

**SCOPE OF WORK FOR THE
SUPPLY AND INSTALLATION OF
CARPET TILES AT VEALE
OFFICE.**

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1. Executive Overview:

This contract involves the procurement, supply, delivery, installation, commissioning, testing, and handover of various upgrade and refurbishment works at Veale Office building, located in Brooklyn, Tshwane.

2. Employer's Objectives:

The objective is to upgrade the Veale building in order to replace the Carpet tiles to provide a safe, suitable, and comfortable workspace. The renovation will bring the building to an elevated standard consistent with SAPOA guidelines.

3. Description of Works:

3.1 Carpet Tiles:

Alterations:

The process of altering existing carpet tiles begins with a meticulous breakdown and removal of all current carpeted floor coverings. This initial phase is critical, as it sets the stage for a seamless installation of new carpet tiles. The contractor will commence with a thorough site assessment, identifying all fixtures, fittings, and connections that must be addressed. Special attention must be paid to safeguarding adjacent finishes and services, ensuring that the removal of carpet tiles does not inadvertently damage surrounding walls, partitions, or utilities. All old carpet tiles and associated debris should be systematically dismantled and removed from the site, adhering to strict waste management protocols. Temporary barriers may be erected to shield unaffected areas from dust and debris, and all workers should be equipped with personal protective equipment to maintain safety standards throughout the operation.

3.2 Movement of Furniture

An integrated process must be followed to remove furniture and carpet tiles in identified areas then to replace the carpet tiles, re-instate the area to be operational and then to proceed to the next area. This process will unfold in two distinct stages:

3.2.1 Dismantling and Removal of Existing Furniture

- All desks should be carefully dismantled and set aside, creating unobstructed access for the contractor to lay the new carpet tiles.
- Chairs, meeting tables, shelves, and couches should be similarly removed from the floors and placed in designated areas, ensuring that each piece is handled with care to prevent damage.
- SARS will provide an electrician to disconnect and reconnect any electrical work associated with the furniture, ensuring that all connections are safely managed.

3.2.2 Floor Covering

- Before installation, the site should be prepared in strict accordance with SABS 0186-1990, the South African standard governing textile floor coverings. The subfloor should be inspected to confirm it is structurally sound, clean, dry, and free from contaminants. Any irregularities should be corrected

using appropriate smoothing compounds, and the area should be maintained at optimal temperature and humidity levels to ensure that the adhesive performs as intended.

- The installation of Belgotex Metro Col: Moon Rock or similar to SARS approved alternatives; Floornet Col Silver Grey or Top Carpets Hatfield Col: Desert RS3608. Samples of the selected option bidding on must be presented to SARS as part of the bid returnable artefacts.
- The carpet tiles should be laid in accordance to the manufacturer specifications, with careful attention to alignment and orientation. Each tile should be pressed firmly into the adhesive, ensuring full contact and a seamless appearance. The installer should check that all tiles are from the same batch to avoid colour variations and should maintain a consistent layout throughout the space. The process should be methodical, with regular checks for proper adhesion and alignment.
- Genkem GP flooring adhesive, or an equivalent approved product, must be applied to the subfloor. This pressure-sensitive adhesive must be spread evenly, following manufacturer guidelines for coverage and curing time. The adhesive should ensure a secure and durable bond between the carpet tiles and the subfloor, preventing movement and curling even in high-traffic areas. **Tiles should be allowed to acclimate to the room's conditions for at least 48 hours before installation, further enhancing the bond and longevity of the flooring.**
- To complete the installation, transitional aluminium cover strips must be fitted at all necessary junctions and as dividing strips between carpeted areas. These strips serve both functional and aesthetic purposes: they provide a smooth transition between different flooring surfaces, prevent tripping hazards, and protect the edges of the carpet tiles from wear and tear. The strips should be measured, cut to size, and installed using screws or adhesive, depending on the manufacturer's recommendations. The result should be a polished, professional finish that enhances both safety and visual appeal.

