

## NOTICE OF MEETING

# TENDERS SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting of the Tenders Subcommittee will be held on:-

**DATE:**        **Friday**                    **7 February 2003**                    **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.



31 January 2003

Owena Schuster  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8864

### **MEMBERSHIP:**

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

Chief Executive

Director: City Services

Director: Corporate & Civic Services

Director: Strategy & Development

Director: Finance

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, 7 FEBRUARY 2003,  
COMMENCING AT 9.00 AM.**

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**AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON FRIDAY, 7 FEBRUARY 2003,  
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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 - 24 January 2003

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 24 January 2003, as circulated, be taken as read and now be confirmed.



**4 CONTRACT AQ01003G - AQUATIC CENTRE MAINTENANCE SHUTDOWN - SCAFFOLDING**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval to award Contract AQ01003G Aquatic Centre Maintenance Shutdown - Scaffolding.

**BACKGROUND**

The “shutdown” is an integral part of the long-term maintenance plan for the original main and dive pool areas of the Aquatic Centre. The shutdown period will be April to June 2003 and has been timed to coincide with the swimming club’s annual layoff. In addition the new upgrade area will be operational so as to ensure continuity of access for patrons as well.

The maintenance work comprises diverse specialist trades and is to be let as a number of separate work packages. These will be co-ordinated by Octa Associates Limited, a consultant with considerable expertise in the project management of similar maintenance projects.

A Registration of Interest from prospective tenderers, for the temporary scaffolding at the Aquatic Centre was called for by way of two insertions in the New Zealand Herald (18 & 19 October 2002). The Tender’s Subcommittee approved a list of two prospective tenderer’s for the Scaffolding contract tender on Friday, 15 November 2002.

**SCOPE OF WORK**

The Scaffolding work package involves the following:

- temporary scaffolding will be required to provide a safe working platform for the Roof Framing restoration, Acoustic ceiling treatment replacement and the 10m dive platform widening. It is envisaged that the scaffolding of the aquatic centre will be staged to allow work below such as tiling, pool mechanical maintenance etc to continue. The total floor area requiring scaffolding is approximately 2790 square metres (34m wide x 82m long);
- fencing of the main pool and dive pools whilst these are empty;
- provision of temporary access to dive pool floor and a hoist for the lifting of materials.

**TENDERS RECEIVED**

Tenders were invited from selected tenderers with two sets of documents being uplifted. Prior to the closing of tenders, one of the tenderers withdrew and further tenderers were invited to submit a tender. One tender was received by the closing date of Thursday, 19 December 2002. This is summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (EXCL. GST)
Acrow Limited	Henderson	\$269,139.56
<b>Preliminary contract estimate</b>		\$180,000.00

**Table 1 - Summary of Tender Prices**

The preliminary contract estimate did not allow for provision of a hoist and did not reflect the current high level of building construction in progress in the Auckland Region. The receipt of a single tender, coupled with the higher than anticipated prices are considered to be a reflection of the state of the building industry at the present time.

## 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 Record	Tech Skills	Re-source	Man-agement	Method	Price	Total Weight
Tenderer	Weight	5	10	10	5	5	15	50	100
	Tender Sum	Grades							Index
Acrow Limited	\$269,139.56	85	82	82	85	85	85	50	67
Median Tender Price	\$269,139.56								

**Table 2 - Summary of Tender Evaluation**

The tenderer has the resources and expertise to undertake the work.

## METHODOLOGY & PRELIMINARY CONSTRUCTION TIMELINE

The temporary scaffolding is the most critical component of the entire maintenance shutdown project, providing access to the roof area for the purpose of cleaning and painting the roof framing and for the installation of the new acoustic ceiling. Whilst in place, the presence of the scaffolding will prevent work from being undertaken underneath on the pool and concourse floors. Thus the timing of the erection and dismantling of the scaffolding is critical and must be completed within tight timeframes to ensure that all maintenance work can be completed within the shutdown period.

The tender by Acrow Limited contained a tag relating to the construction programme and presented possible solutions to ensure that critical path milestones are met. Details of the tag are discussed in more detail in a later section of this report. Council's consultant, Octa Associates Limited, is responsible for the planning and co-ordination of the maintenance shutdown and has fully reviewed the methodology and preliminary construction timeline submitted by Acrow Limited. Adjustments to the methodology have been agreed with Acrow Limited to ensure that preliminary critical path milestones can be met and that there will be no adverse affects on the implementation of the other maintenance contracts. Octa Associates Limited has confirmed that this methodology is appropriate and achievable and will facilitate the meeting of the preliminary critical milestones.

