

**AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE TO BE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON FRIDAY, 4 APRIL 2003,
COMMENCING AT 9.00 AM.**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	PROGRAMME MANAGER, ADDRESSING INFORMATION MANAGEMENT (AIM) PROGRAMME - CONTRACT IM0302	2
5	CONTRACT NO. EW02640C - SUNNYVALE CATCHMENT STORMWATER UPGRADE	3

AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON FRIDAY, 4 APRIL 2003, COMMENCING AT 9.00 AM.

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 - 7 March 2003
Special - 21 March 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 7 March 2003 and the Special Meeting held on Friday, 21 March 2003, as circulated, be taken as read and now be confirmed.



4 **PROGRAMME MANAGER, ADDRESSING INFORMATION MANAGEMENT (AIM)
PROGRAMME - CONTRACT IM0302**

PURPOSE OF THE REPORT

This report seeks approval to extend the existing contract for the services of a programme manager to manage the Council's Addressing Information Management Programme (AIM).

BACKGROUND

Council has recognised that effective information management is a vital prerequisite for the achievement of the organization's vision, goals and strategies. As there is insufficient organisational capacity available in the Information Management area Council awarded a 12-month contract with an option to extend the contract term to Information Technology Assurance Services (ITAS), now trading as Eland Limited, to provide the professional services of a programme manager to manage its information management programme.

This programme is focussed on providing an integrated, manageable and understood strategy and framework for the management of information within the organisation. Currently there are a range of different systems and approaches to managing different forms of information in different areas of the Council. Information exists in both hard copy and electronic form, and information management has been shown to be an area in which the Council is lacking a clear strategy and systems.

The programme, which is expected to run over a three to five year period, has been running for a year and significant progress has been made. The core focus of the AIM programme is DIRKS, Design and Implementation of Record Keeping Systems and its main activities include the procurement of an appropriate application system and implementing the new strategy and system. Other key deliverables comprise of a Corporate Library, improved Council Resolutions System, Refocus of Council's Intranet and the movement of hard copy documents to electronic format.

ISSUES

Council is in the middle of an in-depth review of short-listed tenderers for the procurement of an appropriate system for DIRKS and the preparation phase for the implementation of a new information management strategy and system. It is anticipated that this core stream of the programme will run through to May/June 2004. This, together with the other streams of work mentioned earlier would be extremely difficult to manage and keep on track without the continued services of Eland Limited and as there is still insufficient organisational capacity available in the Information Management area.

RESOURCES

There is budget provision in the 2002/2003 financial year and funding has been proposed in the Annual Plan for 2003/2004.

CONCLUSION

In order to ensure ongoing programme management continuity at this important stage of the AIM programme and to minimise the programme management risk it would be in Council's best interest to extend Eland Limited's contract term through to 30 June 2004.

RECOMMENDATIONS

1. That the information be received.
2. That the contract awarded to Information Technology Assurance Services, now trading as Eland Limited, for the supply of programme management services for the Addressing Information Management Programme be extended to 30 June 2004 in the sum of \$300,000 plus \$37,500 GST, totalling \$337,500.
3. That authority be given to commit funding of \$237,000 plus GST in the 2003/2004 financial year.
3. That the Director: Corporate & Civic Services be delegated authority to enter into the contract on behalf of Council.

Report prepared by: John Johnson, IM Manager.



5 CONTRACT NO. EW02640C - SUNNYVALE CATCHMENT STORMWATER UPGRADE

PURPOSE OF THE REPORT

The purpose of this report is to seek approval to award Contract No. EW02640C - Sunnyvale Catchment Stormwater Upgrade.

BACKGROUND

The Sunnyvale catchment management plan proposes a package of works in the Waari Stream at Sunnyvale to improve the ecological conditions, provide additional flow capacity and alleviate flooding. This project is partly funded by Infrastructure Auckland.

SCOPE OF WORK

The scope of work includes the construction of approximately 75 metres of 1800 mm diameter reinforced concrete culvert to replace the existing 1200 mm diameter culvert from Nos. 15 to 23 Ribblesdale Road, and stream enhancement works from Sunnyvale School to Millbrook Road. Inlet and outlet structures and fish passages will be constructed as a part of the new culvert.

TENDERS RECEIVED

Due to the requirement that contractors must have a high level of competency in large-pipe construction, tenders were invited from 4 firms selected from the list of contractors pre-qualified during May 2002 for general drainage construction works. Three sets of tender documents were uplifted, and one tender was received by the closing date of 25 February 2003. This is summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
March Cato Limited	PO Box 69097, Glendene	\$399,790.00
Pre-tender contract estimate		\$368,256.00

Table 1 - Summary of Tender Prices

TENDER EVALUATION

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

A summary of the evaluation results is shown in Table 2:

Tender Evaluation	Attributes	Exper.	Track	Tech.	Resour.	Manag.	Method.	Price	Contract No. EW 02640C
			Record	Skill		Skill			Total Weights
	Weights	5	10	10	5	10	10	50	100
Tenderer	Tender Sum	Grades							INDEX
March Cato Limited	\$399,790.00	80	75	80	70	70	70	50	62
Median Price	\$399,790.00								

Table 2 - Summary of Tender Evaluation

Scores for the non-price attributes were determined on the basis of information provided in the tender and on recent experience with the contractor.

March Cato Limited is a well established drainage contractor possessing a team of skilled personnel who are proactive and understand the project requirements. March Cato Limited has a good record of competently carrying out drainage contracts for Waitakere City Council, and is considered to have the experience and capability to complete this contract satisfactorily. Their work in private property is usually well executed.

Although the tender price submitted by March Cato Limited is approximately 8 ½% higher than the pre-tender estimate, it is considered to be reasonable and still competitive.

TAGS, ERRORS OR OMISSIONS

The tender from March Cato Limited contained one tag which was assessed as required by clause 105.8.5 of the Conditions of Tendering and was found to be acceptable.

There were no errors or omissions in the tender from March Cato Limited.

CREDIT CHECK

A credit check carried out on March Cato Limited on 4 March 2003 revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the tender submitted by March Cato Limited is acceptable. This tender is also the only tender received.

As part of City Services vision "Quality and Health and Safety is not negotiable" all contractors have had this focus clearly reinforced through the contract documents and this will be strongly reiterated at the subsequent pre-start meeting and imposed during the contract period.

JOB COSTS

Excl. GST

Tender sum - March Cato Limited	\$399,790.00
Contingency	\$ 39,979.00
Engineering & Supervision	\$ 14,000.00

Total Job Cost	\$453,769.00

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Stormwater Upgrades Carryovers	85-9815-60000-999	\$3,266,685	\$2,203,994	\$453,769	\$608,922

RECOMMENDATIONS

1. That the information be received.
2. That the tender from March Cato Limited for Contract No. EW02640C - Sunnyvale Catchment Stormwater Upgrade in the sum of \$399,790.00 plus \$49,973.75 GST, totalling \$449,763.75 be accepted.
3. That authority to enter into Contract No. EW02640C - Sunnyvale Catchment Stormwater Upgrade on behalf of Council be delegated to the Group Manager, Asset Management.

Report prepared by: Tony Miguel, Group Manager, Asset Management.