3.2.3 Reassembly and Placement of Furniture

- After the new carpet tiles have been installed, the previously dismantled desks must be reassembled and returned to their original locations.
- Chairs, tables, shelves, and couches should further be placed back in their designated spots, restoring the workspace to its intended configuration.
- Throughout this process, the contractor must maintain a clean and orderly site, ensuring that walkways remain clear and all tools and materials are safely stored when not in use.

The entire operation must be guided by best practices for furniture movement and flooring projects. Furniture must be emptied of its contents before moving, and protective measures such as furniture sliders and moving blankets must be employed to safeguard both the furniture and the newly installed carpet tiles. Organization is key: all hardware and small parts should be stored in labelled bags, and photographs may be taken during disassembly to aid in accurate reassembly. The contractor is expected to coordinate closely with all stakeholders, to ensure that the process is efficient, safe, and is minimally disruptive to ongoing operations.

4. General Requirements:

4.1 Applicable standards:

- SANS 1200 A – General
- SANS 1200 C – Site Clearance

- PART S - Persons with disabilities
- SANS 10400 – The application of the National Building Regulations
 - PART A – General Principles and Requirements
 - PART C – Dimensions
 - PART D – Public Safety
 - PART F – Site Operations
- Occupational Health & Safety Act 85 of 1993.
- National Building Regulations
- JBCC Contract Minor Works Agreement

4.2 Storage of Materials and Equipment:

- The Contractor is responsible for the proper storage of all materials and equipment on site to ensure protection against the elements, damage, theft, etc.

4.3 Work Permits:

- The Contractor shall ensure that all necessary work permits are obtained and available for employees on the site.

4.4 Health and Safety:

- The Contractor must provide SARS with a Health and Safety File covering all aspects of the project including site supervision and shall comply with all health and safety regulations and ensure the safety of all persons on the site.

4.5 Site Maintenance:

- The Contractor shall maintain the working area in a neat and tidy condition to the satisfaction of the Employer.

4.6 Completion and Handover:

4.6.1 As-Built Documents:

- The Contractor must engage SARS to update existing drawings should any changes to the floor layouts resulted from the re-installation of the furniture.

4.6.2 Testing, Commissioning, and Handover:

- The Contractor shall take full responsibility for the testing, commissioning, and handover of the completed project area to the Employer.

5. Construction:

5.1 Temporary Works, Site Services & Construction Constraints:

The Contractor shall ensure safe operations around the site at all times, providing protective barriers, signs, etc., for the protection and direction of people within the precinct. The Contractor shall organize the work to cause the least possible inconvenience to other construction activities or operations at the

site or surrounding areas. The Contractor shall obtain necessary entry permits for all staff working within the area.

5.2 Completion and Correction of Defects:

The Contractor must report all defects identified in the project area related to the carpet tile replacement project.

6. Plant and Materials Standards and Workmanship

6.1 Scope of Works:

The scope includes the removal of existing Carpet tiles, and the supply and installation of new Carpet tiles as per the manufacturer specifications. All materials and products must be used in strict accordance with the manufacturer's instructions and specifications.

6.2 Employer's Requirements:

The Contractor shall submit detailed method statements describing the works, including demolition and installation procedures. The Contractor shall provide a highly detailed technical description of the works and its proposed construction methodology.

6.3 Summary of the General Requirements for the Works:

The Contractor must confirm that all necessary and required equipment, tools, materials, and personnel to properly perform the obligations under this contract have been understood and shall be inclusive of project management, planning, scheduling, reporting, quality control, compliance with codes and standards, procurement, installation, testing, commissioning, and handover.

6.4 Contractor's Acceptance of the Information Provided by the Employer:

The Contractor accepts the descriptions, specifications, and requirements contained herein and shall ensure compliance with all applicable codes, standards, and best practices.

