

NOTICE OF MEETING

TENDERS SUBCOMMITTEE

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

DATE: **Friday** **29 August 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.

27 August 2003

pp



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: Strategy & Development

Director: Quality Assurance

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, 29 AUGUST 2003,
COMMENCING AT 9.00 AM.**

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**AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE
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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 - 15 August 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 15 August 2003, as circulated, be taken as read and now be confirmed.



4 **CONTRACT NO. EW03 633C: MC2 - 4 PLEASANT ROAD - 24 EASTGLEN ROAD
WASTEWATER REPLACEMENT**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW03 633C: MC2 - 4 Pleasant Road - 24 Eastglen Road Wastewater Replacement.

BACKGROUND

The Council has an objective to reduce flows in the wastewater network by 25% through the Infiltration and Inflow Control Programme. The New Lynn Sewer Catchment is the first catchment to be assessed under this programme and rehabilitation works has already been carried out on public drains in mini-catchments MC4, MC9 and MC21.

Mini-catchment MC2 has experienced a fair amount of development in recent years. This has resulted in an increased demand on the system. The existing pipeline between 4 Pleasant Road to 24 Eastglen Road is in poor condition and requires replacement.

SCOPE OF WORK

The contract is for the replacement of the existing 150 mm diameter public wastewater drains. The scope of the work includes:

- construction of approximately 285 metres of wastewater drain by trenchless construction techniques (pipe bursting techniques);
- reinstatement of existing service connections.

TENDERS RECEIVED

Tenders were publicly advertised with three sets of documents being uplifted. Three tenders were received by the closing date of Tuesday, 29 July 2003. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
JB Pipeline Services Ltd	P.O. Box 13 447, Onehunga	\$245,495.00
Hughes Civil Ltd	222 Old Titirangi Road, Titirangi	\$267,615.00
H & H Contractors Ltd	P.O. Box 15 084, New Lynn	\$375,210.00
Pre-tender contract estimate		\$162,810.00

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 Record	Tech Skills	Resour.	Mang. Skill	Method.	Price	Contract No. EW03 633C
									Total Weights
	Weights	10	5	10	10	5	10	50	100
Tenderer	Tender Sum	Grades							Index
JB Pipeline Services Ltd	\$245,495.00	75	70	75	65	75	75	58	65
Hughes Civil Ltd	\$267,615.00	60	45	65	45	50	55	50	52
H & H Contractors Ltd	\$375,210.00	75	65	70	65	70	85	10	41
Median Tender Price	\$267,615.00								

Table 2 - Summary of Tender Evaluation

The tender prices were all higher than the Engineer's Estimate. This estimate was based on prices for similar work undertaken in the last financial year. Prices for this type of work do tend to fluctuate, especially in the local market where there are few experienced contractors who are able to undertake the work. The tendered prices are considered to be a reflection of the state of the market at present.

JB Pipeline Services Limited has proposed a team with the necessary resources and expertise to manage and undertake the work. JB Pipeline Services Limited has undertaken works of a similar nature for other local authorities in the region, and has recently completed wastewater contracts satisfactorily for Waitakere City Council.

TAGS, ERRORS OR OMISSIONS

The tender from H & H Contractors Limited contained tags and an arithmetic error. These were not taken up with H & H Contractors Limited since its tender price is the highest and the resolution of the tags and error would not affect the tender ranking.

There were no omissions identified in any of the tenders received, nor were there any tags or arithmetic errors identified in any of the other tenders.

CREDIT CHECK

A credit check dated 1 August 2003 carried out on JB Pipeline Services Limited revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the tender submitted by JB Pipeline Services Limited achieved the highest overall index of 65. This tender is also the lowest priced tender received.

It is considered that JB Pipeline Services Limited has the necessary expertise and resources to carry out the works satisfactorily.

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 - JB Pipeline Services Limited	\$245,495.00
Contingency	\$ 24,500.00
Engineering & Supervision	<u>\$ 7,000.00</u>
Total Job Cost	<u>\$276,995.00</u>

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Wastewater Renewal	85-9835-60000-999	\$1,941,500	0	\$276,995.00	\$1,664,505.00

RECOMMENDATIONS

1. That the information be received.
2. That the tender from JB Pipeline Services Limited for Contract No. EW03 633C: MC2 - 4 Pleasant Road - 24 Eastglen Road Wastewater Replacement in the sum of \$245,495.00 plus \$30,686.87 GST, totalling \$276,181.87 be accepted.
3. That authority to enter into Contract No. EW03 633C: MC2 - 4 Pleasant Road - 24 Eastglen Road Wastewater Replacement on behalf of Council be delegated to the Director: City Services.

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



5 CONTRACT NO. EW03 634C: MC2 - RUA ROAD/EASTGLEN ROAD WASTEWATER RE-ROUTE

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW03 634C: MC2 - Rua Road/Eastglen Road Wastewater Re-Route.

BACKGROUND

The Council has an objective to reduce flows in the wastewater network by 25% through the Infiltration and Inflow Control Programme. The New Lynn Sewer Catchment is the first catchment to be assessed under this programme and rehabilitation works has already been carried out on public drains in mini-catchments MC4, MC9 and MC21.

Mini-catchment MC2 has experienced a fair amount of development in recent years. This has resulted in an increased demand on the system. The existing pipeline between 56 Rua Road to 28 Eastglen Road is in poor condition and requires replacement.

SCOPE OF WORK

The contract is for the replacement of the existing 150 mm diameter public wastewater drains. The scope of the work includes:

- construction of approximately 55 metres of 160 mm diameter wastewater drain by trenchless construction techniques (pipe bursting techniques);
- construction of approximately 175 metres of 160 mm diameter wastewater drain by trenchless construction techniques;
- construction of approximately 275 metres of 150 mm diameter wastewater drain by open cut excavation techniques;
- construction of eight new manholes;
- reinstatement of existing service connections.

