

1. TERMS OF REFERENCE SCOPE OF WORK

1. Background

To ensure there is provision of reliable ground maintenance services, of a high standard at all listed uMngeni-uThukela Water's owned or managed sites, as per the Bill of Quantities and in compliance with uMngeni-uThukela Water's requirements and applicable legislation.

2. Description of goods/ services required.

The scope of work is to cut grass, maintain gardens, clear bush, general landscaping, tree pruning, treat (herbicide application) or remove alien plants / trees and weeds. This shall be undertaken at all sites as per the Bill of Quantity. The disposal of all garden refuse shall be undertaken in an environmentally acceptable manner to a recognised and registered landfill / disposal site.

NOTES FOR TENDERERS

Labour & Training

The tenderer shall ensure that he/she caters for all labour and training requirements deemed necessary to carryout his/her duties for the full duration of this contract.

Grass Cutting

The tenderer shall ensure that he/she takes into consideration the required time to cut the respective worksites listed. Once started, the sites shall be cut to completion as per the standards mentioned.

Plant and Equipment

The tenderer shall ensure that he/she caters for all plant, equipment and other items deemed necessary to carryout his/her duties for the full duration of this contract .

Health & Safety Requirements

The tenderer shall ensure that he/she caters for all Health & Safety requirements (Including the H&S File & medicals prior to commencement), and other items deemed necessary to carryout his/her duties for the full duration of this contract.

Adhoc Services

The tenderer shall ensure that he/she takes into consideration the requirements of the Adhoc Services as part of the services required for this tender.

3. Deliverables/Key Outcomes.

Description	Indicative date for delivery
Weed/Alien plant control: Areas clear of weeds/alien plants using SABS approved / environmentally friendly herbicides.	Entire duration of contract
Ground maintenance Equipment: Provision of adequate and suitable ground maintenance equipment and materials.	Entire duration of contract
Health and safety requirements:	Entire duration of contract

Provision of trained, competent staff including relief staff, and Supply of SABS approved personal protective equipment for all contractors' employees.	
Garden refuse Management: Collecting of garden refuse and proper disposal.	Entire duration of contract
Other: Tree felling, clearing of access roads to sites (e.g. cutting of servitudes) & general landscaping, alien weed removal and control.	Entire duration of contract

NOTE: The description of Training and Other requirements below must be included in the tenderers overall costing for the services rendered.

Item No.	Description of Training & Other Requirements	Frequency
3.1	Health & Safety File - Once off	Once Off – After award and before commencement of work.
3.2	Environmental Weed Management Certificate - Once off	Once Off
3.3	Fire Fighting - Every 3 Years	Every 3 years
3.4	Chainsaw Operator - Every 2 Years	Every 2 years
3.5	Brush Cutter Operator - Every 2 Years	Every 2 years
3.6	Lawnmower operator - Every 2 Years	Every 2 years
3.7	First – Aid (Level 1) - Every 3 Years	Every 3 years
3.8	Incident / Accident Investigation - Once off	Once Off
3.9	Chemical Handling Training - Every 2 Years	Every 2 years
3.10	Annual Medicals by Occupational Health Practitioner - Annual	Annually
3.11	Tree felling - Every 2 Years	Every 2 years
3.12	Environmental training- to include snake awareness- alien weed and vegetation identification - Every 3 Years	Every 3 years
3.13	Provision of access control identification card for all employees and must have the following: Picture of person, name, ID No., company name, company logo (If have), supervisor name, designation - Once off	Once Off – All staff

Use of reasonable skill and care

The provision of trained staff in the use of ground maintenance equipment, handling and disposal of garden refuse is required. (Training records to be provided for machinery operators e.g. chainsaw, brush cutter). The training of all staff shall be completed as per the agreed dates by uMngeni-uThukela Water.

Co-operation with other services providers

If there is a need for meetings or interaction with other institutions, the service provider is expected to act professionally and requests are to be done via uMngeni-uThukela Water.

