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|  | Specification | Medupi Power Station |
|---|---------------|----------------------|

Title: **PROVISION OF MAINTENANCE
AND CLEANING SERVICES FOR
MEDUPI POWER STATION
RESIDENTIAL PROPERTIES IN
LEPHALALE**

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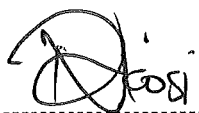
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|---|---|---|---|
|  |  |  |  |
| L. Monyeki Principal Admin Clerk | S. Diniso Manager Support Service | J. Futhana Manager Management Accounting | N. Nkosi Middle Manager Finance |
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DESCRIPTION OF THE SERVICE

1. OVERVIEW

This is an all-inclusive Provision of Maintenance and Cleaning Services for Medupi Power Station Residential Properties (Eskom Medupi Power Station owned houses and rented units in Lephalale). The Services contract will render on "as and when" required basis. This will include provision of labour, supervision and management, staff uniform/PPE, equipment (and its maintenance), transport and services such electrical, carpentry, plumbing, and painting.

2. PROVISION OF OFFICES, EQUIPMENT AND SERVICES

2.1. To be provided by Employer

- Office unit with a kitchen,
- Storeroom for consumables, spares and equipment,
- Ablution facilities,
- Water supply,
- Furniture (only office tables and chairs), and
- Electricity

2.2. To be provided by Contractor

The provision of all necessary equipment to do the works:

2.2.1. Maintenance

- Purchasing of all necessary consumables that might be required when performing the works (e.g. replacement items electrical globes, door locks, partitioning materials, plugs etc.)
- All other material and equipment that might be required

2.2.2. Maintenance of Equipment

All equipment will be maintained and replaced by the Contractor at their own cost

3. THE PROVISION OF LABOUR, SUPERVISION AND MANAGEMENT

- Supply provision of all necessary general labour, supervision and management to do all the works
- All staff will be available on fulltime basis only for purpose of this contract works
- The Contractor is required to have a roster for weekends, public holidays and for after hours to cater for any emergencies that may occur on site.
- The Contractor will be required to submit a weekly rooster for weekend or public holiday work to the Service Manager for approval.
- Shift hours will be the same as Medupi Site hours, for any change prior approval must be obtained from the Service Manager.
- Contractor is also to provide necessary training of all the staff appointed to ensure conformity with the scope of work.

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4. PROVISION OF STAFF UNIFORM/PPE AND OTHER

The Contractor shall:

- Supply staff protective wear uniforms/gear i.e., headgear, goggles, reflective vest safety boots and gloves, dust mask (appropriate to their tasks and functions) whilst on duty.
- Ensure uniforms are of good quality and labelled with a company name.
- Ensure that all staff members whilst on duty are neatly dressed, presentable and hygienic.
- Provide locker units for all staff to place their belongings.
- Provide fridge, kettle, microwave oven, coffee, tea, milk and sugar for their staff

5. PROVISION OF TRANSPORT

- Contractor is responsible for providing own transport for its employees in line with Eskom Vehicle safety specifications (32-345)
- The transport is required for:
 - Staff traveling for Home-Work-Home
 - Movement of equipment and staff around site

6. STANDARD SERVICE REQUIRED AND FREQUENCY

The following table outlines the minimum requirements in terms of Maintenance service and the frequency and can be adapted to accommodate changes in circumstances.

Table1

| Eskom owned houses | |
|---|--------------------------|
| Activity | Frequency |
| <ul style="list-style-type: none">• Small earthworks• Small concrete works• Drainage (surface, sub- surface, building roofs)• Water proofing• Civil related defects• Pipework & plumbing, installation and repairs• Small brickworks• Carpentry works• Painting | Daily and in-between use |

| Rented units | |
|--|--|
| Activity | Frequency |
| <ul style="list-style-type: none">• Carpentry works• Electrical work(repair)• Fire Extinguishers (supply and service)• Property CoCs• Pipework & plumbing, repairs• Carpentry works | As and when required and when handing units back to the agencies |

