

## **Annexure 1: Scope of work – Landscaping and Grounds**

(Grounds Maintenance Agreement)

### **1. University's Objectives**

The purpose of the University acquiring rental of Horticultural Equipment's and maintenance is to satisfy the following objectives:

- The University requires renting of equipment and vehicles fit for purpose to be operated by University's allocated machine operators and drivers for the purpose of maintaining landscape areas and external sports field.
- The University's operators and drivers will be responsible for all grounds maintenance at such sites by using contractor's fit for purpose horticultural/turf equipment's and vehicles, all of which must be of latest/similar technology (Vehicles to be less than three years old).
- The contractor should be able to provide Horticultural/Turf machinery for the purpose of maintaining grass/turf, 2 X 3 ton truck to be used for collection of general waste around university campuses and for any other maintenance of grounds including deliveries to/from supplier and 2 X small utility bakkie to be utilized by management of grounds for operational purposes.
- The Contractor must have expertise in latest horticulture and turf equipment to ensure maintenance of high standard turf, and the University will appoint the Contractor to provide the Services detailed more specifically in the Contract and the Annexures hereto. The Contractor shall hereby accept such appointment.
- The Contractor must provide those Services which include all steps reasonably necessary and taking into account all relevant circumstances, to provide cost effective, efficient, diligent, skilful and economical management of all machinery for the purpose of the maintenance of all grounds and outdoor facilities and all ancillary and complementary functions, including –
  - ✓ Provision such as: Fertilizers, chemicals, silica sand, clay bullii, top soil, fuels/lubricants and paints (for turf line marking)
  - ✓ Equipment hire, operational plant
  - ✓ Repairs and maintenance
  - ✓ Replacement of equipment in case of breakdown
  - ✓ TLB to turn the compost - Ad Hoc
  - ✓ Chipper machine for grinding tree branches – Ad Hoc
  - ✓ Tree felling – Ad Hoc
  - ✓ Sourcing and supply of plants – Ad Hoc
- To operate all rented equipment and vehicles according to agreed procedures with best practice and sustainability in mind.

## 2. Overview of the Services

- The Contractor will take responsibility for their fit for purpose equipment, vehicles, maintenance/service, provide fuel car and relevant licenses up to date for such, and any logistics thereof, operating on site for the purpose of Grounds and external sports facilities maintenance within the University Premises,
- The University staff members allocated will particularly focus on operating and/or driving such vehicles and ensure best horticultural practises are adhered to at all times during the duration of the agreement with the appointed contractor.
- The University will provide a schedule and set targets to the contractor for the purpose of ordering and delivering suitable materials/chemicals to the University premises for the purpose of grounds/outdoor sports facilities maintenance (Per request).
- The University shall continually measure and monitor overall Contractors service and their performance.
- The Contractor must employ green business practices and technology that conserves resources and decreases the negative environmental impact which may be as a result of their provided equipment/materials/chemicals.
- The Contractor will be required to perform all tasks in strict compliance to the National Environmental Management Act (Act 107 of 1998) and all applicable government legislation pertaining to horticultural Services.

## 3. Specifications and Service Levels

- **The Contractor will comply with and be measured on the Key Performance Indicators (“KPIs”) to be set out in an Annexure B. Such KPIs** may be reasonably adjusted in accordance with University requirements.

## 4. Services Specifications and Scope

- It must be noted that the University places a high premium on ensuring quality and world class education in a safe environment for both students and staff by means of deploying best horticultural practises.
- The Contractor will:
  - Provide fit for purpose vehicles (2 X three ton trucks) and all equipment necessary for Grounds and external sports facilities management,
  - Allow for their vehicles to be used for the collection of waste around University premise and transporting and disposing of all categories of such Waste and refuse to the MRF and compost site within the premises of the University, as part of its operational activities and their agreement with the University,

- Allow university allocated staff to operate their equipment/machinery suitable for a particular grounds and external sports facilities maintenance through best horticultural practises,
  - Maintain and service their equipment/vehicles to ensure uninterrupted operation with grounds and external sports facilities,
  - To make provision for any relevant materials and chemicals for the purpose of external sports facilities, all of which must be done in accordance with best horticultural practice and economical advantage,
  - Ensuring that relevant licenses are up to date for all their assets provided for Grounds maintenance, comply with statutory requirements and that proper and comprehensive record keeping is done and provided for when needed by the client,
  - Have nearby workshop, and/or agree to an offer of workshop premise for the purpose of equipment repairs and/or services by their appointed qualified mechanic for such equipment.
  - Provision and maintenance of vehicles, receptacles and any containers of Waste,
  - Ensure that proper precautionary measures are in place prior to supply (Upon request) of chemicals, fuel, lubricants and materials which are SABS approved and make available all MSDS for such,
  - The Contractor will be required to perform all tasks in strict compliance to the National Environmental Management Act (Act 107 of 1998) and all applicable government legislation pertaining to horticultural Services.
- The Contractor will ensure that:
    - All equipment/machinery must be suited to the task, serviced and maintained.
    - Any equipment/vehicle replacement is done immediately,
    - All schedules/targets are adhere to according to specific agreement with the client for the purpose of equipment operation and all related requests must be highly considered and attended to.
    - Proper records and data must be kept up to date for inspection on demand regarding service delivery and/or minutes and other records required by legislation on file and available for inspection by the University's appointed administrator or auditor.
    - The layout and width of some roads on the University Precincts are able to accommodate the size of vehicles that are needed to perform the Service and must be used accordingly.
    - *It carries all risk for a designated lockable storage container, such as a secure cupboard, as well as its contents (which includes replaceable parts and the like), that is placed on the*

*University's premises and managed by the Contractor.*