

ANNEXURE 2

SCOPE OF WORK FOR PEST CONTROL SERVICES

1.1 SCHEDULE OF SERVICES TO BE PROVIDED AT VARIOUS SITES OF WITS

1.1.1 PEST CONTROL SERVICES

Pest Control Services: actions to control the following but not limited to: rats, mice, cockroaches, ants, flees, mites, flies, bedbugs and other pests, including bees.

Where possible, bees should be relocated, rather than exterminated. Only in cases where the bees are deemed a danger to human lives, should bees be exterminated.

1.2 OFFICE HOURS:

Working hours must fit in with the requirements of WITS University's. Normal working hours is set for 08h00 to 16h00 on week days. Weekend and afterhours work must be pre-arranged with the incumbent campus manager

1.3 FREQUENCY:

- All exterior rodent bait stations must be service on;
 - Dual Active Rodenticide Blocks in Tamper proof bait boxes
 - Quarterly – General grounds/Buildings/Residences/Sports complexes
 - Monthly – Kitchens/Matrix/Dining halls/Waste areas.
- All internal rodent bait stations must be service on a monthly service or as per treatment method – Dual Active Rodenticide Blocks with Fluorescent Tracking/Grain Bait/Glue Boards.
- Bedbugs in all residences twice-(2) per annum, (midyear and year end vacations)
- Cockroaches in all residences including rooms, kitchens and common areas to be treated with gel/paramagnetic powder or dual acting insecticide spray.
- Burrow Gassing/Fumigation once per annum of grounds - December

1.3.1 PEST CONTROL

- Fumigation teams need to report for service at the relevant Services office not later than 09:00 on the day of the service. Fumigation/service of the site or campus, should be completed in full on the day/days of the scheduled service. The service team must be accompanied by a WITS Official.
- Pest control services should also be available on an as-and-when-required basis, which is referred to as "ad hoc services". The University will retain the right to request competitive quotations for such services.
- Call-out for such services shall be billed separately but at rates as per tender/contract.
- The successful service provider will provide a detailed report (plan) of where the external bait boxes have been placed on the campuses. Bait boxes must be clearly marked, numbered and indicated. Electronic servicing systems reports will be required on a monthly base.
- **External bait boxes should be visually inspected and checked once per month.**
- Internal bait boxes to be placed in all offices and passages in a secure manner and out of harm's way.
- Internal bait boxes to be checked in conjunction with the quarterly service, except when requested otherwise.

1.3.2 CONSULTATION WITH CAMPUSES MANAGEMENT

- It would be expected of the successful contractor to liaise with the Services Managers or delegated person of the relevant campuses on a monthly basis regarding the services

requirements.

- Monthly statistical reports will be provided i.e. amount of items serviced, waste weight per campus/building.
- All reports will be submitted in electronic and hard copy in conjunction with monthly invoicing

1.4 GENERAL TENDER REQUIREMENTS

- 1.4.1 All material, chemicals and equipment required to perform the services must be supplied by the successful contractor. Including power generators if required.
- 1.4.2 Respondents need to provide proof and certification documentation with regards to adherence to all Local and National health and agricultural and pesticides regulations.
- 1.4.3 Proof of trained staff and training records to be freely available and in the OHS+E site file at all times.
- 1.4.4 Respondents entering an offer for the Pest control Service need to forward confirmation of the method and site that is used for the disposal of discarded material removed. A certified copy of the official permit granted MUST be attached to this proposal document.
- 1.4.5 Respondents need to take note that the numbers/units/square meters and service frequencies stated herein might increase/decrease during the duration of the contract due to WITS's operational requirements and/or completion of moves/construction projects. Such changes shall be agreed to between the successful contractor and WITS before implementation of possible changes. All billing charges will be in line with the agreed contract rates and periods.
- 1.4.6 The successful service provider/s should provide all equipment required for this tender {Bait Boxes (Internal & External)} within a period of one (1) calendar month after letter of appointment.**

Failing to provide proof of confirmation of adherence to clause 6.4.2 and 6.4.3 would render the offer invalid and shall the offer as such not be considered.

