure that the necessary notifications and notices are timeously put into place for these activities.

FF 04 **OPERATING AND MAINTENANCE MANUALS**

The Contractor shall be responsible for the compilation of an inventory list and operating and maintenance manuals and system data sheets.

This shall be done in accordance with Additional Specification SB: Operating and Maintenance Manuals.

All information shall be recorded and reproduced in electronic format as well as supplying the Department with three sets of hard copies.

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Over and above what is specified in Additional Specification SB: Operating and Maintenance Manuals, the operating and maintenance manual to be compiled shall be structured to include at least the following:

(a) System description

Complete description and the working of the equipment.

(b) Commissioning data

Complete commissioning, test and inspection data of equipment.

(c) Operating data

- (i) Equipment running checklist and frequency of servicing required;
- (ii) Safety precautions to be implemented;
- (iii) Manual and automatic operation;
- (iv) Operator's duties (logging requirements);
- (v) Lubricating oils and service instructions;
- (vi) Pre-start checklist for individual equipment;
- (vii) Starting and stopping procedures.

(d) Mechanical equipment

- (i) Description of all major items with the make, model number, names, addresses and telephone numbers of the suppliers, manufacturers or their agents;
- (ii) Design capacities of all equipment, including selection parameters, selection curves, capacity tables, etc;
- (iii) Manufacturer's brochures and pamphlets;
- (iv) Schedule of spares with part numbers recommended to be held as stock.

(e) Maintenance instructions

- (i) Schedule of maintenance particulars, frequency of services and replacements;
- (ii) Trouble-shooting guide;
- (iii) Part numbers of all replacement items and spares;
- (iv) Capacity curves of pumps, fans and compressors, etc;
- (v) Serial numbers of all items of equipment.

(f) Electrical equipment

- (i) Schedule of equipment, indicating manufacturer, type, model number, capacity and addresses and telephone numbers of suppliers;
- (ii) Maintenance instructions;
- (iii) Manufacturer's brochures and pamphlets;
- (iv) Complete as-built circuit diagrams and diagrammatic representation of interconnections of all electrical equipment.

(g) Instrumentation and control

- (i) Description of each control system;
- (ii) Schedule of control equipment, indicating manufacturer, type, model number, capacity and addresses and telephone numbers of suppliers;
- (iii) Maintenance instructions;
- (iv) Manufacturer's brochures and pamphlets.

(h) Drawings

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- (i) Paper prints of all as-built mechanical and electrical drawings;
- (ii) Wiring diagrams of each individual control panel shall be put inside the panel, and a set provided to the maintenance supervisor.

FF 05 TRAINING OF OPERATORS FOR THE OPERATION OF THE INSTALLATION AND EQUIPMENT

In addition to the requirements of Additional Specification SD: General Training, the Contractor shall allow and provide for training of the kitchen equipment operators as specified and set out in this specification. The objective of this training will be to ensure that the following be achieved:

- (a) High standard of operator skills;
- (b) High equipment operating efficiencies to reduce operating costs;
- (c) Reduce the maintenance cost of the equipment to an acceptable level, and maintain the cost at this level in so far as it is affected by the operating conditions;
- (d) Prevent maloperation of the equipment.

The training course to be utilised for the evaluation of the kitchen operating staff shall include at least the following:

- (a) Equipment and component recognition.
- (b) How to operate the equipment, including the following:
 - (i) Starting the equipment;
 - (ii) Manual and automatic controlling;
 - (iii) Shut-down of equipment for short periods;
 - (iv) Cleaning of equipment;
 - (v) Normal shut-down.
- (c) Emergency procedures to be followed in the case of power failure, water shortage, etc.
- (d) Safety precautions to be followed and implemented.
- (e) The identification, reporting and recording of faults and operation of equipment.
- (f) The logging of equipment operation, readings and settings.

FF 06 LOGGING AND RECORDING PROCEDURES

The Contractor shall under this repair and maintenance contract institute a logging and recording system as part of his maintenance control plan as defined in Additional Specification SA: General Maintenance. This shall consist of a log and record book which shall be utilised to log and record all operations, faults, system checks, breakdowns, maintenance visits, inspections, readings, etc.

The logbook shall be kept in a safe place inside the kitchen supervisor's office and shall only be utilised by the supervisor, the Contractor and the Engineer. Copies of the monthly entries and recordings into this logbook shall be submitted by the Contractor together with his monthly report to the Engineer.

The logbook shall be structured to include at least the following:

- (a) Daily inspection and maintenance actions;
- (b) Monthly inspection and maintenance actions;
- (c) Six-monthly inspection and maintenance actions;
- (d) Breakdown reports;
- (e) Daily equipment operating conditions, observations, recordings and measurements (including steam pressure, water meter readings and number of meals prepared);
- (f) Statutory inspection and test comments and reports.

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The Contractor shall also institute an attendance register, which shall be kept in a safe place inside the kitchen supervisor's office. This register shall be completed by all persons handling the kitchen equipment, including:

- (a) Contractor and maintenance personnel
- (b) Engineer
- (c) User Client
- (d) User Client associates.

The register shall state the date, time-in, time-out, name, company and reason for visit. A copy of the register shall be submitted by the Contractor together with his monthly report.

FF 07 TESTS AND INSPECTIONS ON COMPLETION OF REPAIR WORK

Except where otherwise provided in the Contract, the Contractor shall provide all labour, materials, power, fuel, accessories and properly calibrated and certified instruments necessary for carrying out such tests. The Contractor shall make arrangements for such tests and he shall give at least 72 hours written notice to the Engineer before commencing the test.

In the event of the equipment not passing the test, the Employer shall be at liberty to deduct from the Contract amount all reasonable expenses incurred by the Employer or the Engineer attending the repeated test.

Whenever any equipment is operated for testing or adjusting as provided for above, the Contractor shall operate the entire system for as long a period as may be required to prove satisfactory performance at all times in the occupied space served by that system for up to twenty-four hours a day continuously until the system is handed over.

The Contractor shall provide all labour and supervision required for such operation and the Department may assign operating personnel as observers, but such observation time shall not be counted as instruction time.

After completing the installation or system, all equipment shall be tested, adjusted and readjusted until it operates to the satisfaction and approval of the Engineer.

The Contractor shall submit certificates of tests carried out to prove the efficiency of all equipment, as well as certificates to be obtained from all relevant authorities and statutory bodies, etc.

The Contractor shall only utilise Departmental approved inspection authorities for all inspections and tests to be conducted. This will be done and approved in writing between the relevant parties.

FF 08 QUALITY ASSURANCE SYSTEM

The Contractor shall institute an approved quality assurance (QA) system which shall be submitted to the Engineer for approval. The records of this QA system shall be kept throughout the duration of the Contract and submitted to the Engineer at regular intervals as required.

FF 09 COMMISSIONING AND RE-COMMISSIONING OF EQUIPMENT

FF 09.01 GENERAL

On completion of the repair work and/or the installation of new equipment the equipment shall be put into operation after all tests and adjustments have been carried out to the satisfaction of the Engineer. Where new equipment is installed the Contractor shall run and operate the equipment for a period of time as specified by the Engineer and train the staff of the User Client to operate and maintain the system.

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Logging of the operation of the installations shall commence immediately upon start-up.

The Contractor shall submit a full commissioning report.

FF 09.02 RE-COMMISSIONING OF EQUIPMENT

On completion of the inspections and tests of major repairs the Contractor shall re-commission the equipment. This operation shall be done strictly in accordance with the manufacturer's specification and shall be witnessed by the Engineer. The operation shall include but not be limited to the following:

(a) All required pre-commissioning mechanical checks

- (i) Check all steam, water and drain connections.
- (ii) Check all moving points.
- (iii) Check all seals.
- (iv) Reinstall all covers and doors and check that they are properly secured.
- (v) Check and record that all lubrication to equipment and components has been done in accordance with manufacturer's specification.
- (vi) Check and ensure that all valves and safety valves are correctly installed and in the correct operating position. Safety valves are to be set in accordance with the required blow-off pressure for the installation.

(b) All required pre-commissioning electrical checks

- (i) Check all wiring connections for tightness and repair any hot connections.
- (ii) Check that all electrical equipment has been properly reconnected in accordance with the manufacturer's specification.
- (iii) Perform and record all required electrical insulation tests on equipment.
- (iv) Check and test all controls without livening up electrical equipment.
- (v) Check all motor-driven equipment for correct rotational directions.
- (vi) Check and test the operation of all indication and warning lights.
- (vii) Check, set, record and readjust all equipment control and set points in accordance with manufacturer's specifications.
- (viii) Run all motor-driven equipment for a period to ensure free movement and correct operation, feed pumps only to be operated for a short interval to check rotation.

(c) Commissioning of equipment

On completion of the pre-commissioning checks the Contractor shall proceed with the commissioning of the equipment. This shall be done strictly in accordance with the manufacturer's specification and shall include but not be limited to the following:

- (i) During the commissioning process all level and warning system checks are to be performed on the water-level control system where applicable.
- (ii) During load conditions the equipment shall be readjusted and finally switched to automatic operation on completion of all automatic control functions for correct operation where applicable.

The Contractor shall visit, inspect, test and readjust the installation during the 30-day period following the re-commissioning to ensure the correct functioning of the equipment and its associated equipment.

FF 10 GUARANTEE OF INSTALLATION AND EQUIPMENT

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment, supplied and installed under the repair contract, complies with the required performance and will function as part of the complete system.

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All new equipment including the complete new installations and the systems as a whole shall be guaranteed for a period of 12 (twelve) months commencing on the day of issue of a certificate of completion for repair work of the installation.

FF 11 REPAIR WORK TO INSTALLATIONS, SYSTEMS AND EQUIPMENT

FF 11.01 GENERAL

During the repair and maintenance contract all the systems, installations and equipment shall be repaired as specified in the Particular Specification below. This repair work shall include but not be limited to the specified Particular Specification details.

All repair work shall be executed with approved materials and equipment suitable to the systems and/or installations they serve. The said repair work shall be executed in accordance with the relevant codes of practice, standards, regulations, municipal laws and by-laws, manufacturer's specifications and codes of practice and all additional and particular specifications included in this document.

The repair work items are listed in tabular form in the Particular Specification with all relevant details such as capacity, size, manufacturer, model number, etc.