6. Health and Safety

7.1 Applicable Codes and Standards

*All works shall comply with the **Occupational Health and Safety Act, 85 of 1993**, the **Construction Regulations (2014)**, applicable **SANS standards**, and any other relevant statutory requirements. All materials and products shall be installed strictly in accordance with the manufacturer's specifications.*

7.2 General Health and Safety Obligations, *The Contractor shall be fully responsible for the health and safety of its employees, subcontractors, SARS employees, and any persons affected by the works. The Contractor shall implement reasonable and practicable measures to prevent injury, damage, nuisance, or unsafe conditions arising from the works. All costs associated with health and safety compliance shall be borne by the Contractor.*

7.3 Health and Safety Management Plan (Simplified)

Given the low value and low risk nature of the works, the Contractor shall submit a **simplified, project-specific Health and Safety Plan** prior to commencement. The plan shall include, as a minimum:

A Health and Safety Policy (OHS Act, Section 7) basic Hazard Identification and Risk Assessment (HIRA) specific to carpet removal and installation

Safe Work Procedures for:

Removal of existing carpet tiles

Use of adhesives and hand tools

Manual handling and housekeeping

Emergency contact details and procedures Incident reporting procedure

For this contract, the Contractor's Site Manager may also act as the Health and Safety Officer, provided the individual is competent and experienced.

The Site Manager / H&S Officer shall:

- Ensure compliance with the approved Health and Safety Plan
- Conduct site inductions and daily safety briefings
- Implement and monitor risk controls
- Ensure use of appropriate PPE
- Maintain good housekeeping at all times
- Stop work if unsafe conditions are identified
- Report incidents, near misses, and unsafe conditions to the Employer
- Act as the single point of contact for all site health and safety matters

7.5 Site Supervision and Communication

- A competent Site Manager / H&S Officer shall be present on site whenever work is undertaken.
- The Site Manager shall have a mobile phone and be contactable at all times during the works.
- A register of site personnel and inductions shall be maintained.

7.6 Safety File (Reduced)

The Contractor shall provide a **basic Safety File** prior to commencement, consisting of:

- Health and Safety Policy
- Risk Assessment
- Induction records
- Incident register
- PPE register

The Safety File shall be available on site for inspection by the Employer at all times. [SCOPE OF W...06 Feb 26 | Word]

7.7 Lines of Communication

The following personnel act on behalf of the Project Manager and may communicate directly with the Contractor and his key persons with respect to the Safety Management Plan:

- Site Supervisor
- Safety Representative

8 Working at Night

A site-specific health and safety management plan should be well documented and structured so that both Employers and employees can benefit from its use. The following are recommended components of a safety management plan for nighttime Works.

8.1 Site personnel responsibility

It should be determined and stated clearly in the site-specific health and safety management plan the responsibility of each individual at construction site for nighttime Works. Project Manager, Engineers, Designers, Safety Officer and Site Supervisors as well as workers each have their specific responsibility to make sure the highest level of priority are given towards safety and health issues. The Contractor must ensure adequate provision of safety officer personnel are present whenever working at night activities are taking place.

Permission to work at night

The Contractor shall apply in writing for permission to work at night and should be obtained from the relevant authority in this case SARS Project Manager, before construction Works at night is carried out. The Contractors should submit their application for work at night permit to SARS Client representative and it is advisable to follow all requirements enforced by the authority to executing nighttime construction Works.

8.2 Housekeeping

Accidents can occur as a result of poor housekeeping. Hazards at construction site are the same for both day and night shift while the risks of injury are much higher during night Works because of the

inherent poor illumination. It is essential that the workplace is kept clean and tidy to ensure safety and prevent accidents.

8.3 Emergency Preparedness and Response (EPR)

Contractor should develop and implement the EPR that is specifically nighttime environment and submit for approval before work at night is carried out. A well-established EPR can help both Contractors and employees to prepare; response and recover should a disaster occurs.