1.5 PAYMENT

- 1.5.1 Invoices should be invoiced on a monthly/quarterly basis after completion of the service. Please indicate the year order on the invoice as well as the specific sector. Each sector and each type of service should be invoiced separately. The campuses that form part of the Sector must be specified as line items on the total invoice for the sector.
- 1.5.2 All job cards/pod's should be signed off by the identified WITS representative and attached to the relevant invoice. If the job card is not signed off by the WITS representative, or not attached to the invoice, the invoice will not be paid and be referred back to the service provider.
- 1.5.3 Respondents entering an offer for the Pest Control Services need to provide sample data as well as a detailed description of a live electronic servicing records system.
- 1.5.4 The Service Provider to ensure that an identified member of WITS accompany the team that will be servicing the different campuses.
- 1.5.5 The Service Provider to notify the office of the Deputy Director: Services Department immediately if any problems are experienced.

1.6 Scope of work

Below is the information/specification and scope of work as well as technical information required for the sites of the university. In the case of the treatment of cockroaches and bedbugs for the campus the information given is generic. However, the scope of work and technical information can be used for all sites and may differ slightly.

1.6.1 The Student residences.

- Serviced twice yearly in July and December. As per attached bedding schedule.
- Common areas of Noswell are serviced quarterly due to the shape of the rooms and should be included in charges service.
- To fumigate the rooms for cockroaches and to treat the beds within for bedbugs.
- The bed linen is removed by the cleaners ahead of the team arriving to treat. The mattresses may be placed against the wall ready for treatment.
- Both sides of the mattresses are treated.
- Once treated the cleaners follow on behind replacing the mattresses protectors.
- Treatment is by means of pump application.
- The price to the university must be inclusive of both cockroach and bedbug treatment at the same time.
- Fumigation of the room for cockroaches is also of the pump application method. In other words, the room is treated for both disciplines simultaneously.
- The price to the university must also be per room treated. (There are in most cases two beds per room.)
- The service provider must be prepared to do the work at the universities convenience.
- The service provider must be able to complete each residence within one working day and be able to start as early as possible. This is possible as the mattresses are prepared the day before in most cases.
- Each mattress is treated on both sides. Pillow cases and bed bases/frames are treated as well.
- Treatment is from hand held pump (Gloria type) fine spray is used.
- Insecticide used: Dual action insecticide.
- Insecticide must be passed by the department of agriculture act 36 of 1947.
- Insecticide must be SABS or equivalent approved.
- Insecticide must be SAPCA accepted.
- HAZARDS IDENTIFICATION AND MATERIAL SAFETY DATA SHEET SUPPLIED.

Treatment report must be issued for each residence on completion of the work.

A certificate of treatment must be awarded to each residence completion and must be displayed at the entrance showing the future date of treatment as well. The certificate must be laminated.

1.6.2 Common Areas.

A common area is an area that does not form part of a residential room. Therefore, a common area is passages, refuse area, storerooms, offices, dining halls, electrical rooms, ducts, conduits and more.

- All serviced on a once quarterly basis.
- Invoiced out per treatment i.e. four invoices per year.

Scope of work:

- Treatment is by pump application.
- The price to the university is for the entire common areas of each residence.
- The service provider must be able to do the work at the convenience of the university.
- The service provider must be able to complete the work within the same day for each residence common areas.

In all residences a file needs to be kept on site containing all the relevant information.

Treatment reports, MSDS, Public liability insurance form, COIDA, SAPCA certificate, PCO registration number, NPM certificate, all other relevant information pertaining to the service and the site.

1.6.3 Rodent treatment of Student residences.

The rodent control services are undertaken on a bi-monthly basis. Invoice is charged out monthly.

- The rodent service is for the entire block internally.
- The service includes call outs.
- Main concentration of service is: Electrical conduits, Holes leading into the building from outside, fire hatches, basements, offices, laundry.
- Blocking of all entry points to the building.

- Treatment of the inside of the roof itself where required

Scope of Work:

- Treatment is by applying eco-friendly baits to the affected areas.
- Roof treatment the use of grain bait.
- Internally within the other areas mentioned the use of pheromone boards. These are nontoxic and do have no effect on the environment they are placed therefore no threat to students.
- The blocking of holes using structural materials such as steel mesh sheeting and galvanized mesh.
- The internal court yards and in the roof, ducts etc. dual action rodenticide blocks dispensed from specialized rodent bait stations may be used. UV Light tracker torch used to follow rodents trails to entry points.
- The price to the university must be for the entire residence internally and externally/plus roof where required.
- The service provider must be able to do the work at the convenience of the
- The service provider should be able to complete the work on the same day for each residence.