TENDERS RECEIVED

Tenders were publicly advertised with three sets of documents being uplifted. Three tenders were received by the closing date of Tuesday, 29 July 2003. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Horizontal Earth Drilling Ltd	P.O. Box 65 133, Mairangi Bay	\$277,791.00
JB Pipeline Services Ltd	P.O. Box 13 447, Onehunga	\$367,390.00
H & H Contractors Ltd	P.O. Box 15 084, New Lynn	\$395,362.00
Hughes Civil Ltd	222 old Titirangi Road, Titirangi	\$426,540.00
Pre-tender contract estimate		\$232,765.00

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 Record	Tech Skills	Resour.	Mang.	Method.	Price	Contract No. EW03 634C
	Weights				10	5			10
Tenderer	Tender Sum	Grades							Index
Horizontal Earth Drilling Ltd	\$277,791.00	75	70	70	65	70	70	77	74
JB Pipeline Services Ltd	\$367,390.00	75	70	75	65	75	75	54	63
H & H Contractors Ltd	\$395,362.00	75	65	70	65	70	85	46	59
Hughes Civil Ltd	\$426,540.00	60	45	65	45	50	55	38	46
Median Tender Price	\$381,540.00								

Table 2 - Summary of Tender Evaluation

The tender prices were all higher than the Engineer's Estimate. This estimate was based on prices for similar work undertaken in the last financial year. Prices for this type of work do tend to fluctuate, especially in the local market where there are few experienced contractors who are able to undertake the work. The tendered prices are considered to be a reflection of the state of the market at present.

Horizontal Earth Drilling Limited has proposed a team with the necessary resources and expertise to manage and undertake the work. Horizontal Earth Drilling Limited has undertaken works of a similar nature for other local authorities in the region, and has recently completed wastewater contracts satisfactorily for Waitakere City Council.

TAGS, ERRORS OR OMISSIONS

The tender from H & H Contractors Limited contained tags and omissions, but no errors were found. The tags and omissions were not taken up with H & H Contractors Limited since its tender price is the third highest and thus would not affect the tender ranking.

The tender from Hughes Civil Limited contained an arithmetic error but no tags or omissions. However, Hughes Civil Limited was not contacted over the error, as its tender price is the highest and the resolution of the error would not affect the ranking of the tenders.

There were no tags, errors or omissions in the other two tenders received.

CREDIT CHECK

A credit check dated 01 August 2003 carried out on Horizontal Earth Drilling Limited revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the tender submitted by Horizontal Earth Drilling Limited achieved the highest overall index of 74. This is also the lowest tender received.

It is considered that Horizontal Earth Drilling Limited has the necessary expertise and resources to carry out the works satisfactorily.

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 - Horizontal Earth Drilling Limited	\$277,791.00
Contingency	\$ 27,700.00
Engineering & Supervision	<u>\$ 18,000.00</u>
Total Job Cost	<u>\$323,491.00</u>

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Wastewater Renewal	85-9835- 60000-999	\$1,941,500	\$276,995.00	\$323,491.00	\$1,341,014

RECOMMENDATIONS

1. That the information be received.
2. That the tender from Horizontal earth drilling Limited for Contract No. EW03 634C: MC2 - Rua Road/Eastglen Road Wastewater Re-Route in the sum of \$277,791.00 plus \$34,723.87 GST, totalling \$312,514.87 be accepted.
3. That authority to enter into Contract No. EW03 634C: MC2 - Rua Road/Eastglen Road Wastewater Re-Route on behalf of Council be delegated to the Director: City Services.

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



6 CONTRACT NO. EW03 635C: MC2 - 38 PLEASANT ROAD - 5 EASTGLEN ROAD WASTEWATER REPLACEMENT

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW03 635C: MC2 - 38 Pleasant Road - 5 Eastglen Road Wastewater Replacement.

BACKGROUND

The Council has an objective to reduce flows in the wastewater network by 25% through the Infiltration and Inflow Control Programme. The New Lynn Sewer Catchment is the first catchment to be assessed under this programme and rehabilitation works has already been carried out on public drains in mini-catchments MC4, MC9 and MC21.

Mini-catchment MC2 has experienced a fair amount of development in recent years. This has resulted in an increased demand on the system. The existing pipeline between 38 Pleasant Road to 5 Eastglen Road is in poor condition and requires replacement.

SCOPE OF WORK

The contract is for the replacement of the existing 150 mm diameter public wastewater drains. The scope of the work includes:

- construction of approximately 160 metres of wastewater drain by trenchless construction techniques (pipe bursting techniques).
- reinstatement of existing service connections.

TENDERS RECEIVED

Tenders were publicly advertised with three sets of documents being uplifted. Three tenders were received by the closing date of Tuesday, 29 July 2003. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Hughes Civil Ltd	222 Old Titirangi Road, Titirangi	\$130,135.00
JB Pipeline Services Ltd	P.O. Box 13 447, Onehunga	\$153,025.00
H & H Contractors Ltd	P.O. Box 15 084, New Lynn	\$192,396.00
Pre-tender contract estimate		\$99,185.00

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 Record	Tech Skills	Resour.	Mang. Skill	Method.	Price	Contract No. EW03 635C
									Total Weights
	Weights	10	5	10	10	5	10	50	100
Tenderer	Tender Sum	Grades							Index
Hughes Civil Ltd	\$130,135.00	60	45	65	45	50	55	65	60
JB Pipeline Services Ltd	\$153,025.00	75	70	75	65	75	75	50	61
H & H Contractors Ltd	\$192,396.00	75	65	70	65	70	85	10	48
Median Tender Price	\$153,025.00								

Table 2 - Summary of Tender Evaluation

The tender prices were all higher than the Engineer's Estimate. This estimate was based on prices for similar work undertaken last financial year. Prices for this type of work do tend to fluctuate, especially in the local market where there are few experienced contractors who are able to undertake the work. The tendered prices are considered to be a reflection of the state of the market at present.

The contract involves works on private properties that will be disruptive to property owners or their tenants. Therefore, it is important that the work is carried out quickly and efficiently.