All repair work shall be executed within the specified durations as listed in the Appendix to Tender. All new equipment, materials and systems shall be furnished with a written guarantee of a defects liability period of 12 months from date of issue of a certificate of completion for the repair work. These guarantees shall be furnished in favour of the Department. On completion of the required and specified repair work the systems, installations and equipment shall be commissioned and handed over to the satisfaction of the Engineer.

Repair work items for the kitchen equipment are categorised under the following headings:

- a) Cooking pots,
- b) Extraction Canopies,
- c) Cold Rooms & Refrigeration,
- d) Electrical Stove with Oven,
- e) Convection Ovens,
- f) Tilting Pans,
- g) Potato Peelers,
- h) Band Saw,
- i) Bread Slicers,
- j) Vegetable Mixers,
- k) Scales,
- l) Gas Stoves
- m) Fire extinguishers and
- n) Hot Water Generation

FF 11.02 PARTICULAR SPECIFICATION

ITEM 1 - Preliminary and General Section

A preliminary and general section of the schedule of quantities is provided to cover the Contractor's charges for compliance with the requirements of the conditions of contract and specification, as well

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as his charges for the provision of the various vehicles and the provision of Supervisory and Managerial Staff. All workshops and workshop equipment, offices, office equipment, telephones, Contract Manager's Cell phone, parts and materials stores and personnel, administration personnel including cleaning staff, guards etc, rates, insurances, and any other overheads or other costs which the Contractor may incur which are not specifically covered in the rated work shall be provided for in the Preliminary and General section. Provision is made in this schedule for lump sums to cover the cost to the Contractor of supplying, commissioning and maintaining equipment, tools and equipment and of complying with any other obligations of a preliminary and general nature in terms of the Contract.

Separate preliminary and general items are scheduled to cover the Contractor's fixed costs and time-related costs. The "duration of activity" applicable to a time related cost item shall be a period that commences on the date on which the scheduled activity starts or 30 days after the date of notification of the award of the Contract, as applicable, and concludes on the date of completion of the activity.

The sum tendered in the schedule for any preliminary and general item shall cover the Contractor's direct and overhead costs and profit and all other costs for the provision of the item and/or the costs of complying with the obligations, liabilities, risks and requirements associated with such items.

The Contractor shall price all the items scheduled in the preliminary and general section of the schedule. These items and prices will form the sole basis for the cost evaluation in the settlement of any claim for additional costs in respect of this section of the schedule. In the absence of a price against any item, no claim for additional costs or charges for the provision of any of the duties, services, facilities or obligations required in respect of that item will be considered.

4B14.2 Payment

4B14.2.1 Fixed-charge Items

The sum tendered for each fixed-charge item will be paid in one single payment in terms of the first payment certificate issued after the Contractor's obligations in respect of that item have, in the opinion of the Employer's Representative, been discharged.

4B14.2.2 Time-related Items

Payment for time-related items will be effected as follows, only after payment for the relevant fixed-charge item has been made; Subject to the provision of 14B2.3 payment of incremental amounts (calculated by the division of the remainder of the tendered sum by the number of months required to complete the activities for which the relevant sum was tendered) will be authorised in each of the subsequent payment certificates until the sum tendered has been paid.

4B14.2.3 Withholding of Payment for Time-related Items

Should the Contractor fail to continue to provide all or part of the services or to meet all or part of the obligations and liabilities required of him in a particular period in respect of any time-related item, payment of all or part of the relevant incremental amount for that item may be withheld until the required service has been provided or the obligation or liability has been discharged.

When a payment or portion of a payment that has been withheld in terms of the above is subsequently paid, the cost adjustment factor to be applied to the delayed payment will be that factor which would have applied if the payment had not been withheld.

Should the Contractor fail entirely to provide all or part of the continuing services or to meet all or part of the continuing obligations and liabilities required of him in respect of a time-related item, the amount, or part of the amount, for the item will be omitted and the total amount of the contract reduced accordingly.

4B14.3 Scheduled Items

4B14.3.1 Fixed-charge Items

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- a) Contractual Requirements Unit: Sum
Sum
The sum shall cover the Contractor's initial costs of insurance of the vehicles and equipment employed on the Contract, third party or public liability insurance and unemployment insurance and any other initial financing obligations of a preliminary and general nature.
- b) Provision of Service and Repair Vehicle/s Unit: Sum
The sum shall cover the cost of providing for the duration of the Contract only, equipping and commissioning to the Employer's approval, Service and Repair Vehicle/s (i.e service, repair and inspection), fully equipped as specified in 4B5 to allow the work to commence and to proceed as required in terms of the Contract. It is not necessary for the Contractor to provide new vehicles. The vehicles are to remain the property of the Contractor at the end of the Contract.
- c) Provision of Supervisor's Inspection Vehicle/s Unit: Sum
The sum shall cover the cost of providing for the duration of the Contract only, equipping and commissioning to the Client's approval, the Supervisor's Inspection Vehicle/s, fully equipped as specified in 4B5 to allow the work to commence and to proceed as required in terms of the Contract. It is not necessary for the Contractor to provide new vehicles. The vehicles are to remain the property of the Contractor at the end of the Contract.
- d) Provision of Scheduled Inspection Vehicle/s Unit: Sum
Sum
The sum shall cover the cost of providing for the duration of the Contract only, equipping and commissioning to the Client's approval, the scheduled Inspection vehicle/s, fully equipped as specified in 4B5 to allow the work to commence and to proceed as required in terms of the Contract. It is not necessary for the Contractor to provide new vehicles. The vehicles are to remain the property of the Contractor at the end of the Contract.
- e) General Responsibilities and Other Fixed-charge Obligations Unit: Sum
The sum shall cover the Contractor's company and head office overhead fixed costs and the fixed costs of all other obligations that are to be met for the proper execution of the works in accordance and compliance with the requirements of the Specification and the Conditions of Contract and that are not specifically covered in 4B14.3.1

The sum shall typically cover the cost of providing and equipping:
offices, stores for parts, charges and materials; workshops and yards; all furniture and equipment as the Contract sees fit for the proper execution of the Contract or any other fixed cost obligation which the Contractor deems necessary for the effective execution of the works.
- 4B14.3.2 **Time-related Items**
- a) Contractual Requirements Unit: Sum
The sum shall cover the Contractor's time-related costs of continuing to meet his responsibilities, such as insurance, etc provided in terms of 4B14.3.1
- b) Operation and Maintenance of Servicing and Repair Vehicle/s Unit: Sum
The sum shall cover the Contractor's costs for the operation (excluding travel costs) of the servicing and repair vehicle/s and equipment and other time related costs as the Contractor sees fit, all in accordance with the Contract.
- c) Operation and Maintenance of Supervisor's Inspection Vehicle/s Unit: Sum
The sum shall cover the Contractor's costs for the operation (excluding travel costs) of the Supervisor's Inspection vehicle/s and equipment and other time related costs as the Contractor sees fit, all in accordance with the Contract.

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- d) Operation and Maintenance Scheduled Inspection Vehicle/s Unit: Sum
The sum shall cover the Contractor's costs for the operation (excluding travel costs) of servicing, repair and Inspection vehicle/s and equipment and other time related costs as the Contractor sees fit, all in accordance with the Contract.
- e) Depreciation Unit: Sum
Sum
The sum shall cover the depreciation of all vehicles, tools and equipment or any other fixed asset belonging to the Contractor that is employed for use on the Contract.
- f) Managerial, supervisory, administration, stores, cleaning staff, guards etc. Unit: Sum
This sum shall cover the costs of salaries, wages and allowances paid to managerial, supervisory, administrative, stores cleaning staff and guards, or any other staff not directly associated with the execution of the works whom the Contractor considers to be included in the overhead staff requirements and who are contributing to the successful performance of the Contractor with respect to the Contract, and of transport and other costs incurred in connection with such staff.
- g) Parts, charges, materials and consumables, storage and distribution Unit: Sum
This sum shall cover the storage and distribution of all consumables for the equipment to be serviced and repaired under this Contract including, spare parts, service kits, charges, and materials etc and such supervision and administration as the Contractor considers necessary in respect of such storage and distribution.
- h) General Responsibilities and other Time-related Obligations Unit: Sum
The sum shall cover the Contractor's company and head office overhead time-related costs and the time-related costs of all other obligations that are required for the proper execution of the Works in accordance and compliance with the requirements of the Specifications and Conditions of Contract and that are not specifically covered in 4B14.3.2 a to f inclusive.

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FF 11.02 ITEM 2 - CONDITION ASSESSMENT OF THE FOLLOWING KITCHEN EQUIPMENT –

CHECK AND REPORT - The contractor/ service provider is required to conduct a condition assessment of all kitchen equipment and produce a report to Regional Head: Facilities. This requirement prohibits the contractor/ service provider from performing any repair/maintenance related activities until Regional Head: Facilities approves the report.

(a) **COOKING POTS**

1) Check general condition of Pot:

- a) Check for rust.
- b) Condition of inlet pipes and cables.
- c) Check condition of pot-lid spring mechanism.

2) Switch off pot at the isolator on the wall. Remove side cover for the control panel.

- a) Check condition of all switches, connections, wires etc.
- b) **Make sure all electrical connections are tight!**
- c) Check condition of inlet water pipes and fittings for leaks. Be sure to operate inlet water tap and main shut-off valve while checking for leaks.

3) Open electrical panel cover and cover for the elements.

- a) Check all electrical connections in the electrical panel.
- b) Check condition of fan and liquid level relay
- c) Check electrical connections on the elements. Check for leaks around element gaskets.
- d) Check the resistance of all elements with an ohmmeter

4) Switch pot on at the isolator. Be sure the pot/vessel is completely empty (Jacket filled to corrected water level at filling plug) before proceeding.

- a) Switch power on with the on/off switch on the control panel (green LED mounted inside the switch to be on).
- b) Switch thermostat on to maximum, and check that the green indicator light is on.
- c) Check the voltage across all phases (380-400V @ 50Hz).
- d) Check the current on all phases.
- e) Check voltage and current to elements.
- f) Disconnect wire to Low Water Probe. The Main contactor should dropout, There should be a ' Low Water Indicator' alarm on the front panel (red indicator LED light). Reconnect wire to the low-level probe.

5) Allow pot to warm up. Check the rating plate on the pot. Watch the pressure gauge while pot is warming up until main contactor drops out. The operating pressure switch is factory pre-set to switch off the power to the elements at a jacket pressure of $\pm 15\text{kPa}$ below the design pressure (see rating plate for design pressure on pot).

