



## NOTICE OF MEETING

# TENDERS SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting will be held on:-

**DATE:**        **Friday**                    **15 February 2002**                    **TIME:**        **9.00 am**

**VENUE:**        **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

13 February 2002

Sharon Simiona  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8820

### **MEMBERSHIP:**

Councillors    JM     Clews, QSO, JP (Chairperson)  
                  GB     Presland (Deputy Chairperson)

Chief Executive

Director: City Services

Director: Corporate & Civic Services

Director: Strategic Projects

Director: Strategic Group

Director: Finance

Director: City Enterprises

Maori Issues Manager

Mayor, Bob Harvey, QSO, JP (ex officio)

Deputy Mayor, CA Stone (ex officio)

(Quorum 4 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON FRIDAY, 15 FEBRUARY 2002,  
COMMENCING AT 9.00 AM.**

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WAITAKERE CITY, ON FRIDAY, 15 FEBRUARY 2002,  
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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Ordinary - 1 February 2002

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 1 February 2002, as circulated, be taken as read and now be confirmed.



**4 COMMUNITY CENTRE CLEANING CONTRACT NUMBER 76060**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek the Tenders Subcommittee's approval to award the three-year Community Centre Cleaning Contract - 76060, and to seek funding approval for the relevant financial years.

**BACKGROUND**

The current Community Centre Cleaning Contract is due for renewal. The Subcommittee gave approval to use a list of selected tenderers at its Emergency Inaugural Meeting of 5 December 2001:

“ 2. *That the following contractors be short listed for invitation to tender for the provision of cleaning services for Council owned community centres:*

- *Red Coats Cleaning Services;*
- *Quality Services Enterprises;*
- *Manchester Property Care;*
- *McKellar Property Services;*
- *Jensen and Rothville;*
- *Professional Property and Cleaning Services;*
- *Dynamik Cleaning Services;*
- *Target Cleaning.”*

2748/2001

**SCOPE OF WORK**

The work includes providing cleaning services to:

- New Lynn Community Centre;
- Kelston Community Centre;
- Titirangi War Memorial Hall;
- Ceramco Park Function Centre;
- Te Atatu South Community Centre;
- Te Atatu Peninsula Community Centre.

**TENDERS RECEIVED**

Tenders were invited from the selected tenderers, with eight sets of documents being uplifted. Four tenders were received by the closing date of 11 December 2001. These are summarised in Table 1 below.

<b>TENDERER</b>	<b>REGISTERED OFFICE</b>	<b>TENDER PRICE (excluding GST)</b>
Jensen and Rothville Limited	Auckland	\$405,279.08
Manchester Property Care Limited	Auckland	\$521,859.00
Professional Property & Cleaning Services Limited	Auckland	\$524,784.74
Quality Services Enterprises Limited	Auckland	\$634,232.00

**Table 1 - Summary of Tender Prices**

## TENDER EVALUATION

In accordance with the conditions of tendering, tenders were evaluated in line with the "Weighted Attributes Method" contained in "Transfund New Zealand's Manual of Competitive Pricing".

Council procedures require that where the tender includes Provisional Sums (work valued by the Principal and placed within the Schedule of Prices) they are deducted from the Tender Sum prior to evaluating each tender. In this contract the value of Provisional Sums is **\$50,000**.

A summary of the evaluation results is shown in Table 2. The tenders have been evaluated as per Council policy excluding the provisional sums. The tender sum for Jensen & Rothville has been increased by an allowance of \$8039.82 excl. GST for increased costs as noted below.

Tender Evaluation	Attributes	Exper.	Tech. Skill	Resour	Manag. Skill	Method	Price	Contract Number 76060
								Total Weights
	Weights	15	5	5	5	15	55	100
Tenderer	Tender Sum	Grades						INDEX
Jensen and Rothville Limited	\$363,318.90	75	85	75	75	80	73	75
Manchester Property Care Limited	\$471,859.00	70	75	65	65	65	50	58
Professional Property and Cleaning Services Limited	\$474,784.74	75	85	70	70	80	50	62
Quality Services Enterprises Limited	\$584,232.00	65	85	65	75	85	27	48
Median Tender Price	\$473,321.87							

Table 2 - Summary of Tender Evaluation

## TAGS ERRORS OR OMISSIONS

Jensen & Rothville Limited tagged their tender as follows: "This tender is subject to cost fluctuation adjustments". On enquiry it was identified the tags were to cover future possible labour price increases. The tenderer was asked to provide a firm price for this tag that was then included in the evaluation matrix. There were no other tags, errors or omissions in this tender and no tags, errors or omissions in the other tenders.

## CREDIT CHECK

A credit check on Jensen & Rothville Limited dated 10 January 2002 revealed no adverse information.

## SUMMARY

The results of this evaluation, as summarised in Table 2, show that the tender submitted by Jensen & Rothville Limited achieved the highest index of 75. This tender is also the lowest priced tender.

Industry reference checks have shown that Jensen & Rothville is capable and well experienced for the work tendered.

As part of City Services vision "Quality, Health and Safety are not negotiable" all contractors have had this focus reinforced through this tender statement, contract documents and the subsequent pre-start meeting.

## JOB COSTS

	<b>Excl. GST</b>
Tender Sum	\$405,279.08
Plus Variation (Increased Costs)	\$ 8,039.82
Total Contract Amount	<u>\$413,318.90</u>
Plus Professional Services	<u>\$ 41,500.00</u>
<b>Total Job Cost</b>	<b>\$454,818.90</b>

## SOURCE OF FUNDING

Budget Description (from Annual Plan Line Item)	Codes	Budget	Committed to Other Projects	Allocation to this Project	Unallocated Balance
Cleaning Services 2001/2002	Separate codes for each of the facilities.	\$185,000	\$134,464	\$50,536	-
Cleaning Services 2002/2003 Draft	Separate codes for each of the facilities.	\$185,000	-	\$151,606	\$33,394
Cleaning Services 2003/2004	Separate codes for each of the facilities.	\$185,000	-	\$151,606	\$33,394
Cleaning Services 2004/2005	Separate codes for each of the facilities.	\$185,000	\$83,929	\$101,071	-
<b>Totals</b>		<b>\$740,000</b>	<b>\$218,393</b>	<b>\$454,819</b>	<b>\$66,788</b>

## RECOMMENDATIONS

1. That the information be received.
2. That the tender from Jensen & Rothville Limited for Community Centre Cleaning Contract Number 76060 in the sum of \$405,279.08 plus \$50,659.89 GST, totalling \$455,938.97 be accepted.
3. That a variation of \$8,039.82 plus \$1,004.98 GST, totalling \$9,044.80 to cover increased costs for the contract period be approved.
4. That the commitment to the 2002/2003 financial year totalling \$137,772.97 plus \$17,221.62 GST, totalling \$154,994.59 for the tender from Jensen & Rothville Limited for Community Centre Cleaning Contract Number 76060 be approved.

5. That the commitment to the 2003/2004 financial year totalling \$137,772.97 plus \$17,221.62 GST, totalling \$154,994.59 for the tender from Jensen & Rothville Limited for Community Centre Cleaning Contract Number 76060 be approved.
6. That the commitment to the 2004/2005 financial year totalling \$91,848.64 plus \$11,481.08 GST, totalling \$103,329.72 for the tender from Jensen & Rothville Limited for Community Centre Cleaning Contract Number 76060 be approved.
7. That authority to enter into Contract 76060 - Community Centre Cleaning Contract on behalf of Council be delegated to the Director: City Services.

Report prepared by: Paul Clark, Manager Leisure Services.