Hughes Civil Limited undertook a number of projects for Council in the last financial year and some of these have run behind schedule. Factors contributing to this weak performance include lack of adequate resources and poor management. The quality of work constructed by Hughes Civil Limited is not in question; rather it is its inability to meet construction deadlines. Similar comments were received from referees contacted about Hughes Civil Limited. As a consequence of the above, Hughes Civil Limited has received low scores for a number of attributes.

JB Pipeline Services Limited has proposed a team with the necessary resources and expertise to manage and undertake the work. JB Pipeline Services Limited has undertaken works of a similar nature for other local authorities in the region, and has recently completed a complicated wastewater contract satisfactorily for Waitakere City Council.

TAGS, ERRORS OR OMISSIONS

The tender from H & H Contractors Limited contained eleven tags. These were not taken up with H & H Contractors Limited since their tender price is the highest and the resolution of the tags would not affect the tender ranking.

There were no tags in any of the other tenders received, and none of the tenders had any omissions or errors.

CREDIT CHECK

A credit check dated 1 August 2003 carried out on JB Pipeline Services Limited revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the second lowest tender, submitted by JB Pipeline Services Limited, achieved the highest overall index of 61.

It is considered that JB Pipeline Services Limited has the necessary expertise and resources to carry out the works satisfactorily.

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 - JB Pipeline Services Limited	\$153,025.00
Contingency	\$ 15,300.00
Engineering & Supervision	<u>\$ 9,000.00</u>
Total Job Cost	<u>\$177,325.00</u>

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Wastewater Renewal	85-9835-60000-999	\$1,941,500	\$600,486.00	\$177,325.00	\$1,163,689.00

RECOMMENDATIONS

1. That the information be received.
2. That the tender from JB Pipeline Services Limited for Contract No. EW03 635C: MC2 - 38 Pleasant Road - 5 Eastglen Road Wastewater Replacement in the sum of \$153,025.00 plus \$19,128.00 GST, totalling \$172,153.12 be accepted.

3. That the tender for Contract No. EW03 635C, MC2 - 38 Pleasant Road - 5 Eastglen Road Wastewater Replacement be awarded to other than the lowest priced tender because the weighted attributes tender evaluation method requires the tendering authority to enter into a contract only with the tender that scores the highest overall index.
4. That authority to enter into Contract No. EW03 635C: MC2 - 38 Pleasant Road - 5 Eastglen Road Wastewater Replacement on behalf of Council be delegated to the Director: City Services.

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



7 CONTRACT NO. EW03 631C - READING OF WATER METERS

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract EW03 631C - Reading of Water Meters, for a term of two years with an option to extend for a third year, and to seek funding approval for the relevant financial years.

BACKGROUND

It is necessary for the water meters in Waitakere City to be read on a regular basis in order that the consumers may be billed for their water consumption. This contract is for the reading of water meters throughout Waitakere City for a two-year period. It will commence on 1 October 2003, after the expiry of the present contract on 30 September 2003.

Approval to tender this contract for a period exceeding one financial year was obtained from the Tenders Subcommittee at their meeting of 4 July 2003.

SCOPE OF WORK

The contractor will be required to read a total of approximately 60,000 meters, four times (i.e. 240,000 readings) over the two-year period. These are predominantly meters of domestic consumers, which are read in six monthly intervals. Other meters, which are those of the large consumers, together with Council meters and school meters, are read either bi-monthly or at monthly intervals.

The contractor will also be required to undertake special meter readings and deliver special notices.

TENDERS RECEIVED

Tenders were publicly advertised with eight (8) sets of documents being uplifted. Four (4) tenders were received by the closing date of 05 August 2003. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Enfield Services Group Limited	PO Box 40-161, Glenfield, Auckland 1310	\$261,733.88
Wells Instrument & Electrical Services Limited	PO Box 12987, Penrose, Auckland	\$270,177.00
Meter Reading Services Limited	PO Box 3749, Wellington	\$317,493.74
ProjectMax Ltd	PO Box 33202, Takapuna, Auckland	\$661,531.76
Pre-tender contract estimate		\$305,000.00

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 Record	Tech Skills	Management	Method	Price	Total Weight
Tenderer	Weight	15	10	10	10	10	45	100
	Tender Sum	Grades						Index
Enfield Services Group Limited	\$261,733.88	55	70	65	65	80	61	64
Wells Instrument & Electrical Services Limited	\$270,177.00	80	65	70	65	65	58	65
Meter Reading Services Limited	\$317,493.74	85	75	80	80	75	42	63
ProjectMax Limited	\$661,531.76	55	75	65	80	65	-75	3
Median Tender Price	\$293,835.37							

Table 2 - Summary of Tender Evaluation

In evaluating the tenders, extensive reference checks were made in addition to reviewing the attribute information submitted with each tender.

Enfield Services Group Limited was registered in 2000, and is mainly engaged in maintenance work related to the water industry. Enfield Services Group Limited has successfully completed several recent contracts for the Waitakere City Council. The methodology that Enfield Services Group Limited has proposed for this contract is very good. However, although Enfield Services Group Limited is carrying out a small contract for locating water meters on corner sections in Waitakere City, it does not have any previous experience in meter reading work. The attribute scores given reflect these factors. Enfield Services Group Limited's tender price is the lowest and is very competitive.

Wells Instrument and Electrical Services Limited presently employs a total of 150 staff for reading electrical and water meters throughout the country, and is the incumbent water meter reading contractor for Waitakere City and Manukau City. The references given by Wells Instrument and Electrical Services Limited for both water and electric meter reading that were checked all rated this firm's performance to be satisfactory. Council did experience some initial problems with Wells Instrument and Electrical Services Limited early in the current contract, but its recent performance has been satisfactory. Wells Instrument and Electrical Services Limited's tender price is the second lowest and is \$8,443.12 higher than the lowest tender price.

Meter Reading Services Limited is an organisation well experienced in meter reading work. It currently reads water meters for many local government organisations throughout the country including Metrowater and the North Shore City Council. Consequently, based on the information submitted with the tender and references received, Meter Reading Services Limited has scored high in the non-price attributes.