Safety Features:

- a) ☐ Stainless steel pressure safety valve (factory-set) which releases steam should the design pressure exceeded. The safety valve is locked with a lead seal to prevent tampering with the valve set pressure. A special safety cap prevents tampering with the steam release lever by un-authorized person.
- b) Weld-on sight glass with vacuum-proof seals for easy monitoring of jacket water level.
- c) The water level is measured with a low level probe situated inside the element box to protect the elements.
- d) A special safety catch is fitted to the lid hinge to lock the lid in the open position to protect the operator while cleaning the inside of the unit.

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- e) A pressure switch which cuts off the electrical power supply to the elements, should the jacket pressure reach the factory set maximum operating pressure.
- f) A thermostat to control the temperature/pressure inside the jacket.
- g) An overflow is fitted (usually to the left hand side) of the pot.

(b) CONVECTION OVENS

- Electro-Mechanical Ovens with Steam Injection

Check general condition of Oven:

- a) Check for rust.
- b) Condition of inlet pipes and cables.
- c) Check condition of door seals and replace if necessary
- d) Inspect door Hinges and adjust if necessary
- e) Confirm if Oven is clean and if being cleaned correctly
- f) Check all switches and timers for correct operation
- g) Check that door limit switch is working
- h) Check roll-in cooking trolley for wear and tear and ensure it is clean

(c) STOVES

Check general condition of stoves:

- a) Check operation of oven doors and latches.
- b) Check the operation and calibration of temperature controllers (electric and gas).
- c) Check the operation of plates.
- d) Check the electrical connections including cables.
- e) Check the operation of the circuit breakers.

(d) REFRIGERATION

- a) Ensure compressor are not leaking oil
- b) Check the condenser coils
- c) Check evaporator fins and clean if needed
- d) Checks reverse blowing if it is functional
- e) Check defrost function if it is working

FF 11.03 ITEM 3 – PREVENTATIVE MAINTENANCE

(a) SERVICE AND MAINTENANCE SCHEDULE FOR COOCKING POTS

Applicable after installation and commissioning as per the standards set out in the installation manual supplied with each unit.

ELECTRIC POTS:

4 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 6 ACTIONS

- Fill up jacket chamber water
- Functional test safety valve
- External visual inspection
- Boil Test

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12 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 2 ACTIONS

- Service & Calibrate safety valve

24 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 1 ACTION

- In-service pressure test 1.25Xdp

(b) Preventative Maintenance Schedules

Applicable after installation and commissioning as per the standards set out in the installation manual supplied with each unit.

ALL SELF-GENERATING STEAM:
Highlighted = CRITICAL SERVICES
M = MONTHLY CHECKS

4 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 6 ACTIONS

- Fumigate unit
- Fill up jacket chamber with distilled water only! If required
- Check and tighten all electrical connections
- Check inside element box for moisture – leaks around element seals and level probes
- Visual inspection of pressure switches – no visible contamination (Corrosion) or moisture. Replace pressure switch if signs of corrosion
- Check all fastenings on lid assembly and side panels
- Boil Test; ± 10 lt water – Check that the jacket pressure operates within its design parameters. Measure ampere of each element

12 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 2 ACTIONS

- **Service & Calibrate safety valve new calibration certificate to be issued by O.E.M.**
- External / Internal visual inspection (checking for deep nicks, scratches etc.)
- Check cylinder seals and feed pipes for leaks aqua hydraulic tilting units
- Check limit switches and solenoid valves for correct operation. Replace water in tank with fresh water and anti-freeze aqua hydraulic tilting units
- Check nut and spindle for wear and grease bearings (hand wheel tilting units)
- Vessels with scraper mixers- inspect scrapers for trim burrs, replace damaged scrapers and check that all scraper nuts are secured
- Check swivel bearing for mixer arm – grease

24 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 1 ACTION

- In-service pressure test 1.25 times the design pressure stated on name plate - Carried out by a competent person, witnessed, and signed off by the end user.
- Functional test of safety valve by competent person – release pressure by pulling the handle the unit must “blow off” and reseal without hesitation. NO steam leaks after test!
- Units fitted with sight glass and seals – replace every 24 months

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(c) Preventative Maintenance Intervals

Applicable after installation and commissioning as per the standards set out in the installation and commissioning manual supplied with each unit.

HAZARD CATEGORY 1: DIRECT STEAM KETTLES

Highlighted = CRITICAL SERVICES

M = MONTHLY CHECKS

4 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 6 ACTIONS

- Fumigate unit
- Fill up jacket chamber with distilled water only! If required
- Check and tighten all electrical connections
- Check inside element box for moisture – leaks around element seals and level probes
- Visual inspection of pressure switches – no visible contamination (Corrosion) or moisture. Replace pressure switch if signs of corrosion
- Check all fastenings on lid assembly and side panels
- Boil Test; ± 10 lt water – Check that the jacket pressure operates within its design parameters. Measure ampere of each element

12 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 2 ACTIONS

- **Service & Calibrate safety valve new calibration certificate to be issued by O.E.M.**
- External / Internal visual inspection (checking for deep nicks, scratches etc.)
- Check cylinder seals and feed pipes for leaks aqua hydraulic tilting units
- Check limit switches and solenoid valves for correct operation. Replace water in tank with fresh water and anti-freeze aqua hydraulic tilting units
- Check nut and spindle for wear and grease bearings (hand wheel tilting units)
- Vessels with scraper mixers- inspect scrapers for trim burrs, replace damaged scrapers and check that all scraper nuts are secured
- Check swivel bearing for mixer arm – grease

24 MONTHS MAINTENANCE ACTIONS – FOR A CONTRACT PERIOD OF 24 MONTHS = 1 ACTION

- In-service pressure test 1.25 times the design pressure stated on name plate - Carried out by a competent person, witnessed, and signed off by the end user.
- Functional test of safety valve by competent person – release pressure by pulling the handle the unit must “blow off” and reseal without hesitation. NO steam leaks after test!
- Units fitted with sight glass and seals – replace every 24 months

(d) CONVECTION OVENS

PREVENTATIVE MAINTENANCE for CM20/CM40: 4 MONTHS MAINTENANCE ACTIONS

Switch off oven at the isolator on the wall. Remove side cover for the control panel.

- a) Check condition of all switches, connections, wires etc.
- b) **Make sure all electrical connections are tight.**
- c) Check condition of inlet water pipes, fittings and drain for leaks and rust. Be sure to operate inlet water tap and main shut-off valve while checking for leaks.
- d) With an ohmmeter, check the resistance of all elements.

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- e) Check general condition of elements and ensure brackets are tight
- f) Check solenoid valve for correct operation and clean if necessary
- g) Check fan motor is working correctly
- h) Check condition of fan wheels
- i) Clean steam injection jets behind fan cover

(e) STOVES

PREVENTATIVE MAINTENANCE: 4 MONTHS MAINTENANCE ACTIONS = 6 ACTIONS

1) Do a routine check on general appearance, moving parts and check to see if any nuts or screws have worked themselves loose.

2) HOTPLATES:

Check that the hotplates and switches are working correctly by setting each control to low (1) and noting that the plates heat up.

3) HOTPLATE REPLACEMENT:

Hotplates 640 x 330mm

Remove the front curb, back splash plate and panel above the door.

Disconnect at terminals and lift hotplate completely out of the unit.

Dismantle hotplate and replace defective element.

On clamping plate and elements together, fully tighten nuts and then release one full turn before locking with locknut.

On replacement, be careful to group terminal wires together under spillage channel.

Ensure that the earth wire is connected.

It may be necessary to level plates on replacement.

Use straight edge across top of plates, adjust on the four corner adjusting screws.

When levelled, tighten locknuts.

Hotplate 220mm diameter

Remove front curb, back splash plate and panel above the door.

Disconnect hotplate. On replacement, be careful to group terminal wires together under spillage channel.

Hotplate switches. Switches are fitted to the left and right hand control panels.

It will be necessary to remove these panels for replacement.

(f) REFRIGERATION

PREVENTATIVE MAINTENANCE: 4 MONTHS MAINTENANCE ACTIONS – 6 ACTIONS

- Check from time to time that the doors close properly and the gaskets' conditions.
- Periodically clean the air condenser (at least twice a year) using a vacuum-cleaner or a bristle, not a steel one.
- Periodically check the oil in compressor's carter. The level indicator is placed on the compressor itself.

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DISCHARGE OF DEFROSTING WATER

The system is provide with automatic and man ual defrosting when necessary.
Check that the water drains correctly avoiding the formation of obstruction in the discharge pipe.

DEFROST WATER DRAINING

Apart from the automatic defrost system, the appliance can be defrosted manually whenever necessary.

Make sure that the water from the evaporator drains out into the collecting tray, and that the drain tube is not clogged.

- Check the level or refrigerating liquid.

Checking must be done on the indicator of liquid's level; the indicator is placed on the delivery pipe (see condenser's unit).

(g) ELECTRIC BOILING PANS (OIL JACKETEDPOTS)

PREVENTATIVE MAINTENANCE:

1. Reduce heat when not in use.
2. When cleaning switch-off at isolator.
3. Clean when unit is still warm.
4. Care must be taken when cleaning draw-off valve not to damage machined surfaces.
5. Wipe surfaces with soapy damp cloth.
6. **DO NOT HOSE DOWN OR USE EXCESSIVE WATER.**

Note: In the event the red pilot light comes on, the oil has overheated and the preset overriding thermostat has cut off – call an electrician to investigate cause.

MAINTENANCE:

1. Conduct a routine check on the general appearance, all moving parts, and to ensure that screws and nuts have not worked loose.
2. Check elements, thermostats and contactors are operating correctly.
3. F or access to electrical controls remove control box cover.
4. F or access to elements remove panel at front below draw-off valve.
5. Check oil level. Use the bottom mark when the oil is cold and the top mark when the oil is hot.
6. Replace the oil every two years.

ITEM 4 – REPAIR WORK (Based on Recommendations from Condition Assessment) – General

THE SCOPE OF WORK IS NOT LIMITED TO THE BELOW ITEMS

FF 11.04.1 COOKING POTS

- (a) Repair lid handles, hinges and catches.
- (b) Repair leaking valves (steam, water, drain).
- (c) Repair side panels.

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- (d) Repair leaks on pots.
- (e) Repair oil (oil jacket pots).