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| | |
|--|--|
| <ul style="list-style-type: none"> Pest Control | |
|--|--|

| Maintenance Activities | |
|--|----------------------|
| Activity | Frequency |
| <ul style="list-style-type: none"> Paint walls Change locks, fix broken doors and kitchen units Fix all electrical faults, Stoves (gas and electrical), lights, air cons, plugs etc. Fix all plumbing issues (blocked drains and leaking pipes) Small earthworks Small brickworks Pest Control Cleaning services | As and when required |

| General Maintenance (Eskom owned houses and rented units) | |
|---|-----------|
| Activity | Frequency |
| <ul style="list-style-type: none"> General labour as required Fencing repairs and modifications Carpentry services Painting Ceiling and partitioning Fence repairs Small scale welding works | Daily |

| Storerooms and Workshops | |
|--|---|
| Activity | Frequency |
| Sweep Mop Wipe equipment and furniture Wipe doors, door frames, door handles and windowsills Empty, wash and disinfect waste bins Wipe all items in storage and shelves | As and when required but the offices must be cleaned daily. |

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| Offices, Boardrooms, empty houses and kitchen | |
|---|-----------|
| Activity | Frequency |

| | |
|---|--|
| <p>Sweep Mop Clean and disinfect toilet and urinal Clean and disinfect hand wash basin Empty waste bin Wash and disinfect waste bin Wipe equipment and furniture Wipe doors, door frames, door handles, windowsills and mirrors Replenish toilet paper and hand towels</p> <p>Refill hand soap, seat sanitizer, air fresheners, urinary blocks Clean and disinfect showers Disinfect toilet brushes Replace toilet brushes on agreement with the Employer</p> <p>Female ablutions In addition to the above: Empty sanitary (SHE) bins Wash and disinfect sanitary bins Provide necessary environmental compliance records such as landfill site permits, registration and transportation certificates, waste disposal records as instructed by the Environmental Manager</p> | <p>Daily and in-between use</p> <p>Note: <i>Ablutions are checked frequently, at least once every two hours and any deviations addressed. A checklist is kept and signed at each facility by a cleaner and supervisor.</i></p> <p>Female ablutions</p> <p>At least every second week or more frequently if necessary</p> |
|---|--|

| Spring and Deep cleaning | |
|---|---|
| Activity | Frequency |
| <p>Wash walls Wash/wipe ceilings Wash chairs Strip Wash windows and external windowsills</p> <p>Toilet deep cleaning services includes:</p> <ul style="list-style-type: none"> • Urinals • Shower drains • Toilet bowls | <p>Once every week</p> <p>Once every week</p> |

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| | |
|---|--|
| <ul style="list-style-type: none">• Toilet rims, seats and covers <p>Kitchen deep cleaning services includes:</p> <ul style="list-style-type: none">• Kitchen drains• Kitchen sinks and worktops• Drawers and cupboards• Areas behind appliances such as fridges and Stoves (gas and electrical)• The inside of Stoves (gas and electrical), fridges, microwaves and other kitchen appliance | |
|---|--|

| General Maintenance (offices) | |
|--|-----------|
| Activity | Frequency |
| Ensure that milk, coffee, tea and sugar are replenished available Water bottles, coffee machines are always filled up and clean at all times Fridges, water coolers are kept clean at all time Office paving is kept clean all the time Daily removing of used wheelie bins bags and replacement | Daily |

The frequency of maintenance must be adjusted during high demand or exceptional use in order to maintain a high level of service and customer satisfaction. The Contractor must establish the location of those areas and make provision for frequent and additional service in order to ensure an always neat, tidy and retain the quality of the facility.

7. SUPPLY AND CONTROL OF MATERIALS, EQUIPMENT AND CONSUMABLES

The Contractor shall be responsible for:

- A. Purchasing, replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables (i.e., equipment's) required by the staff in the provision of the Maintenance services.
- B. Refurbishment and replacement of air-cons, fire extinguishers, Stoves (gas and electrical), CoC authorizer, as per approval of quote by the Services Manager.
- C. Requesting approval from Service Manager before purchasing of consumables. A copy of stock request must show stock remaining in store versus new stock required.
- D. Maintaining records of receipts and issues which should be reconciled, and report submitted to the Service Manager on a monthly basis.
- E. Ensure any non-compliant equipment is not used by any person whatsoever in the provision of the maintenance services.
- F. Ensure that its staff is properly trained in the use of cleaning materials and equipment; and
- G. Ensure that equipment used is safe and does not endanger the operator/s or member of the public in the surrounding areas where the equipment is being used.

8. RECYCLING PARTICIPATION

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- Waste emptied from office bins is separated into different waste streams and refuse bags and must be emptied or disposed-off into appropriate wheelie bins.

