

**TERMS OF REFERENCE**

**FOR**

**PROVISION OF GROUNDS MAINTENANCE SERVICES AT ILRI NAIROBI CAMPUS**

**AUGUST 2019**

**SITE VISIT: 21<sup>ST</sup> AUGUST 2019**

**SUBMISSION DEADLINE: 5<sup>TH</sup> SEPTEMBER 2019**

**Introduction:**

The International Livestock Research Institute (ILRI) seeks to contract a Grounds maintenance and landscaping firm to undertake a range of grounds and landscaping services at its head office at ILRI campus in Uthiru, Nairobi.

ILRI works to improve food and nutritional security and reduce poverty in developing countries through research for efficient, safe and sustainable use of livestock. It is the only one of 15 CGIAR research centers dedicated entirely to animal agriculture research for the developing world. Co-hosted by Kenya and Ethiopia, it has regional or country offices and projects in East, South and Southeast Asia as well as Central, East, Southern and West Africa. For more information please visit our website [www.ilri.org](http://www.ilri.org)

**1. OBJECTIVE**

To provide grounds maintenance and landscaping services at ILRI campus at Uthiru, Nairobi.

**2. REQUEST FOR QUOTATION**

- 2.1 To achieve the above we wish to appoint a grounds maintenance and landscaping services company with the capacity and experience in these services.
- 2.2 They should provide professional/technical service in grounds maintenance and landscaping services at all the designated areas within ILRI campus.
- 2.3 They should provide professional/technical service in pest control on grounds, trees, green spaces all outdoor locations within ILRI campus.
- 2.4 Their quotation should be in Kenya Shillings inclusive of all taxes for the assignment, service and SLA below.

**3. ASSIGNMENT**

The details of assignment is indicated on the Appendices that follows, as listed below:

**Appendix 1** – Description of Services

**Appendix 2** – Other General Requirements

**Appendix 3** – List of Services

Appendix 4 – Pricing schedule

## Appendix 1

### Description of Services

#### 1. Cleaning of walk ways, tarmac area and grounds

- a) The contractor shall be responsible for daily (Monday through Saturday) cleaning of all uncovered walkways and tarmac area (parking area, roads, storm water channels, etc.)
- b) The contractor shall be responsible for removing any foreign objects, e.g. paper, leaves, grass cuts, or other garbage as per the occupational health & safety guidelines. Special attention shall be paid to the vicinity of buildings (outside area along office blocks) and lawn areas. Unblocking of storm water channels shall include all culverts in the compound especially the ones around Gathondeki River. The banks of the river around the culverts shall also be kept clear of shrubs and any storm water related debris.

#### 2. Planted/developed areas including Uthiru roundabout, external entrance and the tick lane

- a) General maintenance shall include watering, weeding, mowing, cutting, cultivating among others for the proper growth of grass and plants and for keeping the landscape neat in appearance. The Contractor shall maintain lawn areas to the acceptable recommended standard.
- b) After mowing, all grass cuttings will be removed from the location immediately. No encroachment of the plants and grass will be allowed.
- c) Cutting of grass near the offices shall be done outside ILRI working hours (08:45-16:45 hours) on weekdays.

#### 3. Nursery

The contractor shall continue to develop the existing ILRI's plant nursery (green house) to have adequate varieties of plants from which all necessary plants required for maintenance will be drawn at no cost to ILRI. The contractor shall not use the nursery for commercial purposes. The contractor shall also develop the existing tree nursery (near ILRI football field) to ensure adequate variety of tree seedlings as directed by ILRI for purposes of environmental conservation, at ILRI and other sites as may be directed by ILRI.

#### 4. Flower-beds

In prime areas (e.g. in front of main Administration Block, along walk ways, in existing flower beds vicinity of office blocks, outside cafeteria areas, etc.) varieties of flower species (both perennial and annual flowering) shall be maintained. All these prime areas may be watered during the dry seasons as necessary.