FF 11.04.2 STOVES

- (a) Repair plate temperature controllers (electric and gas stoves).
- (b) Repair oven doors.
- (c) Repair Sprague tubing (electric stoves).
- (d) Replace circuit breakers (electric stoves).
- (e) Replace regulator (gas stoves).

FF 11.04.3 POTATO PEELERS

- (a) Repair water and drain connections.
- (b) Repair mounting stand.
- (c) Repair hatches.
- (d) Repair peeling disk.
- (e) Repair electrical connections.

FF 11.04.4 VEGETABLE SHREDDERS

- (a) Repair water and drain connections.
- (b) Repair mounting stand.
- (c) Repair hatches.
- (d) Repair shredding cutters.
- (e) Repair electrical connections.

FF 11.04.5 TILTING FRYING PANS

- (a) Repair tilting handle.
- (b) Repair lid hinges.
- (c) Repair temperature controllers.
- (d) Repair electrical connections.

FF 11.04.6 BAND SAW

- (a) Check band wheels to remove any chips. Make sure they turn freely.
- (b) Check blade tension to ensure accuracy
- (c) Check if guides if they are not chipped or cracked
- (d) Check sawing fluid if it is clean

FF 11.04.7 VEGETABLE MIXERS

- (a) Repair water and drain connections.
- (b) Repair mounting stand.
- (c) Repair hatches.
- (d) Repair shredding cutters.
- (e) Repair electrical connections.

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FF 11.04.8 COLD ROOM & REFRIGERATION

- (a) Ensure compressor are not leaking oil
- (b) Check the condenser coils
- (c) Check evaporator fins and clean if needed
- (d) Checks reverse blowing if it is functional
- (e) Check defrost function if it is working

FF 11.04.9 Gas Stove

Repair plate temperature controllers (electric and gas stoves).
Replace regulator (gas stoves).

FF 11.04.10 Extraction Canopies

- (a) Check and reset fire dampers.
- (b) Clean filters/replace damaged filters.
- (c) Check operation of extract fan.
- (d) Check control panel.
- (e) Check all electrical connections.
- (f) Clean all grease cups.

FF 11.04.11 SCALE

- (a) Check and repair calibration
- (b) Incorporate visual inspection and repair

FF 11.05 ITEM 5 – REPLACEMENT / UPGRADE OF KITCHEN EQUIPMENT – INCASE THERE IS A NEED FOR A NEW EQUIPMENT

EQUIPMENT SPECIFICATIONS

The required product specifications are detailed below and refer to the items scheduled in the Bill of Quantities for kitchen equipment that need to be replaced/upgraded: Equipment Supply and Install. ***(Bidders are required to Produce a technical DATA Sheet, Manufacturer and Compliance with the requested Specification for Comparison) I***

1.1 Cooking Pots

Working Volume:	150 litres
Effective Volume:	165 litres
Design Pressure:	125 kPa / 124.2°C (1.25 bar)
Max. Operating Pressure:	115 kPa / 122.7°C (1.15 bar)
Testing Pressure:	345 kPa (3.45 bar)
Steam Jacket Volume:	0.0394 m ³
Power Requirements:	3 x 400 V AC + N + E, 50 Hz
Power Rating:	Max 18 kW (26 A) per Phase
Water Supply Connection:	15mm Copper Pipe (MAX 6 bar)
Approx. Shipping Dimensions:	1.5m (L) x 1.1m (W) x 1.2m (H) palletted and crated
Approx. Shipping Weight:	180 kg

Working Volume:	250 litres
Effective volume:	264 litres
Design Pressure:	250 kpa / 139.0 C (2.5 bare)

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Max. Operating Pressure: 250 kpa / 139.0 C (2.5 bare)
Test Pressure: 375kPa
Steam Jacketed Volume: 0.0166 m³
Power Requirements: 1.5kW (5.9 A) 230 Vac + N + E, 50HZ
Max 75kg/h per pot
Water Supply Connection: 15mm Copper Pipe (MAX 6 bar)
Steam Supply Connection: 20mm (¾) Steam Pipe
Condensate Connection: 15mm (1/25) Steam Pipe
Approx. Shipping Dimensions: 3.2m (L) x 1.3m x 2m (H) palletted and crated
Approx. Shipping Weight: 720kg

Working Volume: 350 litres
Effective volume: 363 litres
Design Pressure: 105 kpa / 121.2 C (2.5 bare)
Max. Operating Pressure: 95 kpa / 119.6 C (2.5 bare)
Test Pressure: 300 kPa (3.0 bar)
Steam Jacketed Volume: 0.0473 m³
Power Requirements: 300 x 400 V AC + N + E, 50 Hz
Max 36 kW (52 A) per Phase
Water Supply Connection: 15mm Copper Pipe (MAX 6 bar)
Steam Supply Connection: 20mm (¾) Steam Pipe
Condensate Connection: 15mm (1/25) Steam Pipe
Approx. Shipping Dimensions: 1.6m (L) x 1.3m x 1.4m (H) palletted and crated
Approx. Shipping Weight: 240 kg

1.2 Electrical Stove & Gas Stove

Heavy duty stove with top plate
Top plates with 3 heavy duty 3 position switches
External finishes Grade 430 stainless steel
Oven 145L capacity
Oven with two grids and three position runners
Oven thermostatically controlled from 50°C to 300°C
Top thermostatically controlled from 50°C to 250°
Power 18kW with 400V 3 Phase

1.3 Combi Steamers

Combination oven and steamer
External frame manufactured of grade 304 Stainless steel
Chamber capacity 20 x 1/1
Approximate dimensions 1012x821x1886 mm
Electrical connection 3 Phase 400V
"Dry Heat" Connection approx. 36kW
"Moist Heat" Connection approx. 36kW
Water Pressure 150 – 600 kPa
Fuse: 3 x 63A

1.4 Tilting Pans

Pedestal mounted tilting frying pan
Pan manufactured from 2mm thick Grade 304 stainless steel
Base plate 10mm thick mild steel
Thermostatically controlled from 50°C - 250°C
Pan suspension mechanism to provide smooth tilt operation by means of a worm and wheel system

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Spring balanced lid with heat resistant handle
Tilt-up element for easy cleaning
Pan capacity 80L
Power 15kW minimum: 400V: 3 Phase

1.5 Potato Peeler

Stainless steel construction
Stainless steel cutting edges
Peels 30kg (minimum) per minute
Timer controlled automatic system
Front evacuation
Power 1.5kW, 3 Phase, 400V

1.6 Meat Band Saw

The meat saw is to be a floor standing heavy duty module suitable for butchers use, with driving motor mounted integrally. The machine shall consist of a stainless steel cutting table on a sturdy baked enamel framework. The meat saw shall be supplied with 2 blades. All working surfaces shall be stainless steel, body shall be of 3CR12 and rust resistant. On/off switch and starter is to be supplied. 855 x 870 x 1800mm, Blade length: 2870mm
Clearance: 420mm vertical, 340mm horizontal. Cutting speed: 800m/min 1.5kW 400V, 3 phase, 380V

1.7 Bread Slicer

The machine shall be of the fully automatic type with multiple blades capable of cutting one whole bread into 10mm on one operation. The loaf slicer shall be solidly constructed of welding sheet metal with a baked enamel external finish. The unit shall be mounted on anti-vibration rubber clad foot pieces. The receiving and loading tables shall be high quality stainless steel. The unit shall be controlled by a single lever arm, connected to a counter weight slip type guard, to automatically feed the load through the bank of blades. Controls are 350 loaves per hour. Approximately 610 x 720 x 1250mm
Power Supply: 50Hz, 1 Phase

1.8 Vegetable Processor

Halld Model RG 350 Vegetable Processor Capacity of 12 kg/min. The construction shall be of sturdy metal, Supplied complete with 9 pack of blades.
Electrics: 0.75 kW, wired 220 volt. 3 Phase power supply (1.5kW minimum)

1.9 Refrigeration

Reach-in upright Fridge Stainless Steel,
Single door 600LTR.700x750x1952MM (H)

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FF 11.06 ITEMS 6 – PROVISIONAL COST ITEMS

Provisional amounts have been allowed for the cost and supply of service kits for unspecified equipment and for the cost and supply of parts and/or service kits as well as for outwork carried out under the direction of the Contractor (subject to the Employer's Representative's approval) for certain unscheduled or unspecified repairs. Payment will be made for the invoiced cost of such parts service kits or outwork and such invoiced costs shall include the cost of the delivery to the Contractor of such parts service kits or items repaired under outwork. Where the contractor has repairs done as outwork by Domestic Sub-contractor, he shall ensure that the person/s carrying out such outwork is/are properly qualified and that parts and materials supplied comply with this specification. Furthermore the firm carrying out such outwork shall not be entitled to charge labour or transport rates that exceed those provided by the Contractor in the Schedule of Rates.

The Contractor shall only be entitled to claim a mark up on the cost of unspecified parts and materials as reflected on the original invoice of such parts and materials to the firm subcontracted to the Contractor for the execution of such outwork. Wherever outwork is claimed by the Contractor, a fully detailed invoice from the firm including hours worked and kilometres travelled together with appropriate rates, parts and materials supplied etc, shall be appended to the claim and no payment shall be made to the Contractor where the details given are insufficient or the charges do not comply with the above specification. Should the Client not be satisfied with the quality or invoiced cost of any of service kits, parts or outwork he may instruct the Contractor to change his source of supply for obtaining such parts, service kits or outwork. Alternatively, he may instruct the Contractor to change his supplier of parts, service kits or outwork to a supplier of the Client's choosing.

Where through family, personal contact or other association, the Contractor has any financial or other interest in firms which are suppliers of, and where he considers that the Employer would benefit from obtaining the supply parts, materials and services to the contract from such a supplier, and should the Client be convinced that it is in the interest of the himself to obtain the services from such a firm, he may obtain the written approval of the Client to use the services of such a firm, provided that full written disclosure of the nature of the Contractor's interest in the firm is first made. The Client is not bound to provide approval and no reasons shall be given, nor discussion be entered into should such approval be withheld.

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SB 06	WORKS METHODOLOGY

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SB 01 **SCOPE**

The Contractor shall be responsible for the compilation of complete sets of Operating and Maintenance Manuals. A separate Operating and Maintenance Manual shall be supplied for each installation where required and as defined in the Additional Specification SA: General Maintenance.