Pre-shutdown planning will be undertaken during February and March, and meetings will be held with all maintenance contractors, including Acrow Limited to discuss and finalise these milestones and confirm any specific requirements that will need to be considered in the design of the scaffolding. This will enable the scaffolding design to be completed to the satisfaction of all maintenance contractors prior to commencement of the shutdown period. Construction will commence on 31 March 2003.

## TAGS, ERRORS OR OMISSIONS

The tender by Acrow Limited did not contain any errors or omissions but contained a number of tags as follows:

- **Tag 1 (Programme):** Acrow Limited is unable to meet the tight timeframes for erection and dismantling of the scaffolding;

- **Tag 2 (Hoist payload capacity and positioning):** Tender is based on a single hoist with a payload capacity of 1000-2000kg. Hoist will be progressively moved five times during the maintenance shutdown period;
- **Tag 3 (Power for hoist):** The tender does not include the supply of 3-phase power;
- **Tag 4 (Removal of debris from scaffolding):** The tender is based on the assumption that others will undertake the cleaning of erected scaffolding prior to dismantling;
- **Tag 5 (Floor protection):** The tender is based on the use of plywood for the protection of the floor under the scaffolding.

When contacted in respect of these, agreement was reached as follows:

- **Tag 1 (Programme):** Acrow Limited will open their scaffolding platform progressively as erection proceeds. In this manner all critical milestones will be met. This is acceptable and does not have any cost implication;
- **Tag 2 (Hoist payload capacity and positioning):** This tag is acceptable and does not have any cost implication;
- **Tag 3 (Power for hoist):** 3-phase power is available at the centre and can be used by Acrow Limited. This tag is acceptable and does not have any cost implication;
- **Tag 4 (Removal of debris from scaffolding):** Provision has been made in another contract for this work. This tag is acceptable and does not have any cost implication;
- **Tag 5 (Floor protection):** This tag is acceptable and does not have any cost implication.

## RISK ASSESSMENT

As discussed earlier in this report, the erection and dismantling of scaffolding is a critical path activity in the maintenance shutdown programme. Acrow Limited is required to meet tight timeframes and any delay will have a consequential knock-on effect, causing delays to a number of separate maintenance contracts. To mitigate this risk the following steps will be taken:

- Acrow Limited will be given after hour access to the site;
- Octa Associates Limited will conduct daily inspections and will hold a weekly progress review meeting with all contractors. Progress will be reviewed daily and any activities falling behind programme will be addressed immediately;
- Acrow Limited will provide additional labour if the erection or dismantling of scaffolding falls behind programme.

## CREDIT CHECK

A credit check carried out on Acrow Limited dated 7 January 2003 revealed adverse circumstances. Following discussions between Acrow Limited and Dun & Bradstreet, the company that undertook the credit check, a number of anomalies were identified and a more comprehensive credit check was undertaken. The outcome was a significant improvement with indications of a strengthening balance sheet and no evidence of financial difficulties. Although there are indications that the company has been slow in making payments, the credit check confirms that payments are made within 60 days and that there is no evidence of collections activity within the past three years.

The CEO of Acrow Limited has confirmed that the financial status of the company is such that it will have no difficulty in meeting the terms of the contract and that the company has never had an issue regarding credit worthiness.

## SUMMARY

One tender was received by the closing date of 19 December 2002.

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Acrow Limited achieved an index of 67.

The tenderer has the necessary expertise and resources to undertake the work.

The agreed methodology will enable the critical milestones to be met.

The company is financially secure.

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

	<b>EXCL. GST</b>
Tender sum - Acrow Limited	\$269,139.56
Contingency (Note 1)	\$ 27,000.00
	-----
Total Job Cost	\$296,139.56

[Notes: 1. Engineering & Supervision are covered under a separate contract]

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Capital Expenditure	75-9510-44160	\$1,286,164	\$567,284.40	\$296,139.56	\$422,740.10

## RECOMMENDATIONS

1. That the information be received.
2. That the tender from Acrow Limited for Contract AQ01003G Aquatic Centre Maintenance Shutdown - Scaffolding in the sum of \$269,139.56 plus \$33,642.45 GST, totalling \$302,782.01, be accepted.
3. That authority to enter into Contract AQ01003G Aquatic Centre Maintenance Shutdown - Scaffolding on behalf of Council be delegated to Director: City Services.

Report prepared by: Chris Thomas, Acting Business Manager, Consultancy Services.



## 5 CONTRACT CY02012B - CITYWIDE SECURITY SERVICES

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval to award Contract CY02012B - Citywide Security Services.

