

PART D

SCOPE OF SERVICES

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APPENDIX D1 - Locality diagrams and notes for:

Separable Part 1 - RailCorp Training Facilities Petersham

Separable Part 2 - RailCorp Training Facilities Belmore

D1. GENERAL

The Contractor shall inspect all the sites to ensure that the extent and the quantum of work is well understood and priced in the Tender submission. It is the Contractors responsibility to take measurements and verify the scope and the quantities involved. The Drawings provided in Appendix D1 with these documents are indicative only.

This RFQ covers maintenance of selected parts of the existing grounds landscaping at two (2) locations in Sydney's Inner Western suburbs. RailCorp reserves the right to award one or more contracts for the provision of these Services.

The Contractor must Inform themselves fully:

- (a) acquaint itself with all aspects of the RFQ and all other documents included or referred to in it;
- (b) examine all other information provided by RailCorp to Contractors in connection with the RFQ;
- (c) examine all other relevant information available on reasonable enquiry;
- (d) satisfy itself as to the completeness, correctness and sufficiency of its Tender;
- (e) obtain all necessary information as to risks, contingencies and other circumstances which could have an effect on the performance and cost of the work under the Contract;
- (f) inform itself completely of the nature of the work and materials necessary for the execution of the work under the Contract; and
- (g) examine the sites.
- (h) **attend the pretender meeting/inspection.**

D2. SCOPE OF WORKS

The Contractor shall maintain selected parts of the landscaping at RailCorp's training facilities at Petersham and Belmore.

The Services to be performed by the Contractor shall include, but not limited to the following:

Mowing; slashing; edging; fertilising; pruning; planting; pest and disease control and weed control. Plants in pots, tubs, troughs, or hanging baskets are not included in this Contract. The Contractor shall supply, deliver, place, install, prepare ground, excavate and/or fill to achieve the specified finished levels, and arrange disposal of all materials as required.

The Contractor shall provide all power; lighting; materials; plant; equipment; tools; plants; chemicals; labour; facilities; protective gloves, wooden tongs etc necessary for performing works of the contract. All plant, equipment, tools, etc shall be of the best quality and description of their respective kind, and maintained in an efficient, safe and clean condition.

The Contractor shall carry out routine maintenance as often as necessary, depending on weather conditions, to keep the areas in a neat and visually pleasing

condition. The acceptable condition shall be as determined by the RailCorp's Representative. Regardless of the weather conditions, the Contractor shall visit each site at least once per fortnight to check on maintenance work needed or as required. The Contractor shall perform such work within 48 hours of the time of checking. Details of such inspections shall be maintained by the Contractor.

The Contractor shall provide a **proposed Landscape Maintenance Program** for the relevant approval by the RailCorp's Representative. The Program shall be amended as required until approved. The Program shall then be complied with. A **log** shall be kept of works performed, recording when and what work has been done and what materials have been used. The Contractor shall arrange with the RailCorp's Representative to sign the log as evidence of having carried out the work satisfactorily.

All work shall be carried out in a competent and tradesman like manner, in both execution and finish. All work shall be carried out with no danger, disturbance, damage, or inconvenience to the public, rail customers or staff. While working the Contractor shall keep the site neat and tidy as reasonably possible.

D3. COMPLETION OF WORK

The Contractor shall carry out maintenance work on any one site at any one time once commenced, and it shall be completed without interruptions. If delayed by weather, work is to resume as soon as weather permits. All materials, equipment, etc. shall be removed immediately after the work is completed.

D4. RESTORATION OF DAMAGE

The Contractor shall take all reasonable measures to protect the public, the Principal's customers, staff, and assets, and adjoining properties against damage, and shall be responsible and liable for any damage arising from the Works under this contract.

D5. PATHS AND OR ROADWAYS

The Contractor shall be responsible for keeping paths, roadways, entrances shown on the drawings as within the contract areas, free of weed.

D6. FENCES

The Contractor shall be responsible for keeping a 200mm wide strip of land free of weed along both sides of fencelines. Where the fence is a boundary fence, only the Principal's side of the fence shall be so treated. All weeds growing up the fence shall be removed.

D7. TREES AND/OR SHRUBS

The Contractor shall prune as required. Areas of bare soil around trees and/or shrubs growing in landscaped or other hard surfaced areas, shall be kept weed free.

D8. CLOSE MOWN LAWN

The Contractor shall clean up and mow as required to maintain the grass with a height no greater than 80mm and no less than 30mm. Allow grass clippings to fall as cut. Rake clippings to smooth over any unsightly windrows. Trim edges at time of mowing.

During September/October fertilise with an approved proprietary lawn food. During March fertilise with an approved proprietary high Nitrogen greening up fertiliser. Rates to be as recommended by Manufacturer. Water well in immediately after fertilising.

The Contractor shall top dress as required to fill up any low points. Weed as required to keep the lawn weed free. Water as required to maintain the best possible health.

D9. LONG ROUGH GRASS

Immediately report all problems to the RailCorp's Representative.

The Contractor shall clean up and mow as required to maintain the grass with a height no greater than 300mm and no less than 50mm. Allow grass clippings to fall as cut. Trim edges at time of mowing.

