

The provision of specialised facilities services (Heating Ventilation and Air Conditioning services) at Highveld Zone for Eskom Distribution Property Management Mpumalanga operating unit on as and when required basis for a period of 60 months.

PART 3: SCOPE OF WORK

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C3.1: EMPLOYER'S SERVICE INFORMATION

1. Description of the service

1.1 Executive overview

The purpose of this contract is to appoint a suitable qualified *Contractor* for the Provision of Core Technical The purpose of this contract is to appoint a suitable qualified *Contractor* for the Provision of Heating Ventilation and Air Conditioning Services on an Ad hoc basis 'as and when required'. To service Eskom Distribution Eskom Park Zone located within Mpumalanga Operating Unit. The Zones comprise of multiple story offices, CNC sites, Substation buildings, and other premises.

The work consists of amongst others of the Supervision, qualified labour, plant, material, equipment and travelling necessary to carry out HVAC Maintenance/ Installation/Service work on an ad hoc "as and when required" basis. The Contractor to respond within 24 hours, however, should an emergency arise, the response time to be immediate.

1.2 Employer's requirements for the service

The scope includes the provision of the following facilities management services:

- **HVAC Building Maintenance**

The Contractor shall provide all labour, supervision, administration and management, equipment, tools, supplies and material required to perform the facilities management services specified herein. The Service Information/Scope of "Works" is an extension of the drawings, specifications and detailed annexures listed. The Contractor shall notify the Employer of any discrepancies before commencement of the works. The onus is on the Contractor to obtain the latest revision of standards applicable. The Contractor is to provide summary of all costs for the execution of the works of the complete service. The Contractor must immediately notify the Employer in writing of scope and site variations. The Contractor will report all obstacles on site that could impact negatively on time and cost in writing to the Employer.

The Contractor is to clear and de-establish site on completion of service/works. Contractor is required to clear and cart away rubble and surplus materials associated with the service.

The *Contractor* shall be called on an as and when required basis. There is no obligation on the *Employer* to provide a minimum volume of work, and the *Contractor* shall only be called upon to perform services as the need arises.

Payments to the *Contractor* will be made strictly upon the successful completion of assigned defects or jobs. Each payment shall be subject to verification and approval by the *Employer*, confirming that the work has been completed to the required standard and in accordance with the scope of work. Incomplete or unsatisfactory work will not be eligible for payment."

They will only be executing maintenance faults.

- **The scope of HVAC services includes but is not limited to:**

1. On an ad hoc 'as and when required' basis provision of Heating Ventilation and Air Conditioning.
2. Services work involved in Corrective, Preventive and Planned Maintenance of Eskom Commercial Properties (with a variety of HVAC skills e.g., mechanical, and electrical).
3. Supply, Installations, repairs and maintenance of all and any damages to HVAC systems, foreseen and unforeseen.
4. The removal, transportation, and delivery of decommissioned and scrapped air-conditioning units to the designated Eskom scrap yard in accordance with Eskom requirements and applicable regulations.
5. The contractor is required to be available for Standby Services/ Emergency/work after hours.
6. To create a safe, favourable and user friendly, environment for Eskom employees and tenants to maintain employee satisfaction and increased productivity.
7. Daily attend to calls from Eskom employees through Eskom Facilities office instruction and attend to emergency maintenance work.

8. As and when required there will be a need to do work after hours as may be requested by the Eskom Facilities.
9. As per the size of the complex and consideration of its age, we need resources that will be on site permanently to attend to day-to-day defects at the request of Eskom Facilities.

- **Purchasing of Materials**

Material as well as equipment (hired over and above normal equipment required rates) will be reimbursed at Actual proven cost-plus percentage. The awarded contractor shall attach quote or invoice from their suppliers. All materials to be used must be SABS approved.