ProjectMax Limited is essentially a project management company. This firm has been associated with a number of recent contracts carried out for the Council, and although the work has been completed satisfactorily, ProjectMax Limited has no previous experience in meter reading work. The very high tender price is an indication of the firm's inexperience.

TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in any of the tenders submitted.

CREDIT CHECK

A credit check dated 14 August 2003 on Wells Instrument and Electrical Services Limited revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the tender submitted by Wells Instrument and Electrical Services Limited scored the highest overall index of 65. This is the second lowest tender received.

Wells Instrument and Electrical Services Limited has the current water meter reading contract with Council, and is considered to have the necessary expertise and skills to carry out this contract satisfactorily.

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 - Wells Instrument & Electrical Services Limited	\$270,177.00
Contingency	\$ 8,105.00

Total Job Cost	\$278,282.00

Estimated Annual Funding Requirements	2003/2004 (excl. GST)	2004/2005 (excl. GST)	2005/2006 (excl. GST)
Contact Amount	\$100,613.00	\$135,557.00	\$34,007.00
Contingencies	\$3,018.00	\$4,067.00	\$1,020.00
Total Cost	\$103,631.00	\$139,624.00	\$35,027.00

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
2003/2004 Water Billing Contract Payments	85-7267-22110-280	\$140,000.00	Nil	\$103,631.00	\$36,369.00
2004/2005 (LTCCP Yr 2) Water Billing Contract Payments	85-7267-22110-280	\$140,000.00	Nil	\$139,624.00	\$376.00
2005/2006 (LTCCP Yr 3) Water Billing Contract Payments	85-7267-22110-280	\$140,000.00	Nil	\$35,027.00	\$104,973.00

RECOMMENDATIONS

1. That the information be received.
2. That the tender from Wells Instrument and Electrical Services Limited for Contract No. EW03 631C - Reading of Water Meters in the sum of \$270,177.00 plus \$33,772.12 GST, totalling \$303,949.12 be accepted.
3. That the tender for Contract No. EW03 631C - Reading of Water Meters be awarded to other than the lowest priced tender, because the Council's weighted attributes tender evaluation methodology requires the Council to enter into a contract only with the tender that scores the highest overall index.
4. That the commitment to the 2004/2005 financial year for Contract No. EW03 631C - Reading of Water Meters totalling \$139,624.00 plus GST be approved.
5. That the commitment to the 2005/2006 financial year for Contract No. EW03 631C - Reading of Water Meters totalling \$35,027.00 plus GST be approved.
6. That authority to enter into Contract No. EW03 631C - Reading of Water Meters on behalf of Council be delegated to the Director: City Services.

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



8 **PREFERRED SUPPLIER FOR COUNCIL'S ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS) AND RELATED SERVICES - CONTRACT NUMBER IM03094A**

PURPOSE OF THE REPORT

This report seeks approval from the Tenders Subcommittee to award the contract to establish a preferred supplier relationship to assist Council with the design, development and implementation of document and records management solutions.

In addition, approval is sought to acquire TRIM, an Electronic Document and Records Management System (EDRMS), from the preferred supplier subject to:

- it being confirmed at the time that Council is ready to acquire and implement the product and that this product remains the preferred software solution; and
- key users having been given an opportunity to use TRIM and participate in the development of the blueprint solution to Council's EDRMS needs prior to the signing of the software purchase contract.

BACKGROUND

Waitakere City Council has recognised that effective information management is a vital prerequisite for the achievement of the organisation's vision, goals and strategies. Council also has legislative requirements on it to maintain sound information management systems. It is acknowledged that information and record keeping have not been managed in an optimal manner to date due in part to the bringing together of four different systems from amalgamation, and also to the inability of old systems to deal with the advent and growth of electronic records during the 1990's. Information is often difficult to find and retrieve and there is unnecessary duplication and inefficiency.

The AIM (Addressing Information Management) Programme was established in 2002 to bring the projects involving improvements in the management of Council's information under a coordinated umbrella. The purpose of this programme is to ensure consistency of direction, compatibility of solutions and adherence to the objectives and priorities of the organisation as a whole. The programme's agreed vision is:

Supporting Council's vision by providing timely access to quality information

The programme will run over several years and the widest scope will be adopted to ensure that the vision is fully realised.

AIM has as its core work stream the management of Council documents and records both in hard copy and electronic media. After an initial period of analysis, AIM published a detailed request for information (RFI) for the provision of Electronic Document and Records Management Systems and Related Services in October 2002. The objectives stated in the RFI were to:

- make Council-held information readily available to those who may need it subject to appropriate access controls;
- provide the ability to locate information more easily, quickly and reliably across the organisation through an effective search capability;
- utilise cost effective technology to improve the level of customer service through greater processing efficiency and improved management of and access to information;
- establish an appropriate balance between the cost of recording information and the benefit of making it available;

- automate where appropriate and otherwise enhance the management of record retention and disposal;
- implement standardised policies and practices to improve the consistency and quality of information;
- reduce the extent of duplication of systems, records and effort and improve storage and space utilisation.

The RFI was a comprehensive document covering a broad range of information management services.

RESPONSES RECEIVED

Responses were received from eighteen vendors, falling into three broad categories as follows:

Description	Vendor	Key Product
EDRMS / Full Response	Bearing Point	FileNet
	Cap Gemini	DataWorks
	Convergence	AbilitySuite
	Gen-I	TRIM
	Igatech	FileCM
	iKnow	DataWorks
	Infinity	Domino.doc (*)
	Inform 6	IManage / Foremost
	SDI Technology	CARMS
	Team Progress	Liberty
	Techtonics	TRIM
	Ubix/Onesource	SilentOne / Alchemy
Digitisation	Datamail	Service Provider
	Desktop Imaging	Service Provider
	Digital Filing	Service Provider
	Micro Record	Service Provider
	Pickfords	Service Provider
e-Government and Web Content Management	Greenwood	Collaborit / GT Intranet products

(*) Infinity notified Council of its intention to withdraw its submission on 15 January 2003

Table 1 - Summary of Respondents.