With all the work done for the residences a service schedule for the entire year must be drawn up and given to Procurement and the various Supervisors of the residences at the beginning of the year for the entire year ahead. This is done in consultation with those designated by the university. This is to facilitate the smooth running of these services and so that all role players are aware of scheduled activities. The university at a moment's notice reserves the right to change the date of the services should they wish to do so. Reasonable notice will be given to reschedule the service through a consultative process on a future date to carry out the services

1.7 Other Rodent and/or cockroach control done on contract is on a request adhoc basis

A file containing all the relevant information needs to be kept on site i.e. MSDS sheets, Treatment reports, Management sheets, chemical control sheet. COID, SAPCA certificate, NPM certificate,

Public liability certificate all other relevant information pertaining to the work and OHS+E.

2. Rodent control.

Service is done once monthly.

Scope of work.

Is by means of placement of Pheromone pads only. The placement of pads and the capture of rodents means a swift follow up service is required once a report comes through of a trapped rodent. The response must be within two hours. The captured rodent is to be removed completely from the premises and in a discreet manner.

The service provider must be able to do the work at the convenience of the university.

The service provider must be able to complete the work on the same day.

Please note a service schedule must be given to the client for the entire year in advance. The client needs to be contacted every month prior to the service taking place.

Pheromone pads are nontoxic and no threat to the environment.

3. Wits Compound.

- The service is for Bedbugs done on a once quarterly basis but charged out monthly.
- Cockroach control of the two change rooms on a once quarterly basis
- Cockroach control of the kitchen on a once monthly basis.

Insects treatment.

Scope of work.

- The beds are stripped by the cleaners in advance.
- Application of Spray is by means of pump action.
- The entire mattress both sides are treated as well as the pillow.
- The entire room is treated for cockroaches as well.
- The price quoted to the university is per room. The work is done quarterly but the charge invoiced monthly.
- The service provider must be able to do this work at the convenience of the university.
- The change rooms (two of them)
- The change rooms are serviced on a quarterly basis and charged out monthly. The treatment of the lockers is also included.

The Kitchen.

The use of spray aerosol in/to the cracked tiles and hiding places as and when required.

Please note a service schedule for the entire year should be given to the client in advance for the year ahead.

4. Facilities and Services Building and Bulk Campus storeroom and offices.

The provision of rodent and cockroach control service on a twice yearly basis indoors.

Scope of work.

- The service is applied on a twice yearly basis and is invoiced in the month that the job is done.
- The service of rodent bait stations with Dual Active Rodenticide blocks.
- The service of cockroaches by means of pump action spray and gel.
- Fumigation of all offices to be done once a year during quite times and over weekends.
- The service provider price must be for the entire premises (PIMD, Services, Procurement Bulk Stores, Transport office)
- A service schedule for the entire year must be given in advance for the year ahead.
- The service provider must make appointment with the relevant management before going ahead with the service and to arrange access in the month that the service is due.

5. University of Witwatersrand Health Science Campus (Medical school).

The service is for both cockroaches and rodents on a once monthly basis. The services apply to only the public areas of the Medical school and from the Basement-(ground floor) to the ground floor-(4TH floor) main entrance.

Scope of work:

- Application for cockroaches is:
- Insecticides from pump application.
- Flusher from aerosol.
- Ducts and conduits.

Application for rodents is:

- By means of granular bait for ducts, roofs, conduits
- By means of Pheromone pads. Pheromone pads must be collected within two hours of a captured rodent. Rodent to be removed from site.
- Pheromone pads to be serviced and inspected weekly

- For external areas internally such as courtyards and other rodent blocks dispenser from a rodent bait station.
 - The price quoted to the university for the services to the Medical school must be for the entire area mentioned above.
 - A service schedule for the year must be drawn up in advance for the 12 months ahead and given to the assigned manager at the Medical school.
6. **External fumigation/gassing.**

Recommended sites and frequencies are listed below but is not limited to. Please remember that the price quoted for the initial service, includes two follow-up sessions 21 days apart respectively. Therefore, before the university makes payment there must be three treatment reports attached. The university will view the three treatments as one service. The rodents do not use the same burrow as the service provider needs to fill the entrances when servicing. In the follow up visits they are eradicated. These treatments have a long lasting effect on the rodent population. Service providers need to also be alert and actively identifying rodent activity on campus when moving around on campus.