- **Detailed description of the service**

FUNCTIONAL GROUPING	SERVICES	
Specialised Facilities Services and Maintenance (Not limited to the below mentioned)		Frequency
Heating and Ventilation Air Conditioning System Maintenance and Services	<u>1. Split Air-Conditioning Units</u> Split Air-Conditioning Units Service. • Check Operation of Unit. • Clean Air Filters. • Check Condenser Fan Motor Bearings • Clean Cooling Coil Surfaces (Brush). • Check System Gas Charge (If and when required). • Check Operating Pressures and Record Suction & Discharge Pressure. • Leak Test Refrigeration System. • Check and Tighten All Terminal Connections. • Check Operation of Reverse Cycle. • Check unit Voltage and Amperages. • Check Operation of Heaters. • Ensure that Condensing Unit Coils are Clean. • Check drain is not blocked. • Clean unit. • Complete service report (with inventory report) and hand copy to the Eskom Representative.	Ad hoc
	<u>2. Air-Conditioning VRV's</u> External Units Service of external units • Check operation of each unit • Wash down coils on all exterior condensing units. • Fill out report and hand copy to the Employer's Representative • Visually inspect units for any defects and/or damage. • Inspect all wiring and check all electrical connections. • Check all filters and clean as required or replace. • Check all refrigerant pressures and record readings. • Check compressor to ensure that it is suspended freely, that all bushes are in good condition that, that the compressor is operating correctly and that it does not overheat in normal operating conditions. Service of internal Units • Check condensate drains and clear if necessary to prevent internal water leaks. • Clean equipment generally and observe its operation in all its functions. • Check amperage readings on cooling, heating, and fan only operation and compare to name plate ratings. • Check air filters and clean where necessary. Should the filter be damaged or torn it will be necessary to provide a new filter at the client's cost. • Check condition of evaporator coil and clean. Straighten fins with a fin comb where necessary. • Check condensate drip trays and treat for corrosion if necessary. Ensure	Ad hoc

	unobstructed gravity flow. • Check condensate drains and clear if necessary to prevent internal water leaks. • Check fans to ensure that they are secured to fan shafts. • Check fan motor(s) to ensure that it (they) is (are) running freely and true and that the bearings show no sign of wear. Oil where applicable. Ensure that the baffle plates are secured between in and outlet air. • Check thermostats, switches, contactors, and the wiring thereof to ensure that all electrical connections are secure and clean. • Check refrigerant system for leaks and repair where necessary. • Ensure that all copper tubing is clear of other components. • Clean equipment generally and observe its operation in all its functions. • Check amperage readings on cooling, heating and fan only operation and compare to name plate readings. • Clean outside of unit, particularly return air grill and discharge vanes. • Rust proof where necessary. • Check and tighten where necessary all refrigerant pipe fittings. • Check head and suction pressures to ensure that these are in accordance with specifications. If not adjust gas volume to required head. • Where conditions change due to excavations, construction, dusty areas or any kind of extraordinary exercises, the cycle of service may be adjusted to maintain healthy performance co-efficient. • Check operation of BS selector box	
	3. <u>Plant Distribution Boards and Control Equipment</u> • The Contractor shall be responsible for the cleaning, service, maintenance and repairs to all Air-conditioning related Plant Electrical Distribution Boards and Control Equipment. • The distribution boards will include the following: • The Main Air-conditioning Distribution Board • All distribution boards within the site that relates to HVAC.	Ad hoc
	4. <u>Refrigeration Equipment</u> Service • Check Operation of Unit. • Clean Condenser Coil. • Check System Gas Charge. • Leak Test Refrigerant System. • Check Compressor Oil Levels. • Check Operating Pressures. Record Discharge and Suction. • Check Safety Cut-Outs. Record Discharge, Suction & O/P/S. • Record Time Delay of Oil Pressure Safety Switch. • Check for Signs of Oil Leaks. • Check for Signs of Vibrations. • Clean Condenser Coils (Hose). • Clean water strainer.	Ad hoc
	5. <u>Cold Rooms and Freezer Room</u> Service • Check Operation of Unit. • Clean Condenser Coils (Hose). • Check System Gas Charge. • Leak Test Refrigeration System. • Check Compressor Oil Level. • Check Operating Pressures and Record. • Check Safety Cut-Outs and Record Discharge & Suction. • Check for Signs of Oil Leaks. • Check for any Signs of Vibration. • Check drain is clean. • Check defrosting elements operating correctly.	Ad hoc

	• Check doors operating correctly (hinge, locks and door seals). • Check electrical connections. • Where necessary replace outdated unit/ component.	
	<u>6. Standby and call outs</u> • The <i>Contractor</i> shall be called on an as and when required basis. There is no obligation on the <i>Employer</i> to provide a minimum volume of work, and the <i>Contractor</i> shall only be called upon to perform services as the need arises.	Ad hoc
	<u>7. Travelling</u> • Middelburg office will be the starting point to different sites.	Ad hoc

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