PROPOSAL EVALUATION

Short-listing:

The evaluation team reflected the broad range of services that were being evaluated. There were eight team members who participated in the evaluation, spanning: user; technical; business analysis; project management; web specialisation and quality assurance experience. The AIM Programme Manager chaired the process but did not participate in the scoring.

It was agreed at the outset to leave the evaluation of the digitisation services until after the completion of the EDRMS selection due to anticipated dependencies. The focus of the team was on the evaluation of the EDRMS integrated solution as this would be central to the solution and need to be taken into consideration when evaluating other components of information management. The Web Content Management products were evaluated separately but in the overall context of having to link into an EDRMS solution.

The RFI made provision for the selection of up to four short listed vendors to be taken forward for in-depth evaluation. The short-listing process included:

- Evaluation of the written RFI responses taking into consideration:
 - compliance with the requirements of the RFI;
 - vendor credentials;
 - product functionality;
 - cost and value for money.
- Reference checking by telephone; and
- A product demonstration from each of eight vendors who were not eliminated in the above analysis.

Despite having the mandate to select up to four short listed vendors, the team was in strong agreement that only three candidates warranted further evaluation for EDRMS. These were:

- Gen-i with TRIM as the product. Seven out of eight team members in favour with one abstaining for non-attendance at the demonstration;
- BearingPoint with FileNet as the product. Eight out of eight in favour;
- IKnow with DataWorks as the product. Seven out of eight in favour with one against on the grounds of concerns about the size and capability of the company to meet Council's needs as a business partner.

The above evaluation was consistent with the standing of the products in the market place. Each of TRIM and DataWorks have been installed in over one hundred local authorities in Australasia and FileNet is a leading product internationally in document management and workflow processing and is used by Auckland City Council for managing consent services records. The short listing was concluded by 31 January 2003.

The evaluation of the Web Content Management systems resulted in confirmation that Council was not ready to consider the purchase of such software at that stage. An Intranet Refocus project is underway and has outlined a strategy that does not involve the purchase of a Web Content Management system in the short term.

Similarly, a draft strategy has been prepared recently to consider the options for digitisation of Council's property-related records. It has been confirmed that the cost of back-scanning all property records together in the short term would be prohibitive. Further work is required to examine the practicable and cost effective options for digitisation of key record sets including those related to property over a period of many years. A separate AIM stream is to consider the digitisation options.

Final Selection:

In February 2003 the AIM team entered into the period of due diligence. The evaluation of the three short listed vendors was thorough. This included:

- Confirming our state of readiness to implement the solutions given the lessons learned from the RFI short listing process;
- Documentation of our updated requirements based on lessons learned;
- Site visits in New Zealand for each of the short listed vendors:
 - North Shore City Council for DataWorks;
 - Auckland City Council for FileNet and;
 - Rotorua District Council for TRIM.
- Further site visits in Australia as none of the New Zealand sites had completely implemented the full solution as required by Waitakere City Council:
 - Auburn City Council for TRIM;
 - Baulkham Hills Shire Council for DataWorks; and
 - Two non-Council sites for FileNet to see its capability for general document and records management. These were Freehills, a legal firm and Kraft, a food manufacturer.
- A further visit by the AIM Programme Manager to the Department of Infrastructure in Victoria (a TRIM site) that had accomplished several of Council's objectives that the team had not seen achieved at other sites;
- The loading of each of the three products by the respective vendor into a test environment at Council. Note: each of the products would need a considerable amount of configuration to reflect how they would actually be implemented for users; nonetheless the team was able to obtain a better understanding of the functionality, workings and user-friendliness of each product;
- Product training in the Council's test environment;
- Each vendor was given a consulting assignment to complete for Council. Taking the strengths of the vendors into consideration, they were asked to complete work that was required as part of the AIM Programme so that Council would have an ability to work with them and evaluate their performance;
- Evaluation of the response to our Updated Requirements document;
- A second demonstration by each vendor to which the stakeholders and other users were invited.

At the conclusion of the above, the team evaluated the three vendors on the criteria set out in the following table:

Product
Core Functionality
Records Management - Hard copy
Records Management - general
Document Management
Search functionality
Retention and Disposal
Workflow
Degree of customisation required
E-mail handling
Technology
Operations & Process

Cost
Vendor
Track Record and relevant experience
Resources and technical skills
Approach to implementation
Approach to support and maintenance

Table 2 - Summary of evaluation criteria.

The above attributes were broken down further into detailed criteria and the team used a weighted attributes method as a tool to assist with the evaluation, with an equal weighting of 40% each for product and vendor and a lower weighting of 20% for cost.

For the final stage of the evaluation, the team had changed to include a records advisor and the web team representation was dropped as a Web Content Management system was no longer to be evaluated further. The team evaluated the vendor and product while the Programme Manager compiled the costing information. The result of the final evaluation was as follows:

Product:

All but one team member scored TRIM highest (six out of seven) with the remaining team member scoring it second by less than 4% overall.

In the product evaluation, TRIM stood out for its strong records management capability in particular.

Vendor:

The choice of Gen-i as the preferred vendor was unanimous.

Cost:

On value for money for the EDRMS, the Gen-i TRIM solution again scored best on the basis that it is the preferred product with the lowest cost per user.

Similarly, Gen-i provides the best value for money for services with the highest score for preferred vendor and the lowest daily charge-out rate of the three vendors evaluated.

Vendors were asked to come up with a complete “no surprises” solution and to provide the full costing for that solution taking all aspects into consideration.

The indicative figure provided to the vendors for the purpose of licensing was 650 members of staff.

The following is a summary of their offerings:

Item	TRIM / Gen-i	DataWorks / iKnow	BearingPoint / FileNet
Total Package	\$1,267,824	\$1,304,720	\$1,277,538
Rank	1	3	2

Table 3 - Summary of overall costs.

This was not, however, a fair basis for comparison as the vendors quoted using different assumptions both for their consulting input and their product licenses. It was necessary therefore to consider other factors in assessing cost and value for money.