8.4 Public safety

When construction Works involves public area, it is important to make sure the safety of the public. The Contractor must consider the following when planning for nighttime work; identify the hazards for example construction vehicle movement or too much glare from lighting equipment and plan for vehicular movement to not interrupt peak hours and make sure adequate supervision is provided for such movement.

Contractor must provide sufficient signage to warn the public and put barriers at a safe distance to keep the public away.

Set up a safe walkway where it is unavoidable to work near or in public vicinity.

Arrange noisy equipment or machinery at farthest point from the public or adopt an engineering control to reduce the noise.

Types of Risks and factors affecting nighttime work

In order to decide when to conduct nighttime work, factors (parameters) affecting nighttime work must be identified. The Contractor must ensure the following factors are identified:

- Risk
- Illumination
- Nuisances
- Productivity
- Cost
- Safety

The Contractor must ensure that they implement the following step in an effective risk management program as to identify possible risks. Specific concerns related to nighttime work zones include poor visibility and work quality, staffing issues, unwanted noise and glare, decreased worker and driver alertness, impaired drivers, higher vehicle speeds, increased labour costs, materials and traffic control, and problems in logistics and supervision. These risks are categorized broadly as safety, cost/production and schedule, quality, organizational relationships, technical, construction, economic, and environmental

9 Risk

Nighttime construction introduces numerous risks to a construction project. One clear set of examples is driver and worker fatigue and reduced visibility, which are factors that could increase safety risks.

Other major factors contributing to the risks of nighttime work are human factors such as sleep, stress, work, social or domestic issues, and psychological characteristics, such as appetite and safety. Additional factors associated with the risks of nighttime construction work zones are reduced workspace for machinery and equipment movement, inadequate lighting, high speed of traffic during the night, and long working hours. Working at night does not supersede the requirements of SARS's health and safety and OHS Act of 85, 1993 and its applicable Construction Regulations that enforces compliance during day shift.

10. Document Control

All safety documents shall comply with the Project Document Control Procedures

11. Environmental Constraints and Management:

The Contractor shall perform the works with due regard to the environment and environmental management practices. The Contractor is responsible for the removal and proper disposal of all waste generated through the activities.

- **Quality Assurance Requirements:**

The Contractor's Quality Management System shall conform to ISO 9001 or an equivalent standard. The Contractor shall ensure that the works meet the standards stated in the Works Information.

- **Programming Constraints:**

The Contractor shall submit a detailed program for the works, including progress reports, updates, and supplementary programs. The Contractor shall monitor and review progress, identify deviations, and take necessary actions to remedy any issues.

- **Contractor's Management, Supervision, and Key People:**

The Contractor shall provide an organogram of all key people involved in the project. The Contractor shall ensure that the performance of all specified works is supervised by qualified and competent representatives.

The Contractor shall, at its own cost and expense, for the duration of the agreement have and maintain in force, to the reasonable satisfaction of the Employer, sufficient public liability Insurance cover, to the value of a minimum of R1 000 000.00 (one million Rand), in order to cover the Contractors' potential liability in terms of the agreement in general.

- **Contract Change Management:**

Refer to the JBCC Minor Works Agreement for contracting with SARS.

- **Subcontracting:**

The Contractor shall submit a schedule of proposed subcontractors for acceptance by the Employer. The Contractor shall ensure that subcontractors comply with all requirements and standards as if they were employees of the Contractor.

- **Office hours:**

The commencement and schedule of work to be arranged at the following times:

- i. Weekday after hours (Monday to Friday): service visits to start at 18:00; and
- ii. Weekends (Saturday): service visits to start at 08:00, alternatively on agreement with the Physical Facilities representative.
- iii. When it is necessary to perform work outside of the regularly scheduled service time, the service provider shall notify the Physical Facilities representative at least three days in advance to obtain approval.
- iv) Work done outside the regular hours shall be priced accordingly

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