Site and service frequency.

- Knockander Residence gardens (care taken not to harm the Hyrinx /dassie population on the cliff face). Once yearly.
- Darymple House gardens (includes parking gardens opposite). Once yearly.
- Sunnyside House gardens. Once yearly.
- International House Gardens. Once yearly.
- College House Gardens (includes the gardens opposite by the parking rugby field). Once yearly.
- Gate House Gardens. Once yearly.
- Bus Stop Gardens (along the road). Once yearly.
- John Moffat Gardens (includes engineering club and bar area). Once yearly.
- Amphitheatre and Warten Weiller library gardens. (Priority). Twice yearly.
- Savernake gardens. Once yearly. Care must be taken with the Hyrinx/dassies.
- Solomon Mahlangu gardens. Once yearly.
- Humphrey Raikes. Once yearly.
- Bidvest stadium and Planetarium gardens (includes the banks with clinker blocks on the roadside). (Priority) Twice yearly.
- Matrix Building and Umthombo house gardens. (includes the refuse site, the electrical box, banks on roadside, pool area and pump house, basket ball area Rear gardens. (Priority) Twice yearly.
- Highfields Residential gardens. Once yearly.
- PDH and Language Building gardens. (includes the entire parking area there as well) Once yearly.
- Palentology and Origins Gardens. (both sides of building) once yearly.
- Compounds and old music centre gardens once yearly.
- Sturrock Park (The complex, the fields, Bidvest offices, the restaurant, along the driving range, the compost area).
- Hillman Building gardens. Once yearly.

Scope of work.

The treatment of rodent holes and warrens by means of gassing.

- The Service provider staff need to investigate and find a warren or warrens, if they are linked to one another they firstly block all the other holes with sand leaving one open for treatment.

- They then throw Phostoxin (or Similar) Tablet into the hole then block it with sand. The rodents then die within the labyrinth off warrens and tunnels.
- Care must be taken to judge the weather when treating. If the weather is rainy treatment must be postponed to another early morning and when the soil is relatively dry.
- The treatment of the warrens and tunnels found in the gardens and walls and clinker blocks are treated in the same manner as point one and two.
- Treatment is to take place in the early morning between 04:00am and 07:00am. If area not completed by 06:30am, work is to stop and to continue the following morning from the marked point.
- No treatments are to take place in student populated areas after 07:00 am.
- Infra-red measure machine used to identify size of population of warrens about to be treated to measure kill rate and population movements.
- Species of rodent to be identified prior and post treatment.
- The right safety PPE, equipment and masks to be used by staff at all times when carrying out treatments.
- After initial treatment two follow up treatments to be done once monthly each thereafter.
- Treatment reports to be signed after each service. Three treatment reports per invoice per area.
- Phostoxin is to always to be carried in sealed aluminium canister supplied by manufacturer only.
- Portable fire extinguisher with tube to be carried at all times.
- Operation to always be overseen by a **fully trained**, highly experienced, and registered PCO officer, registered with SAPCA.
- The correct safety equipment and tools must be used at all times.

Technical information.

Only Degesch Phostoxin to be used. MSDS sheets and safety steps to be provided in safety file. Degesch is recommended to be used as it does remain in the soil for some time thus preventing re-infestation of the same warrens by new rodents moving into the territory. After soil moisture build-up the gas then decomposes completely and disappears. Further two months treatment results in total eradication of rodents. No damage to plants occurs and no absorption into root structure as the active ingredients decompose over time when moisture levels rise.

Treatment of a certain area wherever possible should be cordoned off.

Prices quoted to the university must be per area and complete service.

The service provider must be able to treat areas at the universities convenience.

A file must be kept at the Landscaping and Gardens Management office and updated monthly by the service provider with all the relevant information within this file i.e. MSDS, SAPCA CERTIFICATE ,PCO certificate, public liability certificate, treatment reports