The following table shows how this was taken into consideration:

Item	TRIM / Gen-i	DataWorks / iKnow	BearingPoint / FileNet
Software License	1 Based on 650 site license	2 650 seats with 455 concurrent users	3 65 concurrent users; 25 for workflow.
Cost per additional user	1	2	3
Disbursements	2 (Included in total cost above)	3 (Not included in total cost above)	1 (Auckland based)
Daily rate for consulting	1	2	3
Annual Support Costs	2 \$ 114,628.32	1 \$ 112,590.00	3 \$ 29,886.84 for 65 users (ii)
Certainty vs. risk	1	2 (i)	3 (ii)

Table 4 - Factors taken into consideration when evaluating costs

- (i) The iKnow solution included a number of items the cost of which was not included in the above total. These were marked as "TBC" (To be confirmed).
- (ii) The BearingPoint solution has uncertainty regarding the eventual cost of licenses and the cost of delivery. FileNet is a product that requires more building compared to the other two products that deliver out-of-the-box solutions with flexible configuration options. Had FileNet been selected as the preferred product it would most likely have been a different (recently released) version that would be implemented with a higher cost for the product and possibly different implementation costs from that of the version that was available for evaluation.

Risk Assessment

All solutions carry risk. The evaluation process demonstrated that Council is not yet ready to acquire and implement an EDRMS solution due to the need to prepare the organisation and its systems to work with a new solution. There is a planned process over the next six months to finalise the design and prepare the organisation for the delivery of the EDRMS. The fact that design work is still required introduces a level of uncertainty and risk, but this approach enables Council to better manage and mitigate overall risks associated with introducing a new system.

To mitigate the risk, Council has planned a staged approach with low costs and low risk in the first stage. Council does not plan to purchase the preferred product prematurely. The Gen-i proposal offers a basis for working together in a manner that limits the risk and provides protection for both parties.

The process that Council has been through to select the preferred vendor has been such as to provide the necessary level of confidence as to the ability to deliver the anticipated benefits.

SUMMARY

Based on the evaluation results it is recommended that Gen-i be awarded the preferred vendor contract for the supply of Council's EDRMS solution.

Given the performance of BearingPoint and iKnow in their respective consulting assignments, the AIM team would like to use the services of these vendors from time to time to assist Council in their particular areas of expertise. This possibility has been discussed with the respective vendors and all would be prepared to work in co-operation with one another for the benefit of Council.

Were Council ready to acquire and implement an EDRMS immediately, TRIM would be the product of choice. The timing of the purchase and phasing in of the implementation will be established as part of the blueprinting stage that is to be undertaken with the assistance of the preferred vendor.

The confirmation of the approach and timeline offers a further layer of protection and risk mitigation as the product will not be purchased until the detailed design has been confirmed and Council has prepared itself adequately to proceed with the implementation of the new system. This preparation includes upgrading Council's technical infrastructure, cleaning up data, implementing a new records classification scheme, designing a revised security model, providing improved search facilities, preparing the users for new standards and procedures and confirming roles and responsibilities for records management across Council.

SOURCE OF FINANCE

Sources of Finance are approved for the current 2003/2004 Annual Plan period and funding for the ongoing operating costs in subsequent periods will be sought through the Annual Plan process.

Sources of funds for the 2003/2004 year are as follows:

	Codes	Budget - Amount	Allocation to this Contract
Software & Services	75-9516-44800	\$1,750,000	\$1,614,700

RECOMMENDATIONS

1. That the information be received.
2. That the Director: Corporate & Civic Services be delegated authority to enter into the preferred supplier contract with Gen-i Limited to assist Council with the design, development and implementation of document and records management solutions.
3. That the Director: Corporate & Civic Services be delegated authority to enter into a contract with Gen-i Limited for the purchase of the TRIM electronic document and records management system subject to:
 - confirmation by the Directors Group at the time that Council is ready to acquire and implement the product that this remains the preferred software solution; and
 - confirmation by the Directors Group that key users having been given an opportunity to use TRIM and participate in the development of the blueprint and no major implementation or operational issues have emerged.

4. That the Director: Corporate & Civic Services be delegated authority to enter into a contracts to engage the services of BearingPoint and/or iKnow Limited from time to time to assist with aspects of the AIM Programme in which they have demonstrated their expertise without having to go to tender again for such assignments, provided that such engagements fit within the budget and work programme for the AIM Programme.

Report prepared by: Paul Wilton, AIM Programme Manager.



9 NEW ZEALAND POST CONTRACT (IM03092A)

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to extend the existing contract with New Zealand Post by a further 12 months through to 31 August 2004. It is proposed that no tender be held, as New Zealand Post is the only known provider of volume post and other services the Council requires.

BACKGROUND

Council's existing contract with New Zealand Post for volume post services is for 12 month period ending to 31 August 2003. The volume post services also includes business reply and free post and permit post.

STRATEGIC CONTEXT

There are a number of small to medium size organisations that offer a range of services from mail sorting to courier and street delivery services. However, in the main these providers do not have access to PO Boxes, Private Bags, Rural Delivery, Overseas mail and do not process returned mail. In some cases they also utilise New Zealand Post for delivery services.

As New Zealand Post appear to be the only organisation to provide a complete mail service including volume post, Council have held discussions with them on the proposed extension of their contract and their rates for the extended 12 months are fair and reasonable.

RESOURCES

Based on Council's postal service spend last year it is anticipated to spend in the order of \$175,000 on the proposed contract for which provision has been made in the 2003/2004 Annual Plan and subsequent years in the Long Term Council Community Plan.

CONCLUSION

As New Zealand Post is the only known service provider to provide a complete volume post service, it will be recommended that the subcommittee approve the extension of the existing New Zealand Post contract till 31 August 2004 without going to tender, in accordance with the provisions of Council's procurement policy, noting that in order to satisfy the requirements of policy, the reasons for not going to tender are required to be recorded in writing.