#### 5. Provision of Ad hoc labor

The contractor shall occasionally be called upon to provide ad hoc labor which shall include but not limited to Movement of furniture and other items from one location to another. Arrangement of party venues etc.

## **6. Indoor Plants**

The contractor shall maintain all indoor plants in all locations within the Institute. The contractor shall change these plants as necessary with other suitable indoor plants and propose other locations that require such plants.

## **7. Shrubs and ground cover areas including External hedge**

### **7.1 Cultivation and Weeding**

- a) Normal regular weeding shall be carried out as part of the grounds maintenance process. However, certain areas infested with weeds will be identified and scheduled upgrading undertaken through mutual discussions.
- b) Care must be taken to avoid damage to plants and plants roots during the cultivation process. Should any plant die due to overzealous cultivation, their replacement will be charged to the account of the contractor. Cultivate to ensure a loose friable surface with no compaction.
- c) Any extraneous material that is brought to the surface during the cultivation process exceeding 25mm in any direction is to be removed by the contractor.

### **7.2 Pruning**

- a) General hedge trimming is to be carried out throughout the year. The hedge around ILRI should be pruned neatly and regularly. Groundcovers are to be cut back from bed edges and shrubs generally pruned as and when necessary. Judiciously remove dead or excessive material in particular the dead flowers and leaves.
- b) All rubbish generated during pruning is to be removed from location at the end of each day.
- c) Repair of the chain link fence **will not** be the responsibility of the contractor.
- d) Major pruning should be undertaken in consultation with the appointed ILRI representative.

## **8. Trees**

### **8.1 Formative Pruning**

Minimal formative pruning is to be carried out under the direction of an appointed ILRI representative.

### **8.2 Cultivation and Weeding**

- a) Existing basins are to be maintained at all times. All basins within lawn areas are to be kept to a uniform shape and size.
- b) All basins are to be kept weed free and are to be lined with mulch 50mm thick which is to be replaced as and when necessary.
- c) Under no circumstances are brush cutters (weed-eaters) to be utilized around the base of trees.

## **9. Pests control on grounds and outdoor areas**

The contractor will constantly monitor for pests throughout the grounds and undertake all measures to control and eliminate such pests, including reptiles, rodents, ants and termites. However, the

contractor shall report to ILRI's Occupational, Health and Safety Officer on the type of chemicals or methods used for such management of pests, before use.

**10. Leaf Litter and Garden Refuse Removal**

- a) The contractor shall be responsible for the removal of the day to day rubbish accumulated during the maintenance process to the designated areas. All rubbish generated is to be removed from garden areas at the end of the day including waste from the residential houses. No stockpiles of leaves and waste are to be left overnight.
- b) All roads and pathways are to be kept swept and clean, the frequency being determined by the prevailing season and weather conditions.

**11. Paving**

- a) All areas of paving are to be kept free of weeds at all times.
- b) Clean precast slabs within the grounds regularly as necessary and report any broken or dislodged slabs.
- c) While working around the oxidation ponds, the contractor will be required from time to time to remove any algae in this area.

**12. Swimming Pool and Tennis Court**

The contractor shall maintain the pool water as directed by ILRI's representative and ensure that the general area around the pool is clean and orderly. Additionally the contractor shall also provide the basic maintenance of the tennis court and marking the court as instructed by ILRI.