9. RECORDS INCLUDE

- Roster for routine maintenance
- List of defects and corrections (defects notification Report)
- A stock control list of all purchased and stored goods versus usage and area of usage and consumables invoices
- Weekday and weekend attendance register
- Safety and Environmental requirements

10. SHEQ

- The contractor shall comply with all applicable requirements of SHEQ system.
- All necessary Environmental and Safety Management procedures and reports to be submitted to the Service Manager or Supervisor as agreed.
- The contractor shall comply with all requirements of Quality as per Eskom's Quality Requirements QM-58 as per ISO 9001-2008

11. LABOUR REQUIREMENTS

- Hiring of local labour takes priority, for recruitment all CVs are to be obtained from Eskom Information Centre and locality of all appointed candidates will be verified via Eskom Medupi IR office in consultation with Medupi site Stakeholders Management office.
- Conduct criminal and Medupi site clearance check (before offer of employment)
- Conduct training, testing and verifying key personnel qualifications and competence.
- Medupi Site Specific Agreement (SSA) is not applicable for this contract.

NOTE: Due to nature of the project environment which this contract falls under, the contractor will from time to time be instructed by the Service Manager during the cause of the contract to review employees' numbers for purpose of decreasing them as the tenants are in a continuous process of procuring the properties.

The Maintenance service includes:

Only the following items to be included in these services:

- a) 1 x manager
- b) 5 x supervisors
- c) 5 x Carpenters
- d) 5 x Electricians
- e) 5 x plumbers
- f) 2 x Builders
- g) 15 x Painters
- h) 20 x General workers
- i) 1 x safety Representative
- j) 1x Driver

The Cleaning and Laundry service includes:

- 1 x manager
- 3 x supervisors
- 1 x Safety officer

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- 1 x Driver
- 30 x cleaners

The number of persons for every skill will be adjusted as required, depending on the demand at that time.

A standby allowance will be paid per hour per skill required for a core team that will be required to be on standby after hours and on weekends.

The team to be on standby will be

- a) 1 x supervisor
- b) 1 x electrician and labour
- c) 1 x plumber and labour
- d) 1 x multiskilling and labour
- e) All works shall be measured as fixed in position, no allowance made for waste.
- f) Rates for all items in this bill shall include the supply, delivery, installation or connection thereof complete.
- g) Unless otherwise specified all new work shall match the existing structures.
- h) Take delivery of, shall also mean collection the items from the employer when applicable.
- i) Actual quantities will be determined based on the requirements of each task order; the contractor provides all necessary information required by the Employer to determine the cost at the assessment dates for each task order.

PEST CONTROL

Pest control will be for the residential properties as well as the Contractors Villages

- ❖ Portion 7
- ❖ Extension 30
- ❖ Eskom permanent and rented houses

Person needs to be registered as a Pest Control Operator in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as amended and the regulations relating thereto as published in Government Notice No. R1449 of 1 July 1983.

Eskom will provide the following:

- a. 1x Office
- b. 3x change room
- c. 6x ablution facilities(3/gender)
- d. Work area
- e. Defect register
- f. Collection register
- g. Electricity
- h. Water(Hot and cold)
- i. Chemical storage

Number of defects to be provided with the service (Daily)

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- A program will be issued as to how the number will be ramped up and down over the timespan of the project
- Employer to supply the number of workers in advance on monthly basis

11.1 The contractor shall be responsible for providing the following:

- Supervision and management of facilities and Maintenance services
- Mandatory Compliance to applicable legal and other requirement
- Issuing of property electrical CoC
- All the consumables provided by the contractor should be (of the approved type to be used according to the manufacture's instruction):SABS Standards
 - a) Door locks
 - b) Electrical components
 - c) Plumbing consumables e.g. drain cleaners
 - d) Defect and collection report
 - e) Daily diary report (summary of work done)
 - f) The contractors to provide the following for their staff, all necessary work clothes, safety wear, etc.
 - g) Contractor to provide the transport for their staff from home to work site and back.
 - h) Working hours is from 07:00 to 16:00(8 hours per day), Mondays to Fridays. Any overtime will be per prior arrangement.
 - i) Contractor will be held responsible for any loss or damage to the property, equipment and maintenance items.

11.2 Areas to be maintained

| Item | Quantity | Frequency |
|-----------------------|----------|----------------------|
| 1. Eskom owned houses | 1245 | As and when required |
| 2. Rented units | 150 | As and when required |

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12 Acceptance

This document has been seen and accepted by:

| • Name | • Designation |
|--------------------|--|
| Justice Mphahlele | Manager Project Support |
| Charlotte Molamodi | Principal Clerk General Administration |

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