### BACKGROUND

On 1 November 2002 the Tenders Subcommittee (Item 6) recommended:-

2. *"That Waitakere City Council Property Services Contract: Number CY01012B be tendered with a three year term based on a 1+1+1 year contractual arrangement."*

Subsequent to the Tenders Subcommittee meeting the Chief Executive requested that a review of the tenders and tender report be carried out by the new Security Manager prior to the award of a contract.

The establishment of a new contract will enable management and administration of this service contract to be aligned with standard contract procedures put in place for other property service contracts over the last year. The contract will provide for the ability to include security to additional properties during the life of the contract if required.

It is proposed to let the contract with a 1+1+1 year term, i.e. for one year with a right of renewal for two further one-year periods. The contract will be renewed at the end of each year at Council's discretion.

### SCOPE OF WORK

The scope of work includes the following:

- provision of mobile patrols to 33 Council owned or leased properties and facilities in Waitakere City. The patrols will conduct routine and bedding down patrols at frequencies to suit individual buildings and facilities. Most of the facilities will have internal inspections as well as external inspections;
- provision of escort services at set times for staff working late on a regular basis, such as Library Services staff and Call Centre staff as well as on-demand services for other Council staff working late from time to time;
- provision of on-call Static guards to attend at designated sites where Council functions and/or public meetings are being held;
- provision of an Alarm response service including the dispatch of a mobile patrol where required to conduct an external and internal check of the building or facility, determine the cause of the alarm activation, secure the building where required and report back to Council's Call Centre monitoring station. It is proposed that the monitoring of the alarms will be carried out at a monitoring station to be set up at the Call Centre, with the exception of the duress alarm at the Call Centre itself, which will be monitored by the Security Contractor;
- provision of a Cash in Transit service to collect cash, cheques and negotiable securities from designated premises at specified times, and the make-up and delivery of cash floats to the Solid Waste Transfer Station premises.

It has been proposed that the monitoring of alarms at Council properties be carried out in future by Call Centre personnel. In June 2002 Senior Management decided to proceed with the procurement and establishment of an alarm monitoring station at the Call Centre. A proposal by a Security Contractor for the set-up of such a station was received and has recently been reviewed by an independent security consultant. The Consultant has recommended that the implementation of in-house monitoring be deferred at this stage.

Council staff including the Security Manager are currently examining the report from this consultant. It is expected that, in the event of proceeding with in-house monitoring, the set-up and implementation will take at least six months, and it is therefore recommended that negotiations for the alarm monitoring function in the short term be held with the successful tenderer or another suitable provider.

### TENDERS RECEIVED

Tenders were publicly advertised with 7 sets of documents being uplifted. 3 tenders were received by the closing date of 20 December 2002. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE Yr 1 (EXCL. GST)	TENDER PRICE Yr 2 (EXCL. GST)	TENDER PRICE Yr 3 (EXCL. GST)
Armourguard Security Ltd	Auckland	\$179,432.90	\$187,184.90	\$195,477.90
Chubb Protective Services	Newton	\$212,501.00	\$212,501.00	\$212,501.00
Ace Security Ltd	Blockhouse Bay	\$336,463.27	\$343,110.54	\$350,810.57
<b>Pre-tender estimate</b>		\$180,345.86		

**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: The prices shown are for year one.

Tender Evaluation	Attributes	Exper. & Track record	Tech. Skill	Resources	Manag. Skill	Method.	Price	Contract Number CY02012B
								Total Weights
	Weights	12.5	12.5	5	12.5	7.5	50	100
Tenderer	Tender Sum	Grades						INDEX
Armourguard Security Ltd	\$179,432.90	55	55	50	55	60	66	60
Chubb Protective Services	\$212,501.00	50	60	40	65	55	50	53
Ace Security Ltd	\$336,463.27	40	40	40	60	70	-8	21
<b>Med.n Tender Price</b>	\$212,501.00							

\* Attribute grading as defined by Transit NZ in their CPP Tender Evaluation Manual Effective 1 March 1997

**Table 2 - Summary of Tender Evaluation**

All three tenderers submitted prices on a 1+1+1 basis as required. While the non-price attributes for Armourguard Security and Chubb Protective Services achieve similar grades, the pricing grade of Armourguard's tender is significantly higher due to the lower price. The price of Ace Security is non-competitive due to the very high price the tenderer has placed on the Cash in Transit Service.

While both Armourguard Security and Chubb Protective Services provided information as required in terms of statements corresponding to the attributes above, the tender of Ace Security did not follow the required format. Information on the first three attributes above was minimal and difficult to extract from the tender submission. Management skills and Methodology were well covered in the submission (although not in the required format) but the tender achieved low grades in the remaining attributes. Because of this the tender of Ace Security Limited is not considered further.