SB 02 **PROCEDURE FOR SUBMISSION OF MANUALS**

SB 02.01 **SUBMISSION OF DRAFT MANUALS**

A draft copy of each Operating and Maintenance Manual shall be submitted to the Engineer prior to safety inspection of the installation. Approval of the draft Operating and Maintenance Manuals shall be a prerequisite for commencement of the safety inspection in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

Where an installation has an existing Operating and Maintenance Manual, the Contractor shall check whether its contents are still applicable and accurate. When drawing up his own Operating and Maintenance Manual for the installation, the Contractor shall incorporate there in all such existing applicable data. The existing Operating and Maintenance Manual shall then be disposed of provided written permission to do so has been obtained from the Engineer.

The manuals will be reviewed and checked by the Engineer and returned to the Contractor with comments, where necessary. The Contractor shall make the necessary changes and amendments to the manuals to incorporate the Engineer's comments.

SB 02.02 **DEVELOPMENT OF FINAL MANUALS**

A final draft copy of each Operating and Maintenance Manual shall be submitted to the Engineer at least one week prior to commencement of Day 1 tests on commissioning. This set of manuals will not be accepted without the Contractor's verification of the information contained in the manuals and the professional language editing thereof. The Engineer shall return the manuals to the Contractor, who shall make the final corrections. The Engineer will, however, not be responsible for the quality control on manuals. Approval of final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Practical Completion for repair of the installation.

After the Engineer has approved the final Operating and Maintenance Manuals, the Contractor shall provide the Engineer with seven (7) sets of the manuals. Approval of the final Operating and Maintenance Manuals shall be a prerequisite for issuing of a Certificate of Completion.

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SB 03

FORMAT OF OPERATING AND MAINTENANCE MANUALS

- (a) Manuals shall be bound in hardcover lever-arch files with plastic coatings. The files shall be clearly labelled on the front cover, as well as on the back band, with the following information:
 - (i) The title "Operating and Maintenance Manuals"
 - (ii) Name of the installation (as defined in Additional Specification SA: General Maintenance)
 - (iii) Name of the contract and contract number
 - (iv) The Contractor's name, address and contact telephone number and fax (logo optional)
 - (v) Month and year in which the manuals are finally handed over to the Employer
 - (vi) Name of the User Client
- (b) Pamphlets and bound leaflets/booklets from suppliers or manufacturers shall be placed in plastic pockets.
- (c) Drawings and diagrams larger than A3 shall be folded and placed in plastic pockets to be easily removed or stored.
- (d) The sections of the manuals specified below shall be clearly partitioned.
- (e) Cross-referencing between drawings/diagrams and text shall be in a clear and consequent format.
- (f) The Operating and Maintenance Manuals shall be supplied in English.
- (g) An electronic copy of the final manual shall be handed to the engineer upon approval of the operation and maintenance manual.

SB 04

CONTENTS

SB 04.01

TABLE OF CONTENTS

The table of contents shall appear on the second page and shall consist of the headings of the various sections in the manual and the relevant page numbers.

The table of contents shall essentially contain at least the following:

- 1. Introduction
 - 1.1 Scope of the manual

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- 1.2 General arrangement of the manual
- 1.3 Description of installation
- 1.4 Specifications
2. List of drawings and diagrams
3. Parts and components
4. Operating procedures
5. Maintenance
 - 5.1 Purpose of maintenance
 - 5.2 Preventative maintenance
 - 5.3 Trouble-shooting
6. Breakdown maintenance and repair
7. List of Appendices.

SB 04.02 INTRODUCTION

The introduction shall contain at least the following:

SB 04.02.01 Scope of the manual

A summary shall explain the scope of the contents.

SB 04.02.02 General arrangement of the manual

A brief description shall explain the way in which the manual is arranged.

SB 04.02.03 Description of installation

This section shall give a functional description of the complete installation covered by the manual, including all systems and/or functional units deemed to form part thereof, as defined in Additional Specification SA: General Maintenance.

SB 04.02.04 Specifications

A summary shall be given of the specifications applicable to the particular part of the Contract.

SB 04.03 DRAWINGS AND DIAGRAMS

SB 04.03.01 Mechanical flow diagrams (MFDs) and single line diagrams

Mechanical flow diagrams (for mechanical systems) or single line diagrams (for electrical systems) of the system and/or functional unit shall be included in the Operating and Maintenance Manuals for easy reference by the operators of the

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installation. Diagrams shall be drawn not only for parts of an installation that have been repaired, but also for the complete installation, including all the components.

SB 04.04 PARTS AND COMPONENTS

SB 04.04.01 Equipment data sheets

A data sheet shall be drawn up for each piece of equipment and/or machine forming part of the installation and shall contain the following information:

- (a) Equipment tag number
- (b) Equipment description
- (c) Model/make/manufacture
- (d) Supplier/Reconditioning details
- (e) Ordering details
- (f) Details of fixed components
- (g) Details of lubrication
- (h) Maintenance references (refer to supplier/reconditioning technical manual).

SB 04.04.02 Technical equipment manuals

For each piece of equipment and/or machine forming part of the installation the following information shall be included in this section of the Operating and Maintenance Manuals:

- (a) the supplier or reconditioning manual and/or standards of operating and maintenance instructions;
- (b) illustrated parts breakdown and/or group assembly drawings as agreed with the Engineer;
- (c) parts lists and data sheets, including all characteristic curves for machines indicating operation point, efficiency, power consumption, etc;
- (d) calibration charts, and
- (e) test certificates for hydraulic pressure tests, flame-proof grading, materials, non-destructive examinations, coating and lining details, etc.

Each detailed description shall be accompanied by a set of engineering drawings. From the drawings the functionality of each part or component used, as well as the special characteristics associated with the part or component shall be very clear.

SB 04.04.03 Parts and components list

A detailed description shall specify all the parts and components used for the duration of the Contract. This description shall include new parts and components, as well as existing parts and components that have either been reconditioned or used as specified in the Contract.

The description shall state at least the part or component number, part or component name, the size of the part or component, an explanatory description, the quantity

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used, the material of which the part or component is made, the coating (if any), date of purchase, as well as any relevant remarks as to the application thereof.

Details of the manufacturer of the part or component shall also be listed. This shall at least state the name, address, telephone number, fax number and name of a contact person.

The supplier of the part or component shall also be stated and shall include at least the name, address, telephone number, fax number, name of a contact person and an alternative supplier (if available).

SB 04.04.04 Drawings

Drawings shall contain a descriptive heading, an explanatory key and relevant comment. Drawings shall be done on a computer-aided design package approved by the Engineer.

A compound drawing for all subassemblies shall clearly indicate how and where the various parts fit in the subassembly. The compound drawing shall be linked to the equipment data sheets and parts and components list and shall clearly specify the parts or components used, their model numbers, their sizes and the quantities used.

The compound drawings shall also be accompanied by a short description explaining the workings of the subassembly, as well as the assembly of the parts or components to complete the subassembly.

SB 04.05 OPERATING PROCEDURES

The operating instructions shall be a step by step description of the manual start-up and shut-down procedure for every piece of equipment and/or process reconditioned, repaired or supplied with references to the MFDs. For automatic operation the operators shall be referred to the automatic control manual (if applicable).

The functioning of the installation shall be clearly described, using a flow diagram depicting the interrelationships among the various subassemblies. The subassemblies shall be described by descriptive drawings.

Each mechanical or process flow diagram shall contain at least a heading, relevant comments and a key.

Every subassembly shall also have its own flow diagram explaining the operation of the subassembly, as well as the application of each part and component. The application of the subassembly shall also be very clear. The flow diagram shall consist of at least a heading, relevant comments and an explanatory key.

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A detailed description shall be given of all operational systems forming part of the installation, explaining the operation and functioning of the system and the number of operations personnel required for performing the operation successfully.

The preparations, which are required before the system can be operational, shall be clearly stated and explained.

The operation tasks shall be clearly explained with reference to dangerous situations that might occur. Hazardous operations shall be explained in great detail and cover all the applicable safety precautions.

B 04.06 MAINTENANCE

SB 04.06.01 Purpose of maintenance

The maintenance process shall be explained and the main responsibilities described.

SB 04.06.02 Preventative maintenance

A preventative maintenance and lubrication schedule shall be included in this section. This schedule shall be in table format and shall include a summary of all the maintenance actions required for each different system and/or functional unit covered by this manual, in order to give a single summary of all routine preventative maintenance actions required for the complete installation.

The schedule shall indicate daily, weekly, fortnightly, monthly and yearly maintenance actions. A lubrication schedule summary shall also be included under this section.

The frequency of routine preventative maintenance actions shall be indicated very clearly.

The Contractor shall provide the maintenance requirements as prescribed by the manufacturer. The type of maintenance shall be clearly indicated. The description of the maintenance to be performed shall include at least the part name, location of the part in either the assembly or subassembly, the model number, the quantity of the particular part or component to be maintained, the type of maintenance, and notes on the maintenance procedure.

A brief description shall accompany the maintenance schedule, indicating special tools to be used, maintenance and test equipment required for the test procedures. Any special tools necessary for maintenance shall be specified in terms of name, model, size, manufacturer, supplier (name, telephone number, fax number, contact person), coating (if any) and notes on the use of the equipment.

Remarks on the system readiness checks of each subassembly shall be explained in detail. Routine inspection and maintenance processes shall be described. It shall be very clear what needs to be done, how to perform the necessary task and any dangers that are present.

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SB 04.06.03 Trouble-shooting

An explanation shall be given to assist the maintenance personnel in analysing and resolving malfunctions that might occur. Various scenarios with possible causes and rectification procedures shall be explained.

The scenarios shall be accompanied by drawings indicating the position of the part that is faulty. Each of these drawings shall have a heading, comments and an explanatory key.

SB 04.07 BREAKDOWN MAINTENANCE AND REPAIR

The Contractor shall describe the complete procedure to be followed in the event of a breakdown. It shall be very clear what the operating personnel should look for, how to eliminate any dangers due to the breakdown (eg electricity must be shut off in the event of problems with the wiring) and who should be contacted. The Contractor shall supply the names and telephone numbers of at least two contact persons who may be contacted in the event of a breakdown.

The Contractor shall refer to Additional Specification SA: General Maintenance, to determine the reaction time for the repair to the breakdown.

Repair instructions shall provide the maintenance personnel with detailed instructions for the removal and/or replacement of any item requiring replacement due to malfunctioning. Contact numbers shall also be given to assist maintenance personnel, should a breakdown occur.