RECOMMENDATIONS

1. That the information be received.
2. That in accordance with Council's Procurement Policy, approval be given to extend the existing New Zealand Post contract till 31 August 2004 without going to competitive tender on the basis that New Zealand Post is the only acceptable provider of the required comprehensive solution to Council's volume post service requirements.
3. That approval be given to commit expenditure incurred under the New Zealand Post Contract (IM03092A) in the 2004/2005 financial year against the 2004/2005 Annual Plan.
4. 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.



10 CONTRACT NO. PK03621A - SANDFIELD LIFTS 2003/2004

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PK03621A - Sandfield Lifts 2003/2004.

BACKGROUND

The City has 22 sand fields and 2 sand training areas which require annual top ups of sand to maintain the integrity of the sand layer on the fields to ensure the removal of surface water into the underlying drainage system. Sand fields can be used 3-4 times more than a standard turf field during the wet winter months due to the quick recovery. Usage rates are 6 hours per week for turf as compared to 20 hours per week for sand fields. Sand fields do require special treatment and care to maintain the sand surface and part of this work involves the regular topping up of the sand fields.

SCOPE OF WORK

This work involves the supply and spreading of quality sand to top up the sand layers on the City's sand fields and training areas. This work is planned to be undertaken in conjunction with other renovation works on the City's sports fields. Some minor drainage works have also been included in the contract to coordinate the overall field drainage work upgrade programme at some of the sports and passive areas.

TENDERS RECEIVED

Tenders were publicly advertised with only one set of documents being uplifted. One tender was received by the closing date of 5 August 2003. This is summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (EXCL. GST)
Field Drainage Specialists	Silverdale	\$195,050.00
Pre-tender contract estimate		\$210,000.00

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".

Tender	Attributes	Rel Exp	Track Record	Tech Skill	Resour	Manag .	Method ology	Price	Contract Number PK 03612A
Evaluation						Skills			Total Weights
	Weights	10	10	5	10	5	10	50	100
Tenderer	Tender Sum				Grades				INDEX
Field Drainage Specialists	\$195,050.00	95	90	95	90	90	85	50	70
Med.n Tender Price	\$195,050.00								

Table 2 - Summary of Tender Evaluation

This contract is a measure and value contract based on schedule sums.

Field Drainage Specialists have successfully undertaken sand lifts and drainage works in Waitakere City and several of the other cities in the Auckland region for a number of years. This company has also successfully undertaken other civil and field drainage works in Waitakere City to an extremely high quality standard and work performance.

TAGS, ERRORS OR OMISSIONS

There were no tags errors or omissions.

CREDIT CHECK

A credit check has revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Field Drainage Specialists achieved the highest index of 70.

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

	<u>EXCL. GST</u>
2003/2004	
Tender sum Field Drainage Specialists	\$195,050.00
Contingency	\$ 20,000.00
Supervision and Quality Control	\$ 5,000.00

Total Job Cost for Contract	\$220,050.00

SOURCE OF FUNDING

2003/2004 (12 months)

Account	Account Code	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Grasslands Maintenance	46 7618 27270	\$1,828,270	\$1,688,270	\$140,000	\$0
Parks Drainage Issues	75 9825 27180	\$60,000	\$29,950	\$30,050	\$0
Stormwater Renewals	75 9823 33630	\$33,000	\$0	\$33,000	\$0
Totals		\$1,921,270	\$1,718,220	\$203,050	\$0

RECOMMENDATIONS

1. That the information be received.
2. That the tender from Field Drainage Specialists for Contract No. PK03621A - Sandfield Lifts 2003/2004 in the sum of \$195,050.00 plus \$24,381.25 GST, totalling \$219,431.25 be accepted.
3. That authority to enter into Contract No. PK03621A - Sandfield Lifts 2003 2004 on behalf of Council be delegated to the Director: City Services.

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



11 CONTRACT NO. PK03623B - PARKS LEGAL WEED CONTROL

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PK03623B - Parks Legal Weed Control and to award the contract for an initial period of two years, with a renewal period of a further 1+1+1 years, subject to the quality of the contractor's performance and at the discretion of Council.

BACKGROUND

Council has a Relationship Agreement with Techscape Limited, and a Memorandum of Understanding with Weedfree Waitakere Trust. As a result of these partnerships an agreement was made in May 2003 to negotiate directly with the Techscape / Weedfree Waitakere Trust Partnership for one of the two Parks Weed Control Contracts. By mutual agreement, the Legal Weed Control Contract was chosen as the contract to negotiate. A sub-contracting association between Weedfree Waitakere Trust and Techscape has been formalised for the purposes of this contract.

Weedfree Waitakere Trust and Techscape Limited completed this contract to a high standard during the 2002/2003 year. The same staff will be working on the contract this year, increasing consistency, familiarity and efficiency with the work.

STRATEGIC CONTEXT

This work is being commissioned to meet requirements of the 2002 Auckland Regional Council Pest Management Strategy. The strategy requires landowners to control all containment plant pests whenever they appear on their land. Since the 1996/1997 financial year a comprehensive Woolly Nightshade Control Programme has been undertaken in various parks within Waitakere City, therefore it is important to continue this programme which now involves maintaining the low incidence of woolly nightshade in all parks. It is also the fourth year of intensive wild ginger control and it is important to continue to maintain the low incidence of wild ginger in specified Waitakere City Council parks.

ISSUES

In accordance with Council's Procurement Policy, it is recommended that no tender is called for this contract for the following reasons:

- known performance in service delivery;
- improvements in the quality of work;
- familiarity with the Waitakere City Parks and Community;
- close working relationship;
- shared technology platforms.

The proposed contract will include performance measures through a variety of key performance indicators (KPI's) that are to be measured under the contract. The KPI's will include:

- Response Times;
- Health and Safety;
- Completion of work programme;
- Quality Control;
- Customer Service Complaints;
- Accurate reporting of required data;
- Environmental Compliance;
- Productivity and Effectiveness.

This weed control contract has been run on a yearly basis, using the open tender method for the last three years. It is proposed to change the contract period to a 2+1+1+1 timeframe so as to improve the efficiency of the contract management and weed control works. This will be achieved by increasing the consistency and familiarity of the work and the reserves by the contractor employed to carry out the work. It will also allow for better follow up and data collection, allowing for improved long term planning and reduced weed levels.