**Note:** ILRI will be responsible for the quality of the swimming pool water.

## Appendix 2

### Other General Requirements

#### 1. Machinery and Tools

- a) It is the contractor's responsibility to supply, maintain and run all machinery necessary to effectively execute the maintenance programme as required. Non-electrical equipment are preferred.
- b) The supply and replacement of all tools is the responsibility of the contractor.
- c) All machinery is to be maintained in good working order at all times.
- d) All equipment shall be available for inspection by ILRI's representative if need arises.
- e) Should a tool or machine fail beyond repair, it is the contractor's responsibility to replace the equipment immediately.
- f) List of minimum required tools at any given time is shown on **Table 1** below

**Table 1** – List of Minimum Variety and Quantity of Tools and Machinery needed at any given time

	Minimum Quantity
<b>Garbage</b>	
1. Pick Up or Tractor+Trailer or Lorry Truck	1 unit
<b>Lawn Care</b>	
1. Push mowers 4 units or 2 push mowers + 1 ride-on mower	4 units
<b>Trees &amp; Shrubs Management</b>	
1. Hedge shears	2
2. Lopping Shears	1
3. Ladder	1
4. Chainsaw (Optional)	1
5. Pruning saws	2
6. Secateurs	2
7. Axe	1
<b>General Gardening</b>	

1. Garden Rakes – Plastic or metallic	20
2. Pangas	10
3. Jembes	10
4. Forked Jembes	5
5. Mattocks	5
6. Ladders	2
7. Spades	11
8. Hose pipes	2
9. Slashers	8
10. Hard Brushes	4
11. Wheel barrows	2
12. Pliers	1
13. Hay folk	3
14. Garden sprinklers	10
15. Knapsack Sprayers	2
16. Brooms	20
17. And any other loose tools as may be necessary	Various

## 2. Uniforms and Protective Clothing

- a) The contractor will supply all his staff with clothing of uniform color and styles, clearly marked with their name.
- b) It is the contractor's responsibility to maintain the clothing in a neat, tidy and clean condition at all times. At least two uniforms for each member of staff is recommended.
- c) All protective clothing will be replaced as and when necessary.
- d) The contractor must ensure that proper protective equipment is issued to his staff in conformity with the Occupational, Healthy and Safety Act.

## 3. Insurances and Indemnities

- a) Neither ILRI or its agents or employees shall be liable for any damage which may be caused to any of the assets of the grounds contractor or for any injury or loss of life to the landscape contractors employees, invites or licensees in consequence of the services to be provided by the

grounds contractor on ILRI premises, whether such damage, injury or loss arise directly or indirectly from any act or omission whatsoever and by whomsoever caused.

- b) Notwithstanding the foregoing, the grounds contractor indemnifies and holds harmless the Institute against any claim that may be made against ILRI by any third party relating to the previous referred to above or for any claim relating to damage caused to any third party by the contractor's employees, invitees licensees or machinery.
- c) The contractor will ensure that the insurance liability cover is adequate for cover of public liability and contractor liability.

#### **4. Review Meetings and Reports**

- a) For co-ordination purposes and to enhance efficient operation of maintenance tasks, the contractor is required to submit monthly reports and attend monthly meeting represented by a key staff. The monthly reports shall comprise of activities carried out during the past month, and how it has related to the overall work-programme. It shall include, as necessary, statistics of work done.
- b) Maintenance audit meetings will be held every third month on site. All minuted items will be attended to within 7 days from the meeting day. A principle employee from the contractor's management should attend this meeting.

#### **5. Working Hours**

- a) The Contractor shall be required to provide their maintenance personnel for a minimum of 45 hours per week.
- b) Normal work will take place Mondays through Saturdays inclusive, except in respect of the ten (10) ILRI recognised holidays. These working hours relate to the current Kenyan Legislation (Government General Order). Should this legislation change during the period of the contract, the working hours shall be adjusted accordingly.
- c) In recognition of the seasonal cyclic nature of the contract, the number of skilled field workers on site may vary and shall be adjusted by the Contractor accordingly. However, the total number of man days per year as proposed by the Contractor should be maintained at the end of each 12 months period.

#### **6. Facilities Provided for the Contractor**

- a) ILRI shall provide an office and storage facilities free of charge, with telephone extension from the main switchboard. This connection is for internal calls only — extension to extension. A computer link through ILRI's network system will be provided with an email address.
- b) The contractor staff members on site will be provided by an ILRI Identification card which they must wear at all times during the working hours.
- c) Electricity and water from normal supply shall be free of charge; however, these must be controlled and used efficiently.