The Contractor shall specify the actions expected of maintenance personnel in the event of a breakdown.

The Contractor shall also specify the testing procedures to be followed before the system can be put into operation again. Every procedure shall be described clearly and all the potential dangers pointed out, as well as the precautions that have to be taken.

The testing procedures shall be accompanied by drawings illustrating the process to be performed. Every drawing shall have a heading, comments and an explanatory key.

SB 06 WORKS METHODOLOGY

The contractor is made aware that the prison will **NOT** be decanted for the duration of the project. The contractor will therefore be required to work in accordance with the Department of Correctional Services and South African Police Service schedule while performing the works. The Kitchen Equipment and associated equipment are outside the cellblocks, however they have an impact on the kitchen and laundry schedule of the facility. The proposed daily schedule is as follows:

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- a) The contractor will be provisionally required to start work at 08H00 unless agreed to by the DCS officials. Before the work commence on the Kitchen Equipment the contractor is to notify the DCS officials. This will allow prison officials sufficient time to ensure that breakfast is served and all inmates have been locked up in the cell.
- b) The successful contractor is to stop work at 16H00. This will allow prison officials sufficient time to ensure that supper is served to the inmates before evening lock up. During this time,.
- c) The above working hours are applicable to the works within the prison only. All external work can be undertaken during the normal working hours of the successful contractor.
- d) The contractor shall have a tea break between 10H00 and 10H15. Lunch break shall be from 13H00 to 13H30. Tea and lunch shall be taken inside the dining hall in the main courtyard. Once works to the main courtyard have been completed, no access to the main courtyard for tea and lunch will be provided. Contracting staff will then be required to have tea and lunch breaks within the confines of the courtyard that they are busy working in. No external access for the contractor's staff shall be allowed during these times and the contractor is to ensure that all staff take sufficient refreshments in with them in the morning. Only access to use the ablution facilities will be allowed. Staff using the ablution facilities will be fully searched when leaving and entering the facility. The contractor is to ensure that no tools and scaffolding are left unattended during tea and lunch times.
- e) **No loss of production/standing time will be allowed for the flexibility in working hours and break times as described above and contractors will be required to price any co-ordination of schedules and reduced working hours into their provided rates.**
- f) Offenders shall be locked up in their cells between the hours of 08H00 and 16H00. Lunch shall be given to the offenders in their cells. Offenders shall receive supper at 16H00 and be allowed to take exercise during this time.
- g) When DCS officials are serving lunch, the contractor will be requested to ensure that all tools, personnel and equipment are moved to one side as directed by the DCS officials. The contractor is expected to coincide his lunch breaks with that of the prison and no standing time and /or loss of production will be paid to the contractor.
- h) Offenders returning from court shall be escorted by DCS/SAPS officials and the contractors will be required to co-operate with these movements. In addition, should cells be opened for any reason, at any time during the day, the contractors will be requested to down tools and move all personnel, tools and equipment to one side as directed by the DCS/SAPS officials. **Standing time for these breaks in production will be paid only on approval by the employer and employer's agent.** The contractor is required to record the date, time and duration of the standing time and to notify the employer's agent, in writing, of any such occurrence on the day on which the event occurred. Failure to do this may result in the claim being rejected.
- i) Church services and programmes run by the correctional centre may need to be temporarily suspended for the duration of the works. Arrangements regarding these programmes can be further discussed with the DCS/SAPS officials, and if needs be, the contractor to finalise a way forward once the contract has begun.
- j) **Contractors will be required to ensure all structural steel elements are manufactured off site and have been delivered to site and will be ready for installation before any works within the prison building itself will commence.**

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- k) Contractors will be required to complete all works to the main courtyard as soon as possible and as such this work must be placed on the critical path of the submitted programme of works.
- l) Once works to the main courtyard is complete, access to the main courtyard will be limited for the contractor. When works to the smaller courtyards commence, the DCS officials shall move the inmates in the cell blocks into the main courtyard for the duration of the contractor's working day. The contractor will then be free to work within the smaller courtyards. The contractor will be required to provide solid hoarding (in the form of shutterply) that is to be securely erected to the entrance gate to the smaller courtyards. This hoarding is to provide a barrier between the inmates in the main courtyard and the contractor's staff.
- m) All scaffolding shall be de-assembled at the end of each working day and removed from within the prison and safely & securely stored in a locked container on site. An allowance for loss of production time has been allowed in the BOQ for the time required to unpack tools/dismantle and erect scaffolding at both the beginning and the end of the day's work. Over and above this allowance, no additional standing time and/or loss of production shall be considered. The contractor is required to carefully price the time required under the allowance provided.
- n) Every morning & every evening the contractor will need to complete a tool and material list register whereby prison officials check and account for each and every tool and material (including nuts and bolts) entering the prison. Contractors are expected to take into account additional time that may be required for such security checks into their programming and pricing. No allowance for lost time will be considered.
- o) All employees of the appointed contractor are to be searched both before and after entering the prison. Contractors are expected to take into account additional time that may be required for such security checks into their programming and pricing. No allowance for lost time will be considered.
- p) All employees of the contractor are to undergo a security clearance and are to be clearly identifiable with a name badge (including a recent photo). No orange clothing may be worn by any of the employees. No cellphones shall be allowed inside the prison.
- q) As far as possible the movement of employees into and out of the prison should be kept to a minimum. Employees may only exit the prison during working hours in order to use the ablution facilities
- r) The contractor will be required to issue all prisoners with soft plastic ear plugs for the duration of the works in order to ensure the correctional OHS requirements are met. In addition, all saw cutting and breaking out is to be done under "wet" environments in order to limit the amount of dust produced. If necessary, air quality samples can be taken on a regular basis.

C2.1 Pricing instructions

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C 2.1: PRICING INSTRUCTIONS

1. **BILLS OF QUANTITIES**

These Bills of Quantities contain pages numbered as indicated in the index and the Tenderer is required to check the same.

Should any page be found to be missing, or in duplicate, or if any reproduction is indistinct, or if any ambiguity arises as to the meaning of any item or description, or if these Bills of Quantities contain any obvious errors, then the Tenderer must immediately inform the Engineer and have the same rectified or explained, as the case may be. No claim will afterwards be considered where the Tenderer has failed to comply with these instructions.

No alteration, erasure, amendment or note is to be made in the text of these Bills of Quantities and should any such alteration, erasure, amendment or note be made by the Tenderer it will be recognised, but these Bills of Quantities as prepared by the Engineer will be adhered to.

2 **CONTRACT DOCUMENTS**

The Bill of Quantities form part of and must be read in conjunction with the Specification which document contains the full descriptions of the work to be done and material and equipment to be used and unless otherwise described in the Bill of Quantities, reference should be made to the Specification for the full meaning of descriptions of work to be done and materials and equipment to be used in this service.

3 **PRICED BILL**

Tenders shall be submitted for initial consideration on the declaration of the total value of the sectional Bills. The Bills priced in detail must be made available within 7 days upon request after the closing date of tenders.

4 **ARITHMETIC ERRORS**

The tender price arithmetically corrected where necessary and not the amount stated on the form of tender shall constitute the contract price of the successful Tenderer.

No error in the calculation of schedule rates which may be discovered subsequent to the submission of a tender, will constitute grounds for a claim of any description. A tender that is incomplete or insufficient in any respect may result in the disqualification of such tender.

5 **ALTERATIONS**

No alteration, erasure or addition is to be made in the text of the Bills of Quantities. Should any alteration, erasure or addition be made, it will not be recognised but the original wording of the Bills of Quantities will be adhered to.

6 **ADJUSTMENTS**

The Priced Bills of Quantities of the successful Tenderer will be checked and the Engineer reserves the right to call for adjustments to any individual price and to rectify any discrepancy whilst the total arithmetically correct tender price, as submitted, remains unaltered.

7 **RESPONSIBILITY OF TENDERER**

The responsibility for the accuracy of the quantities written into the Bill remains with the

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person who prepared the Bill. The Tenderer shall be relieved of responsibility of measuring quantities at the tender stage, and the tender sum submitted shall be in respect of the quantities set out in the Bills, although he will be required to make his assessment of items such as brackets, fixing, etc., from details stated in the Bills and shall include in the item prices for such small installation materials as are required for the complete installation in accordance with the Specification.

8 QUANTIFICATION OF ITEMS

The successful Tenderer and the Employer or his Agent may agree that the total of any Bill or Bills, including any variations by way of additions thereto or deductions there from, represents a fair and accurate quantification of the items set out in the Bills and the parties may agree final payment on that basis. In the event of any dispute as to the quantities, then the disputed item or items shall be adjusted where necessary.

9 ORDERING OF MATERIALS

These Bills of Quantities are not to be used for ordering purposes. Any orders placed by the Contractor on the basis of these Bills of Quantities shall be at his own risk.

10 VARIATIONS

Variations in the scope and extent of the work included in the Bills shall be allowed to meet the Employer's requirements and shall be measured and costed at rates entered in the Bills, where appropriate, and shall form an addition to or deduction from the total Bills. Any items or variation for which rates have not been included in the Bills shall be agreed and priced as non-scheduled items in accordance with the provisions of the contract.

The rules governing the extent and costing of the variation shall be those provided for in the form of Conditions of Contract. Variations to the planning before the work has been executed shall be priced as above. Alterations to work already executed cannot necessarily be priced as above and must be reviewed on its merits.

Unless a separate rate for the supply and for the installation of any item is specifically called for, the supply and installation costs of any item shall be fully included in the unit price.

11 DESCRIPTION OF ITEMS

The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plant, temporary works, return of packing, establishment charges, profit and all other obligations arising out of the conditions of contract. Rates for maintenance items shall in addition include for all labour, consumables, lubricating and engine oil, transport, accommodation and subsistence and living out allowances.

12 WASTE ALLOWANCE

All measurements are net, unless otherwise stated, and Tenderers must allow in the rate for wastage.

13 DAYWORKS

The quantities and rates included for daywork shall form part of the tender price, but Tenderers shall note that this item must be regarded as provisional and will only be payable to the Contractor if and when a written order to this effect has been issued.

14 PROVISIONAL SUMS

All provisional sums shall be expended as directed by the Engineer and any balance

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remaining shall be deducted from the amount of the contract sum.