The low grade achieved by Chubb Protection Services for the Resources attribute above is due to scant information being supplied for the item.

### **TAGS, ERRORS OR OMISSIONS**

Armourguard placed one tag on the tender, namely that they will invoice in advance for all regular services. This is in contradiction of Section B1 General Conditions of Contract Clause 4-Payment. This qualification has been discussed with Armourguard and they have been advised that processing and payment of invoices will take place in accordance with standard Council procedures. There were no extension errors in the schedules. Armourguard did not acknowledge receipt of all four Notices to Tenderers but have confirmed receipt of the notices subsequent to the submission of the tender.

The tender of Chubb Protective Services contains only one tag, related to Section B1 General Conditions of Contract Clause 5.10a which states that all insurance taken out by the Contractor shall be in the joint names of the Council and the Contractor for their respective rights and interests. Chubb have stated that the company has Global insurance policies which do not enable insurances to be in joint names or to include other specific requirements. If required, Chubb will be happy to arrange for the Waitakere City Council's interests to be noted on a specific cover certificate.

Chubb have omitted to provide the completed Health and Safety Questionnaire provided as part of the tender documentation. It appears that this has been an error on the part of the company as the header page for the questionnaire has been provided.

### **DISCUSSION OF TENDERS**

Both Armourguard and Chubb are well known providers of Security Services and have good reputations and would both be capable of providing a good quality service. Apart from the price, the overall attribute scores for both companies are the same at 28%. In the three higher-weighted areas of Experience and Track Record, Technical skills, and Management skills Chubb score marginally higher. However both companies have submitted adequate supporting statements in all these areas including Quality Assurance procedures.

Armourguard has applied an annual escalation of 4.3% to arrive at pricing for years two and three while Chubb has kept the year two and year three prices at the same level as year one. The Chubb year three price is 9% higher than the Armourguard year three price.

Armourguard Security Limited has been providing Citywide Security Services to Council properties and facilities since 1994, while other groups of the Chubb organisation have been involved in the provision of Building services and security systems (access doors) for some years.

On the basis of the tender evaluation show in Table 2 above it is recommended that the tender for the provision of Citywide Security Services be awarded to Armourguard Security Limited on the basis of a 1+1+1 year contract. It is proposed that the Tenders Subcommittee approves the award of the contract for year 1 and that, subject to satisfactory performance by Armourguard, reports be submitted to the Tenders Subcommittee at the end of the first and second year's service seeking approval to renew the contract for years two and three.

As the proposed monitoring of alarms by the Call Centre is not expected to be implemented before the end of July 2003 it is further recommended that the provision of monitoring services for the short term be negotiated with either Armourguard or another suitable provider and a Short form contract for the service be drawn up to cover the service.

### **CREDIT CHECK**

A credit check on Armourguard Security Limited was received on 21 January. The report has shown that payments to some of Armourguard's creditors has been delayed resulting in a high-risk rating on delayed payment. The Security Manager has discussed the report with Armourguard management who have assured him that the company is in a sound financial condition. Armourguard has advised in a written statement that the primary reason for the poor report is due to the company's payment policy where all invoiced goods and services are paid at the end of each month, other than at the end of the financial quarter when it is held over to the following month. Armourguard has also stated that the Company's financial situation is and will be such that the company will have no difficulty in meeting the terms of the contract. They also stated that the organisation has never had a problem regarding credit worthiness. On this basis and the previous experience of Armourguard it is recommended that the credit worthiness of the organisation be accepted as satisfactory.

### **SUMMARY**

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Armourguard Security achieved the highest index of 60. This tender is also the lowest priced tender.

The company is well experienced in providing Security Services for Council and are capable of providing a quality service.

At the request of the Chief Executive, the Security Manager has reviewed the tenders and report and has submitted a separate report to the Chief Executive concurring with the recommendations below.

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**

	<b>EXCL. GST</b>
Tender sum - Armourguard Security Limited	\$ 179,432.90
Contingency	\$ 17,943.29
Administration	\$ 20,000.00
Monitoring costs (Annual)	\$ 15,000.00
	-----
Total Job Cost	\$ 232,376.90

## **SOURCE OF FUNDING**

The source of funding will be the aggregate security budgets that currently reside in the properties currently managed by the Consultancy Services Property section plus the security budgets of other Council properties.

For the currency of the contract in the 2002/2003 Financial year the amount of funding required (1 March to 30 June 2003) will be \$77,458.97.