**7. Contract Supervisor**

- a) The Contractor shall be under direct supervision of the Technical Services Manager.
- b) The Contractor shall ensure that their staff maintain high level of cleanliness and adhere to ILRI's internal rules and regulations, whilst on premises pertaining to movements and EHS regulations.
- c) The Contractor shall ensure that the gardening/cleaning activities are carried out without damaging ILRI property.

**8. General Conditions**

- a) No herbicides, pesticides and fungicides are to be used within the ground areas without the written consent of ILRI's OHS unit
- b) No planting is to be carried out on site without the written consent of ILRI's appointed representative.
- c) Garden maintenance within the residential houses other than the lawns shall **not** be the responsibility of the maintenance contractor.
- d) The contractor shall ensure that employees' compensation and wages are within the set labor standards for the industry.
- e) All contractors' staff must adhere to ILRI's internal rules and regulations, whilst on premises pertaining to movements and EHS regulations.
- f) Sufficient qualified supervision is to be put in place utilizing a principal in the contractor's company.
- g) The contractor will provide a weekly roster for the site to ensure that the operations Manager and Technical Services Manager are aware of the duties to be performed.
- h) Kenya's Safety Standards should be strictly adhered to and in the absence of the same, other relevant International Safety Standard should be complied with.

**9. Staff qualifications**

The supervisor(s) on the ground **MUST** have the under listed qualifications

- a) At least a pass in 'O' Level Certificate
- b) Certificates in housekeeping, knowledge in chemical handling and gardening from a recognized institution.
- c) Minimum work experience of three years in supervisory position.
- d) Good communication and Managerial skills
- e) Certificate of good conduct.

The contractor shall undertake basic training of his staff on environmental Management, Occupational Safety & Health, Firefighting, First Aid, Handling of Hazardous chemicals and any other relevant training as prescribed by existing laws once contracted. The successful contractor should have thorough knowledge of employees' background and must provide certificate of good conduct before engagement

**10. Standards**

The services provided under this Contract shall conform to best grounds maintenance practices. The entire process of services provision shall be done by correct inputs (staff) and through the right method to deliver a clean and safe working environment.

**11. Inspections and Tests**

- a) ILRI shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications.
- b) Should any inspected or tested services fail to conform to the Specifications, ILRI may reject the services, and the contractor shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to ILRI.

**12. Employees of the contractor**

- a) **Age:** The employees will be between 21 and 45 years
- b) **Adequacy:** The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
- c) **Wages:** Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and ILRI will be at liberty to confirm this from whatever source to ensure this is complied with. This may include requesting the contractor to provide its payroll