All items described as "Provisional" shall be measured as executed and paid for according to prices in the Bills of Quantities and any unexpended amounts shall be deducted from the amount of the contract sum. No work for which "Provisional" items are provided shall be commenced without written instructions from the Engineer. When performing replacement, one quotation is enough if replacement is like to like. For upgrade or new installation, competitive quotes should be called and be approved within the project team when budget allows. Provisional sums for specialist work allowed in the bill should be done in the following manner: where appointed contractor have skill available, the scenario should be treated as unspecified where the contractor will charge labour rate in the bill, time, material + mark up,,etc. where the contractor doesn't have the skill, the specialist subcontractors should be called on competitive basis (where possible) and approved within the contract.

15 PIPE & CABLE QUANTITIES

The quantities given in the Bill for piping, cables, etc cannot be regarded as exact and are subject to measurement on site after completion of the service and adjustments will be made according to the unit rates given in the Bill.

Note: Checking of Piping & Cable Lengths

Notwithstanding the fact that the lengths of pipes and cables as given in the Bills of Quantities have been measured from scaled drawings, the contractor shall check such lengths on site before ordering the piping or cables, as he will not be paid for excess piping and cable after the completion of the service. Any allowance for off-cuts shall be made in the unit rates. The final measurements shall be based on the net route length of the piping or cables concerned.

16 VALUE ADDED TAX OR OTHER LEGAL DUTIES PAYABLE

All items priced in this Bill of Quantities shall exclude any tax applicable to the particular service article equipment or accessory and these net priced items will be used for normal variations on the contract.

The tax value will be added at the ruling % rate to all payments and valuations i.e. net price + VAT.

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ANNEXURE D
PART 7
BILL OF QUANTITIES

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MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

SCHEDULE OF QUANTITIES (PROVISIONAL)

SCHEDULE NO 1: PRELIMINARY & GENERAL

Item No	Description	Unit	Qty	Rate	Total Amount
1	Compliance with General Conditions of Contract, Insurances, Sureties, Travelling, Out of Town Allowances,				
1.1	Fixed	item			
1.2	Value Related	item			
1.3	Time Related	item			
2	Establishment on site and provision of buildings and storage facilities including de-establishment of site, cleaning and tidying up in the course of the contract				
2.1	Fixed	item			
2.2	Value Related	item			
2.3	Time Related	item			
3	Full time contract management and supervision of the works including liason with Principal Contractor, other Subcontractors and submission of installation programme including weekly revisions thereto from time to time or as may be required by the Principal Contractor or Employer				
3.1	Fixed	item			
3.2	Value Related	item			
3.3	Time Related	item			
4	Provision of Shop Drawings and Builder's Work Drawings for approval	n/a			
5	Liaison with Local Authority, compliance with O.H.S/Cvid-19 and Act, Local By-Laws and any other statutory regulations	Item			
	TOTAL CARRIED FORWARD				

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BILL NO 1 PRELIMINARY & GENERAL (cont.)

Item No	Description	Unit	Qty	Install Rate	Total Amount
6	Liaison with Main Contractor's staff and compliance with Main Contractor's corporate and safety regulations and any other requirements of the Main Contractor	n/a			
7	Any additional item not specifically mentioned or included in the Bill of Quantities and for which the Tenderer may wish to detail	Item			
8	Security - Identification The tenderer must price for his staff to wear distinctive overalls / work clothes, bibs and hard hats for the duration of the contract name tags must be provided to all the employees on site whether in work clothes or not	n/a			
9	Provide a Health and Safety Plan in accordance with the OHS Act Construction Regulations, attend H&S meetings called by the Main Contractor, report on compliance with H&S Plan, appoint H&S representative and manage H&S Plan for the duration of the contract				
9.1	Fixed	n/a			
9.2	Value Related	n/a			
9.3	Time Related	n/a			
10	Provision of Operating and Maintenance Manuals				
	<u>Training</u>				
	Allow for training of client personnel and operators	sum			
11	Allowance for additional training courses for boiler operators	sum			
	Allowance for training of maintenance personnel	sum			
	Allowance for additional training courses for maintenance personnel	sum			
TOTAL BILL NO. 1 CARRIED TO SUMMARY					

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2. East London Maximum

Item	DESCRIPTION	QTY	RATE	AMOUNT
	<u>Conduct Condition Assessment</u>			
1.	1.1. Conduct condition assessment of all electro-mechanical kitchen cooking & refrigeration equipment and produce a condition assessment report that must be submitted to DCS Regional office: Facilities before any repair work takes place. FF 11.03 Page 171.	1		
	<u>Cooking Pots</u>			
2.	2.1 (a) Phutu Pots of the low rim series, complete with hinged lid.as per Maintenance Spec Page 171 Item (FF11.03 (a)) of Tender Document Maintenance schedule	10		
	<u>Electrical Stove oven/ranges</u>			
	2.2 Inspect and replace defective plate elements as per DCS Technical Specification Item (FF 11.02 (c)) Page 172 of Tender Document	2		
	<u>Potato Peelers</u>			
	2.3 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.3) Page 177 of Tender Document	2		
	<u>Cold Room & Refrigeration</u>			
	2.4 Inspect, Test and Repair the above as per DCS Technical Specification. Item (FF 11.04.8) Page 178 of Tender Document.	1		
	<u>Tilting Pan</u>			
	2.5 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.5) Page 177 of Tender Document.	3		
	<u>Convection Oven</u>			
	2.6 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.02 (b)) Page 172 of Tender Document.	1		

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3.	<u>Meat Band Saw</u>			
	2.7 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.6) Page 178 of Tender Document	1		
	<u>Extraction Canopies</u>			
	2.8 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.10) Page 178 of Tender Document.	1		
	<u>Service and Maintenance of Kitchen Cooking and Refrigeration Equipment - as per item FF 11.04(a) to (g)</u>			
	1.2.1 4-Monthly Maintenance Actions	6		
	1.2.2 Yearly Maintenance Actions	2		
	1.2.3 24 - Month Maintenance Actions	1		
TOTAL BILL CARRIED FORWARD TO SUMMARY				

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

3. East London Medium C

Item	DESCRIPTION	QTY	RATE	AMOUNT
	<u>Conduct Condition Assessment</u>			
1.	1.1. Conduct condition assessment of all electro-mechanical kitchen cooking & refrigeration equipment and produce a condition assessment report that must be submitted to DCS Regional office: Facilities before any repair work takes place. FF 11.03 Page 171.	1		
2.	<u>Cooking Pots</u>			
	2.1 (a) Phutu Pots of the low rim series, complete with hinged lid.as per Maintenance Spec Page 171 Item (FF11.03 (a)) of Tender Document Maintenance schedule	4		
	<u>Electrical Stove oven/ranges</u>			
	2.2 Inspect and replace defective plate elements as per DCS Technical Specification Item (FF 11.02 (c)) Page 172 of Tender Document	1		
	<u>Potato Peelers</u>			
	2.3 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.3) Page 177 of Tender Document	1		
	<u>Cold Room & Refrigeration</u>			
	2.4 Inspect, Test and Repair the above as per DCS Technical Specification. Item (FF 11.04.8) Page 178 of Tender Document.	1		
	<u>Tilting Pan</u>			
	2.5 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.5) Page 177 of Tender Document.	2		
	<u>Convection Oven</u>			
	2.6 Inspect, Test and Repair the above as per DCS	1		

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Technical Specification Item (FF 11.02 (b)) Page 172 of Tender Document.			
<u>Extraction Canopies</u>			
2.7 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.10) Page 178 of Tender Document.	1		
<u>Service and Maintenance of Kitchen Cooking and Refrigeration Equipment - as per item FF 11.04(a) to (g)</u>			
1.2.1 4-Monthly Maintenance Actions	6		
1.2.2 Yearly Maintenance Actions	2		
1.2.3 24 - Month Maintenance Actions	1		
TOTAL BILL CARRIED FORWARD TO SUMMARY			

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

4. Mdantsane CC

Item	DESCRIPTION	QTY	RATE	AMOUNT
	<u>Conduct Condition Assessment</u>			
1.	1.1. Conduct condition assessment of all electro-mechanical kitchen cooking & refrigeration equipment and produce a condition assessment report that must be submitted to DCS Regional office: Facilities before any repair work takes place. FF 11.03 Page 171.	1		
2.	<u>Cooking Pots</u>			
	2.1 (a) Phutu Pots (250L) of the low rim series, complete with hinged lid.as per Maintenance Spec Page 171 Item (FF11.03 (a)) of Tender Document Maintenance schedule	14		
	<u>Electrical Stove oven/ranges</u>			
	2.2 Inspect and replace defective plate elements as per DCS Technical Specification Item (FF 11.02 (c)) Page 172 of Tender Document	1		
	<u>Potato Peelers</u>			
	2.3 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.3) Page 177 of Tender Document	1		
	<u>Cold Room & Refrigeration</u>			
	2.4 Inspect, Test and Repair the above as per DCS Technical Specification. Item (FF 11.04.8) Page 178 of Tender Document.	1		
	<u>Tilting Pan</u>			
	2.5 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.5) Page 177 of Tender Document.	2		
	<u>Convection Oven</u>			
	2.6 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.02 (b)) Page 172	1		

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

3.	of Tender Document.			
	<u>Meat Band Saw</u>			
	2.7 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.6) Page 178 of Tender Document	2		
	<u>Extraction Canopies</u>			
	2.8 Inspect, Test and Repair the above as per DCS Technical Specification Item (FF 11.04.10) Page 178 of Tender Document.	1		
	<u>Service and Maintenance of Kitchen Cooking and Refrigeration Equipment - as per item FF 11.04(a) to (g)</u>			
	1.2.1 4-Monthly Maintenance Actions	6		
	1.2.2 Yearly Maintenance Actions	2		
	1.2.3 24 - Month Maintenance Actions	1		
	TOTAL BILL CARRIED FORWARD TO SUMMARY			

DEPARTMENT OF CORRECTIONAL SERVICES

**EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION
EQUIPMENT**

5 PC Amounts

Item No	Description	Unit	Qty	Rate	Total Amount
	CONTRACT PRICE ADJUSTMENT AND PROVISIONAL SUMS				
6.1	Contract Price Adjustment	sum			R 500 000
6.2	Provisional cost for supply, delivery of unspecified parts including installation and commissioning	sum			R 500 000
	Contractor's profit and mark-up	%			
6.3	Provisional sum for unspecified repairs to Kitchen equipment	sum			R 3 000 0000
	Hourly labour rate for unspecified repairs to kitchen equipment				
6.4	1 x Artisan/technician Normal time	hr			
6.5	Normal time x 1,5	hr			
6.6	1 x Assistant (semi-skilled) Normal time	hr			
6.7	Normal time x 1,5	hr			
TOTAL CARRIED FORWARD TO SUMMARY					

DEPARTMENT OF CORRECTIONAL SERVICES

**EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION
EQUIPMENT**

**SUMMARY – KITCHEN & REFREGERATION
EQUIPMENT**

Item No	Description	Total Amount
	SUMMARY	
1.0	Bill No 1 – Preliminary and General	
2.0	Bill No 2 – East London Maximum CC	
3.0	Bill No 3 – East London Medium CC	
4.0	Bill No 4 – Mdantsane CC	
5.0	Bill No 5 – PC Amounts	R 4 000 000.00
	TOTAL CARRIED TO FORM OF OFFER AND ACCEPTANCE	

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

Note to Principal Contractor

After pricing of the health and safety bill of quantities, the **Contractor** must sign the **Certificate of Acquaintance** as evidence that he is au fait regarding the contents, obligations and demands of the **Occupational Health and Safety Act No. 85 of 1993, Construction Regulations 2014, other relevant Regulations and Standards as well as project specific Health & Safety specifications.**

Failure, by the Tenderer, to sign the Certificate of Acquaintance may result in the Tender being deemed non-responsive.