## **RECOMMENDATIONS**

1. That the information be received.
2. That the tender from Armourguard Security Limited for year one of Contract CY02012B; Citywide Security Services in the sum of \$179,432.90 plus \$22,429.11GST, totalling \$201,862.01 be accepted.
3. That, subject to satisfactory performance by the Contractor in the first year of the contract, a report be submitted to the Tenders subcommittee recommending an extension of the contract to a second year in accordance with the tender sum for year two, and that the contract be extended on the same basis for year three subject to satisfactory performance by the Contractor in year two.
4. That the commitment to the 2003/2004 financial year for Contract CY02012B Citywide Security Services totalling \$232,376.90 plus GST be approved.
5. That a separate Short form contract be drawn up between the Council and Armourguard or another suitable provider for the provision of Alarm monitoring services in the short term.
6. That authority to enter into Contract CY02012B Citywide Security Services on behalf of Council be delegated to the Director: City Services.

Report prepared by: Duncan Miller, Project Manager, Consultancy Services.



## **6 CONTRACT CM02002A - WAIKUMETE CEMETERY WEED CONTROL 2002/2003**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval to award Contract CM02002A - Waikumete Cemetery Weed Control 2002/2003.

### **BACKGROUND**

This work is being commissioned to meet objectives of the Waikumete Conservation Plan and Waitakere City Council's Weed Strategy, which fits within Waitakere City Council's strategic framework as a mechanism to support the objectives of the Green Network Strategic Direction.

## SCOPE OF WORK

The work involves the reduction of the level of weed infestation in specific areas of Waikumete Cemetery to such an extent that effective maintenance can be achieved through a bi annual weed slashing and spraying programme. Also included in the programme is the control of environmental weeds, restoration work and rubbish removal.

## TENDERS RECEIVED

This contract was initially tendered and closed on Tuesday, 26 November 2002. However, the tenders received exceeded the available budget, therefore it was necessary to reject all tenders. The contract was re-tendered with an amended Scope of Works to the two lowest tenderers that submitted tenders for the initial contract. Both of these companies re-submitted tenders. The third and only other tender received was well in excess of the available budget and was therefore not invited to resubmit a price.

Tenders for the initial contract were publicly advertised with 13 sets of documents being uplifted. Three tenders were received by the closing date of 26 November 2002. Two tenders were received for the re-tendered contract by the closing date of 21 January 2002. These are summarised in Table 1 below:

		<b>TENDER PRICE (EXCL. GST)</b>
<b>TENDERER</b>	<b>REG OFFICE</b>	<b>Environmental Weed Control</b>
City Parks Services	Onehunga	\$121,048.46
Techscape Limited	Albany	\$125,423.00
<b>Pre-tender contract engineers estimate</b>		<b>\$125,000.00</b>

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".

Tender Evaluation	Attributes	Exper Tech. Skill	Track Record	Resour.	Manag. Skill	Method.	Price	Contract Number PK 02002A
								Total Weights
	Weights	20	15	15	5	15	30	100
<b>Tenderer</b>	<b>Tender Sum</b>	<i>Grades</i>						<b>INDEX</b>
Techscape Limited	\$125,423.00	80	90	85	65	75	48	71
City Parks Services	\$121,048.46	80	80	75	70	80	52	70
<b>Med.n Tender Price</b>	\$							

Table 2 - Summary of Tender Evaluation

Both contractors have experience in working in the cemetery. Techscape has shown that they have above average resources to undertake the project and a superior track record in carrying out weed control works in sensitive area.

### TAGS, ERRORS OR OMISSIONS

There were no tags errors or omissions.

### CREDIT CHECK

A credit check revealed no adverse information.

### SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Techscape Limited achieved the highest index of 71.

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

	<b>EXCL. GST</b>
Tender sum - Techscape Limited	\$125,423.00
Follow up work	\$ 20,000.00
Contingency	\$ 9,577.00
	-----
Total Job Cost	\$155,000.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed Control Fund - Funded Work	75-9525-24790-	\$180,000	\$25,000	\$155,000	Nil

### RECOMMENDATIONS

1. That the information be received.
2. That the tender from Techscape Limited for Contract CM02002A - Waikumete Cemetery Weed Control 2002/2003 in the sum of \$125,423.00 plus \$15,677.88 GST, totalling \$141,100.88.29 be accepted.
3. That authority to enter into Contract CM02002A - Waikumete Cemetery Weed Control 2002/2003 on behalf of Council be delegated to Director: City Services.

Report prepared by: Grant Jennings, Service Manager, Parks and Green Assets.