General requirements

- Employees who wear defective uniforms and personal protective equipment are not permitted to work on site.
- Untrained employees will not be permitted to work on site.
- Should any of the employer’s sites that form part of this contract, change ownership or become decommissioned during the duration of the contract, the site will be omitted from the contract.
- The employer to inspect and audit the performance as and when required.
- The service provider must provide evidence that the equipment is regularly maintained, tested and performs to specification, on request.
- Umgeni Water has the right to request the removal / replacement of any defective equipment in consultation with the service provider.
- Accidents / incidents to be reported immediately to site management by the contractor.
- Site management also has the right to investigate the cause and results of any incident.
- To provide material safety data sheets to the site representative for all chemicals on site. The Safety Data Sheets (SDS), 16-point format to comply with the requirements of the Hazardous Chemical Agents Regulations Section 14(A), of the OHS Act 85 of 1993.

Ground Maintenance - Plant and Personal Protective Equipment Sample Lists

Equipment lists as per below but not limited to for effective Ground Maintenance services rendered. These sample lists must be taken into consideration when tendering.

<p>SAMPLE PLANT AND EQUIPMENT LIST</p>	<p>Brush cutters. Lawnmowers. Chainsaws. Mobile Vehicle. Trailer. Field mower. Hedge trimmers. Knapsack sprayers. Safety/Jerry cans for fuel. Ladders. Wheel barrows. Blower. Rakes. Spades. Hoes. Brooms. Drip tray for decanting. Safety screens when cutting near windows/cars. Clippers/ shears. Tractor (where required). Ride on mower (where required). Danger tape. Safety signs for grass cutting in</p>
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	progress. Personal Protective Equipment for all staff.
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Table below identifies site personal protective equipment requirements, which must be SABS, approved, but not limited to the following:

Sample Personal Protective Equipment
Safety shoes
Gumboots
Hardhats
Full length Aprons
Face shield with ear protection (Set)
First Aid kit with a trained First Aider on site
Respiratory equipment (For dust and herbicide)
Spats
Overalls
Rain suits
Goggles/ safety glasses
Reflective vests
Cross over shoulder harnesses for brush cutters
Applicable PPE for tree felling

- A two meter (2m) cleared section on the outside of all fences shall be maintained at all times. Where double fences exist, the area between the two fences shall be cut and cleared as per the sites requirements.
- All areas where grass brush cutting takes place the height of the cut grass is to be kept between 3cm and 5cm
- All Lawns are to be cut and edges trimmed.
- Remove all weeds, old flower heads, yellow leaves and rubbish from the flowerbeds.
- Turn soil in the flowerbeds, remove weeds or any alien plants and neaten edges.
- Trim/prune trees and shrubs when necessary.
- All lawn trimmings, general rubbish and trimming debris to be removed from site immediately after the work has been undertaken and disposed of in a responsible manner to an authorised refuse disposal site.
- Fertilising of gardens/lawns with NPK (3:2:3) fertiliser, will only take place if instructed to do so.
- All areas to be kept free of weeds, debris and remove/treat grass that grows on concrete and stony areas

- Report all infestations of pests when first noticed, and take remedial action when instructed to do so, in accordance with the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, Act 36 of 1947.
- General tidying, rake-up of leaves, rubbish and debris must be undertaken.
- On request and where required, propagate plants to fill in bare spaces or request new plants.
- New plants may only be purchased with the authorisation of the relevant site supervisor/manager. Replacement plants must be indigenous perennial, flowering shrubs and plants.
- Walkways/Pathways (cement) to be cleaned and drainage systems to be cleared of plants and debris.
- The area surrounding all buildings, manholes, paths, concrete or brick structures, and flower beds etc. as well as the area along the perimeter fence, is to be maintained and shall be considered as part of this contract.
- Transport of equipment and fuel in public transport will not be permitted.

Definitions

- **Full Service** – Includes all services as per the requirement of this contract above.
- **Herbicide Treatment** – means the application of herbicides for the treatment of unwanted plant material.
- **Grass Cutting** – means the cutting and trimming of grass as per the requirement of this contract, and the removal of unwanted material from the site.

Approvals

For all ad-hoc services, the service provider must obtain prior approval from the employers' representative.

Should there be a need for cleaning staff to work after hours or on weekends during special events, the supervisor will be informed by the site management so that the necessary arrangements can be made.

Access to land / buildings / sites

- Compulsory SHEQ site inductions will be conducted prior to commencement of the contract and annually thereafter for all staff. A week's notification is required for inductions to be conducted.
- All staff is to adhere to Umgeni Water's security and access control procedures.

Site working hours

Working Days: 07h00 – 16h00 (Excluding public holidays and weekends).