**13. Service Times**

Monday – Friday: 07:00 to 16:00hr, Saturday: 08:00 to 13:00hrs

**14. Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

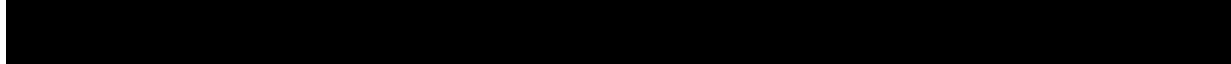
## Appendix 3

### List of Services

APPENDIX 3: SERVICES TO BE RENDERED	
<b>1 Innovation &amp; Continuous Improvement</b>	
a	The Contractor is expected to continuously generate and implement innovative ideas for reducing the cost of the service, whilst improving and /or maintaining service levels through consultation with ILRI. ILRI will consequently expect to see a gradual reduction in cost as these ideas are implemented.
b	Contractor Shall carry appropriate worker's compensation, travel, hazard & liability insurance during the term of this agreement.
<b>2 Scope Of Works</b>	
a	<b>External cleaning:</b> Cleaning of walk ways, tarmac area and play grounds
b	<b>Other cleaning on grounds:</b> Cleaning of all uncovered walkways & tarmac area i.e. parking areas, roads, storm water channels, etc. Removing any foreign objects, e.g. paper, leaves, grass cuts, or any garbage waste. Special attention shall be paid to the vicinity of buildings and lawns.
c	<b>Scope of grounds:</b> Planted/Developed areas including roundabout & external entrance maintenance i.e. Removing any foreign objects, e.g. paper, leaves, grass cuts and weeding of flowers.
d	<b>Grassed areas.</b> Watering, weeding, mowing, cutting, cultivating for proper growth of grass & plants for keeping the landscape neat in appearance on all ILRI grounds
e	<b>Lawns.</b> Contractor shall keep lawn areas to the acceptable recommended standards
f	<b>Nursery.</b> Develop the existing ILRI plant nursery to have adequate varieties of plants from which all necessary plants required for maintenance will be drawn at no cost to ILRI. Contractor shall not use the nursery for commercial purpose.

g	<b>Flower Beds.</b> In prime areas (admin, along walk ways, office blocks cafeteria etc.) varieties of flower species (both perennial & annual flowering) shall be maintained. All these prime areas may be watered as necessary.
h	<b>Indoor Plants.</b> Maintain all indoor plants in all locations within the institute. Change these plants as necessary with other suitable indoor plants and propose other locations that require such plants.
i	<b>Shrubs &amp; ground cover areas including external hedge.</b> Normal regular weeding. Upgrading of areas invested by weeds.
j	<b>Pruning.</b> General hedge trimming throughout the year. Hedge around ILRI to be pruned neatly & regularly. Cut back ground covers from bed edges. Remove dead or excessive material in particular the dead flowers & leaves. All rubbish generated to be removed from location at the end of each day.
k	<b>Trees.</b> Formative pruning under FM's direction. Cultivation & weeding & mulching.
l	<b>Pests control.</b> Constantly monitor for pests (reptiles, rodents, ants, termites, cockroaches) throughout the grounds, treat and manage such pests after consulting with ILRI's OHS to approve chemicals and methods used. Also undertake quarterly schedules pest control assessment and management
m	<b>Leaf Litter &amp; Garden Refuse Removal.</b> Remove daily rubbish accumulated during the maintenance process to the designated areas. Same for garbage from gardens & residential houses. Frequency dependent on seasons.
n	<b>Paving.</b> Keep all pavements cleaned & free of weeds at all times. Remove algae at the oxidation ponds. Report damages to FC
o	<b>Swimming pool &amp; tennis court.</b> Maintain the pool water as Directed by FC and ensure the area around the pool is clean & orderly. Provide basic maintenance of the basic maintenance of the tennis court including marking.
<b>3 Other General Requirements</b>	
a	<b>Machinery and tools.</b> Contractor to supply & maintain & run all machinery necessary to effectively execute the maintenance programme as required. Supply & replace all tools. Machinery to be in good working condition at all times. Avail equipment for inspection. Replace machines & tools that are beyond repair.
b	<b>Uniforms &amp; protective clothing.</b> At least two uniforms maintained neatly, tidy & clean at all times. Proper protective equipment as per OHS.
c	<b>Review Meetings and Reports.</b> Submit Monthly reports & attend monthly meeting represented by a key staff.

d	<b>Working Hours.</b> Provide personnel for minimum 45 hrs in a week, Mon - Sat . Check no of personnel on site.
e	<b>Facilities provided for the contractor:</b> - ILRI will provide an office, storage, extension, computer, ILRI ID, which the contractor will take utmost care of.
f	<b>Coordination with ILRI (OHS Dept.)</b> on use of pesticides, herbicides and fungicides whenever there is need or identification of pests.



**Appendix 4**

**Pricing schedule**

	<b>Amount (Kes)</b>	<b>Vat (16%)</b>	<b>Total (Kes)</b>
Labor cost			
Other related costs			
<b>Total cost per month</b>			