	Description	Unit	Qty	Rate	Total
1	Notify the provincial director in writing of the commencement of construction work with and including submission of a letter of receipt and acknowledgement of the aforementioned notice by the director of his/her representative	SUM			
2	Allow for the necessary Workman's Compensation Fund or FEM contributions for the duration of the project with and including renewals	Monthly			
3	Allow for the preparation and approval of project-specific H&S Plan & File [CR 7(1)(a)]	SUM			
4	Allow for the implementation and maintenance of project-specific H&S Plan & File. [CR 7]	Monthly			
5	Allow for close out of the H&S file- Consolidated file – scanned onto CD	SUM			
6	Allow for the appointment of a Full-Time Registered with SACPCMP Competent Construction Health & Safety Officer to assist in the control of all health and safety related aspects on site as per [CR 8(5)]	Monthly			
7	Provide for appointment of responsible and competent person/s to manage and supervise the works and administer and enforce health and safety on site as per [CR 8(1), (2), &(7)]	Monthly			
8	Allow for provision of telecommunication facilities for the appointed Construction Health & Safety Officer	Monthly			
9	Allow for provision of Basic Emergency Preparedness and Response equipment & least Level 2 First Aider/s (<i>First Aid Box, Fire extinguishers, etc.</i>)	SUM			
	Provide, supply and maintenance for <u>each</u> worker the				

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION EQUIPMENT

	following SANS approved personal protective equipment & clothing as per the site-specific risk assessments: <i>Its Highly Recommended that Contractors to buy South African Products</i>				
10	Hard Hats (High Density polyethylene, & 6-point lining)	No			
11	Overall/work suit (100% Cotton)	No			
12	Safety boots/shoes (Steel-Toe)	No			
13	Safety gloves	No			
14	Ear Plugs/Muffs	No			
15	Dust Mask(at least FF2 type)	No			
16	Respirators	No			
17	Safety goggles	No			
18	Personal Fall arrest and rescue equipment with and including life lines and associated equipment	SUM			
19	High visibility reflective vests and/or bibs	No			
20	Temporary handrails, toe boards other than for access scaffolding	SUM			
21	Temporary warning signs and symbols	SUM			
22	SANS approved safety netting (orange color with minimum of 1,2 meters high)	SUM			
23	Provision for the supply and maintenance of Road Traffic Signs as in terms of the South African Road Traffic Signs Manual complete	SUM			
24	Allow for Pre-employment medical examinations	SUM			
25	Allow for exit medical examinations	SUM			
	HEALTH AND SAFETY TRAININGS				
26	Allow for HIV/AIDS awareness and Implementation programmes, including STI and TB	Monthly			
27	Allow for all compulsory health and safety awareness programme (e.g. Inductions, toolbox Talks, Safety Promotions, H&S related training, etc.)	Monthly			
	Working at Heights training				

DEPARTMENT OF CORRECTIONAL SERVICES

**EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION
EQUIPMENT**

	Scaffold Erectors				
	Scaffold Inspector				
	SHE Rep training				
	First Aid Level 2				
	Fire Fighter				
	Other trainings				
	ENVIRONMENTAL				
28	Provide for adequate handling and storage of materials so as to minimize contamination of ground, air or water.	Monthly			
29	Provide for the adequate and safe collection and disposal of waste material from site by an approved method.	Monthly			
30	Provide Facilities and Eating Area for workers.	Monthly			
31	Provide for rehabilitation on completion of site areas and temporary access routes not covered by construction or landscaping specifications.	SUM			
	COMPULSORY BREAKDOWN FOR THE ADJUSTMENT OF PRELIMINARIES				
32	Value Related				
33	Fixed Value Related				
34	Time Related				
	TOTAL (Carry to the Main BoQ)				

DEPARTMENT OF CORRECTIONAL SERVICES

EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION
EQUIPMENT

CERTIFICATE OF ACQUITTANCE WITH TENDER DOCUMENTS

Name of Company_____

I/We_____

Hereby certify that I/we acquainted ourselves with the Health and Safety Act 85 Of 1993 as well as the Construction Regulations, 2014 and all conditions contained herein as laid down by the State for the carrying out of construction work for which I/We submit our response.

I/We further agree that the State shall recognise no claim from me/us for relief based on allegations that I/We overlooked any tender requirements or failed to take into account the purpose of completing the documentation as required.

Signed at_____ On this the_____ Day Of _____ 20__

WITNESS

NAME IN BLOCK LETTERS

For and on behalf of Contractor

Contractors Signature

I.D of Signatory

DEPARTMENT OF CORRECTIONAL SERVICES
EAST LONDON MANAGEMENT AREA: MAINTENANCE OF KITCHEN AND REFRIGERATION
EQUIPMENT

**APPENDIX A: ASSET REGISTER – EAST
LONDON MANAGEMENT AREA**

DEPARTMENT OF CORRECTIONAL SERVICES

**MAINTENANCE OF KITCHEN COOKING EQUIPMENT AND REFRIGERATION
(VARIOUS CORRECTIONAL CENTRES - EAST LONDON MANAGEMENT AREA)**

ASSET REGISTER FOR KITCHEN EQUIPMENT
EAST LONDON MANAGEMENT AREA

Institution	Description	Location	Make	Model	Serial No.	Condition	Qty
East London Max CC	Cold room	Max A Kitchen		SU27H	231355	Working	1
East London Max CC							
East London Max CC	Bend Saw	Max A Kitchen		11/0320	-	Working	1
East London Max CC	Bend Saw	Max A Kitchen		11/0319			
East London Max CC						Working	1
East London Max CC	Bend Saw	Max A Kitchen		8525717-364-1-2		Working	1
East London Max CC	Mince Maker		Ockto	3 P-H	87-01-09	Working	1
East London Max CC	Potatoes' Peelers				82717363-1	Working	1
East London Max CC	Convection Oven		Alcat			Working	1
East London Max CC	Double Tilt pan		CHACE	TFT80	770060	Working	1
East London Max CC	Tilt pan		Vulcan	TFT80	TS0071 and 125/12/1864	Working	1
East London Max CC	Stove/Oven					Working	1
East London Max CC	Stove No Oven		Vulcan		144/T1/0419	Working	1
East London Max CC	Steam Pots			PH350 S	1-10	Working	

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**MAINTENANCE OF KITCHEN COOKING EQUIPMENT AND REFRIGERATION
(VARIOUS CORRECTIONAL CENTRES - EAST LONDON MANAGEMENT AREA)**

Institution	Description	Location	Make	Model	Serial No.	Condition	Qty
East London Fem CC	Walk in Freezer	Med C Kitchen	Coldex	SU2071L	185604	Working	1
East London Fem CC	Cold Room	Med C Kitchen		SU2131L	24710	Working	1
East London Fem CC	Milk Tank	Med C Kitchen		IC500	504340	Working	1
East London Fem CC	Steam Pot 1	Med C Kitchen	CAPDEN	PH350 S	MP1313	Working	
East London Fem CC	Steam Pot 2	Med C Kitchen	CAPDEN	PH350 S	MP1316	Working	
East London Fem CC	Steam Pot 3	Med C Kitchen	CAPDEN	PH350 S	MP1315	Working	
East London Fem CC	Steam Pot 4	Med C Kitchen	CAPDEN	PH350 S	MP1314	Working	
East London Fem CC	Tilt Pan Double	Med C Kitchen	CHACE	TFT80	TT0061	Working	
East London Fem CC	Potato Peeler	Med C Kitchen				Working	
East London Fem CC	Mince Machine	Med C Kitchen	MINB0032		0400106309MNB 0032R00	Working	
East London Fem CC	Convection Oven	Med C Kitchen	OES1010		5301003000A00	Working	
East London Fem CC	Stove	Med C Kitchen	FS3607587		43/33/8014	Working	
East London Fem CC	Tilt Pan	Med C Kitchen	VULCAN		125/12/2534	Working	

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**MAINTENANCE OF KITCHEN COOKING EQUIPMENT AND REFRIGERATION
(VARIOUS CORRECTIONAL CENTRES - EAST LONDON MANAGEMENT AREA)**

Institution	Description	Location	Make	Model	Serial No.	Condition	Qty
Mdantsane CC	Steam pot	Kitchen		MP 460		Working	14
Mdantsane CC	Tilting pan 1	Kitchen		125/12/25 79		Working	2
Mdantsane CC	Tilting pan 2	Kitchen		125/12/25 42		Working	
Mdantsane CC	Fryer/oven 1	Kitchen				Working	1
Mdantsane CC	Electric stove 1	Kitchen		144/31/02 37		Working	2
Mdantsane CC	Electric stove 2	Kitchen		144/31/02 36		Working	
Mdantsane CC	Gas stove 1	Kitchen		148/71/00 11		Working	2
Mdantsane CC	Gas stove 2	Kitchen		148/71/00 12		Working	
Mdantsane CC	Band Saw 1	Kitchen		VSV 5003		Working	2
Mdantsane CC	Band saw 2	Kitchen		302/11/03 19		FAULTY	