

Statement of Requirement

1.1 Term

This agreement commences on the **1st** of March 2012 and continues for a 2 (two) year period until **1st** of March 2014, subject to earlier termination in accordance with the terms of this agreement.

The Australian High Commission may extend this Term for a further period of 1 (one) year with the same terms and conditions by giving reasonable written notice (within 30 business days) before the end of the Term.

1.2 The Services

Garden maintenance services as set out in this Statement of Requirement or in each Work Order given by the Australian High Commission under this agreement). A work order that deviates from this Statement of Requirement will be quoted and charged separately.

GARDEN MAINTENANCE – Australian High Commission - Compound

Scope of Works

All Garden Areas:

Daily Maintenance :

- Watering
- Lawn mowing
- Trimming and pruning
- Fertilizing
- Insect and weed control
- Clear fallen leaves and debris from gutter, drains, multi-purpose court and playground
- Sweep all paving and concrete areas
- Clean both top and rear gate entrances
- Clean residential driveways.
- Remove any rubbish and place in nominated area

Regular Tasks :

Fertilizing:

- Apply high potash feed around the bases of flowering plants and shrubs.
- Apply nitrogen rich liquid feed to the lawn to green it up and to encourage the grasses to put on rapid growth.
- Apply a lawn fertilizer with a relatively high phosphate and potassium levels to encourage the development of strong roots; watering well after applying any kind of fertilizer
- Apply fertilizer to stimulate growth

Weeding:

- Fork over, remove weeds and fertilize soil.
- Weed carefully between plants in borders and beneath trees and shrubs.
- Spray pesticide when needed.

Pruning:

- Lift, divide and replant congested clumps of plants or over-sized herbaceous plants, discarding any weak sections.
- Prune, cut out any damaged, dead or crossing stems to ensure that all nutrients go directly in the productive, healthy growth.
- Prune back/deadhead flowering plants as they have finished flowering to promote the formation of new buds and encourage growth.
- Trim hedges regularly to avoid having to cut them back too much at any one time.
- Trim back herbaceous plants that have grown excessively.
- Layer shrubs and climbers

Lawn Maintenance:

- Rake the lawn clear of twigs, leaves and other debris.
- Mow the lawn twice monthly with lawnmower machine and/or handheld brush cutters.
- Repair worn out areas of the lawn and re-seed any worn patches.
- Remove and control weeds from lawn by hand or with an appropriate weed killer.
- Neaten up lawn edges of any untidy, squashed or damaged lawn edges.
- Aerate the lawn by using garden fork to encourage good drainage and to stimulate root growth.
- Level of uneven areas of the lawn
- Fertilise annually to maintain healthy vigorous growth

Garden Beds:

- Mulch with woodchips or similar on all garden beds every 12 months
- Fertilise garden beds every 3 months
- Remove weeds by spraying and or manual methods every month and additionally as required.
- Trim to encourage healthy growth as required
- Mulch all cuttings and recycle in garden beds
- Undertake aerating / turning of garden beds on a regular basis
- Establish an ongoing system of cutting propagation at maintenance facility to replace dead plants and undertake continual minor establishment works as gardens mature.

Note: Plants that die due to the Service Provider's negligence will be replaced without charge to the High Commission

Trees:

- Trim annually (or as required) prior to cyclone season to prevent nuisance or damage to property
- Allow for tree surgery to protect existing trees from decay and insect attack.
- Denutting of palm trees as required

Driveways / Paths / Drains:

- Sweep clean after maintenance operations to ensure free of cuttings, soil, etc
- Remove any weed growth
- Ensure drains are kept clean and free of accumulated debris to allow water to flow freely
- Sweep and / or hose paving area surrounding the pool and place any rubbish in a nominated area, as requested
- Clear debris from gardens outside walls on a weekly basis.
- Water blast pathways, driveways, drainage and multi-purpose court on a quarterly basis.

C. Service Provider's obligations

The Service Provider shall provide the following:

1. Manpower :
 - 6 gardeners working daily on-site and
 - 1 supervisor to supervise the site.

2. Permanently allocated equipment include:
 - a) Powered lawn mower machine
 - b) Manual lawn mower
 - c) Brush cutters
 - d) Blower
 - e) Garden hoses (length as required)
 - f) Wheel barrow
 - g) Oscillating sprinklers
 - h) Long handled pruner
 - i) Pruning shears
 - j) Pesticide pump and sprayer
 - k) Spades, forks, hand trowel, secateurs, rakes, gloves, and other necessary equipment required to perform the duties.
 - l) Safety equipment, goggles, gloves, appropriate footwear, rain gear and protective uniform.

3. Fertilizer / mulch / weed killer
 - a) Details of all chemicals and products are to be provided to the Second Secretary (Administration) for approval. Chemicals and products can only be used by the Service Provider once approval has been given by the Australian High Commission.
 - b) The Service Provider will not swap or use any other chemicals or products without prior approval of the High Commission.

1.3 Working Hours

The specified personnel must work from Monday to Friday between the hours of 8.00am – 4:30pm.

1.4 Delivery location and instructions

Delivery Address and Instructions for Services	37 Princess Road Tamavua, Suva
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1.5 Specified Personnel

The services must be provided by: 7 gardeners (1 supervisor and 6 gardeners). The supervisor must have the relevant educational background and experience to qualify for this position, particularly in landscaping.

The Service Provider must ensure that the specified personnel have appropriate skills, qualifications and experience to provide the Services. All personnel will be subject to prior security checks and the Australian High Commission may at any time refuse to accept any gardener or other personnel as being part of the specified personnel and such person shall be promptly changed.