Weed as required.

D10. PLANTER BOXES

The Contractor shall keep weed free. The walls and around the base of planter boxes shall be kept weed free.

D11. SURFACE DRAINS

The Contractor shall keep weed free and clear.

D12. PRUNING

The Contractor shall remove dead, broken, damaged or diseased material as it appears. Young trees (under 2m tall) shall be reduced to a single leader. Trees shall be pruned to one or a few main trunks with no side branches lower than 3m above the ground. Shrubs shall be allowed to grow per natural form.

The Contractor shall prune to allow unobstructed passage along footpaths, walkways, bridges, ramps, and roadways. Prune to allow clear vision from windows, and clear unobstructed vision of all signs. Prune clear of seats and handrails. Prune to allow clear illumination of the ground surface and local furniture from luminaries.

The Contractor shall remove branches so as not to tear off bark or pull out inner tissue. Pegs/stubs shall be removed flush to the major remaining limb. Instruments shall be sharp and clean. Finish all cuts to encourage quick callusing, and apply a proprietary wound dressing to the manufacturer's recommendation, immediately after

cutting. Prunings shall be chipped and unobtrusively mulched over areas mulched with an organic mulch. Branches over 25mm diameter shall be removed from site.

Formal hedges and topiary shall be regularly and continually trimmed by tight clipping, to retain their original size, shape and surface texture. Pruning/lopping of large branches shall be programmed in consultation with the RailCorp's Representative.

D13. MULCHING

Mulching shall be carried at least twice a year, namely early Spring and Summer and as directed by the RailCorp's Representative. The Contractor shall ensure that mulch be free of deleterious and extraneous matter. Mulch shall be milled leaf chip. Mulch shall be spread evenly to provide a minimum thickness of 75mm. Edges of the mulch shall be feathered out along adjoining surfaces, and neatly edged so as not to spread over adjoining surfaces. If required excavate a shallow edging trench around mulched areas, to contain mulch while retaining the required thickness. Reinstall mulch that moves or is moved to maintain an even cover of 75mm. Keep mulch from coming in contact with plant stems.

D14. PLANTING

Planting shall be carried out in early Spring and generally as directed by the RailCorp's Representative. The Contractor shall ensure that plants shall be vigorous, well established, hardened off, of good form consistent with their species, disease and pest free. They shall not be soft, forced, or root bound. Trees shall have a single leading shoot.

The Contractor shall thoroughly water the plants on the day before planting, and remove all weeds from the plant's container. Planting shall only be carried out during favourable weather conditions. Plants shall only be delivered to the site on the day of planting. Unplanted plants shall be removed from site and stored off-site.

When planting the Contractor shall excavate a hole for each plant at least 100mm larger than the container size all round. Do not use a post hole borer to excavate planting holes. Thoroughly break up and loosen the sides and base of the hole a further 100mm.

Remove the plant from its container, with minimum disturbance to its root ball. Place the plant in the centre of its hole, plumb. The soil level of the top of the root ball shall be level with the finished surface level of the surrounding soil. Excavate or backfill as required to achieve the correct finished level. Backfill around the rootball, with a soil mixture of sandy loam topsoil 3:1 spent mushroom compost. Lightly tamp down. Construct a water retaining basin around each individual plant, consisting of a raised ring of soil capable of holding at least 10 litres of water. Thoroughly water the plants after planting. Continue watering as required to maintain healthy plants. Remove all nursery stakes, ties, labels, containers.

D15. WEEDING

The Contractor shall weed as required to maintain the areas free of weeds, proclaimed noxious weeds, and nominated weeds. Nominated weeds include; Blackberry, Large and Small Leaved Privet, Pampas grass, Lantana, Fennel, Crofton

Weed, Paddys Lucerne, Castor Oil, Purple Top, Ink Weed, Cobblers Peg, Bitu Bush, Wild Tobacco, Arundo, Fleabane, Rhus, Thistles, Genista, and Brome.

Woody weeds are to be cut off flush to the ground, then the stump is to be poisoned. Pampas grass seed and/or flower heads shall be carefully removed from the plant and placed into a stout plastic bag allowing no seeds to drop. Removed material shall be removed from site, or freed of seeds, flowers and soil, then chipped and spread on mulched areas out of site.

D16. CLEANING UP

The Contractor shall be responsible for removing all stones, sticks, rubbish, litter, debris, etc that may occur or re-occur, from annual displays, mass plantings, close mown lawns, rough grass when such appears at the time of programmed work.. Material removed as part of this contract shall be removed from site on a daily basis, and disposed of in an approved manner.

D17. MANDATORY WORK

The Contractor shall carry out the following Mandatory work at each location at every weekly visit or unless directed by the RailCorp's representative.

1. Mowing
2. Edging
3. Pruning
4. Weeding
5. Cleaning (General tidying)

D18. SEASONAL WORK

The Contractor shall carry out the following seasonals work at each location as specified.

1. Fertilising
2. Mulching
3. Seeding
4. Pest Control
5. Planting

APPENDIX D1

Locality diagrama and notes

Separable Part 1 - RailCorp Training Petersham **2 Drawings**

Separable Part 2 - RailCorp Training Belmore **1 Drawing**