Format of communications

- All communications will be conducted telephonically, via e-mails, reports and meetings.
- All checklists required by uMngeni-uThukela Water shall be signed off on a monthly frequency.
- For any urgent matters such as incidents, the site representative shall be contacted telephonically immediately.

Key personnel

The service provider must supply uMngeni-uThukela Water representative with the names and contact details of responsible management and supervisors. The appointed service provider is to ascertain that it has the qualified key personnel to undertake the required work.

Management meetings

- Quarterly meetings are to be held with site management.
- A minimum of one site inspection to be undertaken by the contractor's representative monthly, in order to determine standards are met.
- Special meetings and inspections will be on request by either party.

General Safety

- Basic Health, Safety and Environmental, handling of Chemical Substances and use and maintenance of personal protective equipment awareness training is required.
- The service provider must operate/comply in accordance with the requirements of the appropriate laws with specific attention being drawn to the Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act and the National Environmental Management Act (Waste Management Act) and their regulations.
- Caution boards must be displayed for safety reasons.
- Suitable and adequate Personal Protective Equipment and uniforms must be issued to each employee in accordance with requirements of each particular site e.g. safety shoes must be worn on all sites, and in compliance with the Occupational Health and Safety Act.
- All employees must be provided with uniforms to cater for all weather conditions and be presentable at all times.
- The contractor is to maintain records for the issue of personal protective equipment and training on the safe and correct use thereof.

- Uniforms and personal protective equipment must be inspected by the Supervisor monthly and records must be maintained.
- Defective uniforms and personal protective equipment are to be replaced immediately.
- Sharing of Personal Protective Equipment is not permitted for health and hygiene reasons.
- Equipment to be used must comply with the rules and regulations of Occupational Health and Safety Act (Act 85 of 1993)
- To ensure that all chemical containers are labelled correctly.
- To provide drip trays for the decanting of chemicals/herbicides.
- Where a ladder is used, make sure a second person is available to secure the ladder for the duration of the task.
- Valid letter of good standing to be provided.
- Copies of Identity documents for all staff must be made available to site. Child labour may not be utilised.
- In addition to any statutory obligation, the service provider must report all safety and environmental incidents to the employer's site management, immediately of their occurrence, regardless of the extent of damage to property or injury to an employee.
- **NOTE - A contractor's SHE file to be submitted to the SHEQ Coordinator for approval, prior to the commencement of any work.**

SITE INFORMATION

No.	Worksite	Approximate GPS Coordinates
1	Mpophomeni Reservoir (Water)	S29°33'35.48"E30°11'42.26"
2	Howick Reservoir Site (Water)	S29°27'58.93"E30°13'30.30"
3	Howick West Pump station (Water)	S29°31'4.41"E30°13'15.58"
4	Groenkloof Pump Station & Reservoirs	S29°34'14.03" E30°17'13.77"
5	St Joseph's Reservoir & Pump Station	S29°30'24.99" E30°16'13.11"
6	Midmar Waterworks	S29°29'58.66" E30°13'4.01"
7	Midmar Backwash & Sludge Plants	S29°29'53.96" E30°13'12.04"
8	Raw Water Pump Station	S29°29'37.43"E30°12'17.42"
9	Area West Office	S29°29'50.15" E30°13'3.92"
10	Midmar Dam - Wall	S29°29'56.45" E30°12'35.69"
11	Midmar Dam - Grounds	S29°29'56.45" E30°12'35.69"

4. Contract term

We anticipate that the Contract will commence April 2025. The anticipated Contract term and options to extend are:

5. Other information

- a) We estimate the quantity to be delivered is [provide details about quantity].
- b) We require the [goods / services] to be delivered at [insert location for delivery].
- c) Payment will be [on successful delivery of milestones / at the end of the Contract / monthly on invoice].
- d) New Intellectual Property arising as a result of the Contract will be the property of [insert the IP position – make sure whatever is stated here is reflected in your Proposed Contract]

6. Other documents (In addition to this Bid document, the documents listed below form part of this Bid:

None

7. Special conditions

National Key Point Requirements (Midmar Waterworks)

- All staff shall provide recently certified ID copies to the MIDMAR WATERWORKS Security Office, for National NKP security clearance.
- The awarded service provider to ensure that permanent staff are employed, and that using general staff (e.g. casual), shall not be permitted.
- Contractor's staff may not roam around within NKP facilities without supervision/permission.