Approval is sought to award the contract for an initial contract period of 24 months with a renewal period of a further 1+1+1 year, subject to the quality of the contractor's performance and at the discretion of the Council.

A strong and good working relationship has developed between the Waitakere Parks team and Techscape / Weedfree Waitakere Trust, with open communication and liaison with both teams working together towards improving and providing quality service to the city's residents. Techscape and Weedfree Waitakere Trust have the resources to undertake the Parks Legal Weed Control Contract work.

SCOPE OF WORK

1. A control programme for all containment plant pests (bathurst bur, bushy asparagus, evergreen buckthorn, mignonette vine, moth plant, nodding thistle, smilax, variegated thistle woolly nightshade) in the Auckland Regional Pest Management Strategy in all Waitakere City Parks and Reserves (552 in total).
2. A control programme to maintain the low incidence of wild ginger in specified Waitakere City Council parks and reserves.
3. A control programme in selected reserves for Australian sedge, gorse and ragwort.
4. Control of weeds from ad hoc weed control requests from the public.

NEGOTIATED CONTRACT PRICE

A contract price has been negotiated with Techscape and Weedfree Waitakere Trust. The negotiated price is very similar to the previous contract sum of \$150,273 (one year contract) won by open tender by Weedfree Waitakere Trust, who then sub-contracted Techscape Limited. This year a sub-contracting association between Weedfree Waitakere Trust and Techscape has been formalised for the purposes of this contract. Techscape will manage the legal weed control work, and Weedfree Waitakere Trust will run the ad hoc portion of the contract.

TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions.

CREDIT CHECK

A credit check has revealed no adverse information.

SUMMARY

A contract price has been negotiated with Techscape and Weedfree Waitakere Trust which is very close to the previous contract sum.

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

2003/2004 and 2004/2005 - 24 months contract period	
Tender sum Parks Legal Weed Control	\$299,178.00
Contingency	\$ 29,918.00
Supervision and Quality Control Estimate	\$ 50,000.00

Total Job Cost for 24 months	\$379,096.00

Annual Cost Estimates 2005/2006 and 2006/2007 and 2007/2008	
Tender Sum Parks Maintenance Services	\$149,589.00
Contingency	\$ 14,958.90
Supervision and Quality Control	\$ 25,000.00

Total Job Cost for 1 Year	\$189,548.00

SOURCE OF FUNDING

2003/2004 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Parks Weed Control	\$434,500	\$244,952	\$189,548	\$0
Totals	\$434,500	\$244,952	\$189,548	\$0

2004/2005 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Parks Weed Control	\$442,000	\$252,452	\$189,548	\$0
Totals	\$442,000	\$252,452	\$189,548	\$0

RECOMMENDATIONS

1. That the information be received.
2. That in accordance with Council's Procurement Policy, no tender is called for this contract for the following reasons:
 - known performance in service delivery;
 - improvements in the quality of work;
 - familiarity with the Waitakere City Parks and Community;
 - close working relationship;
 - shared technology platforms.
3. That Contract No. PK03623B - Parks Legal Weed Control be let for an initial contract period of two years, with a renewal period of a further 1+1+1 years, subject to Council providing the budget, the quality of the contractor's performance and at the discretion of the Council.
4. That the contract with Techscape Limited in association with Weedfree Waitakere Trust for Contract No. PK03623B - Parks Legal Weed Control in the sum of \$299,178.00 plus \$37,397.25 GST, totalling \$336,575.25 be approved.
5. That approval is given to committing \$189,548.00 plus \$23,693.50 GST totalling \$213,241.50 against the 2004/2005 budget.
6. That approval is given to committing an estimated \$189,548.00 plus \$23,693.50 GST totalling \$213,241.50 against the 2005/2006, 2006/2007 and 2007/2008 budgets, subject to Council providing the budget, the quality of the contractor's performance and at the discretion of the Council.
7. That authority to enter into Contract No. PK03623B - Parks Legal Weed Control on behalf of Council be delegated to the Director: City Services.

8. That authority to exercise the right of renewal for the period of the 2005/2006, 2006/2007 and 2007/2008 financial years be delegated to the Director: City Services, subject to Council providing the budget.

Report prepared by: Jacki Byrd, Parks & Community Projects Co-ordinator.



12 **CONTRACT NO. LB03095A - WAITAKERE CITIZENS ADVICE BUREAU INCORPORATED (WAICAB)**

PURPOSE OF THE REPORT

The purpose of this report is to seek the approval of the Tenders Subcommittee to enter into a three-year contractual agreement with Waitakere Citizens Advice Bureau Incorporated (WAICAB) for the supply of services.

BACKGROUND

At a Special Meeting of Council 30 June 2003 Council resolved:

“That the organisations listed in the agenda report dated 26 June 2003 by approved for three year funding, subject to negotiation of appropriate service agreements, at the level of funding in the final Long Term Council Community Plan and Annual Plan 2003/2004.”

335/2003

Within the report, the Waitakere Citizen Advice Bureau Incorporated was named as being one of the preferential funding partners and was listed as an approved body for a three year funding agreement.

STRATEGIC CONTEXT

In the Review of the Citizens Advice Bureaux in June 1998, Council adopted “that the strategic partnership between the two organisations (Waitakere City Council and Waitakere Citizens Advice Bureau Incorporated) continue, given common objectives and synergies.”

The strategic basis of this relationship lies in Council's interest in the provision of information to residents. The role of the Citizens Advice Bureaux meets this strategic object in the following ways:

- by providing access to good quality information;
- by assisting with lifelong learning opportunities;
- by increasing participation in local affairs and community life;
- by increasing an awareness of technology and access to information.

ISSUES

A1-A15 The details of the three year contract includes a separate schedule containing an annual service level specification with stated service objectives and targets, has been satisfactorily negotiated between representatives of Waitakere City Council and representatives of Waitakere Citizens Advice Bureau Incorporated. A copy of the contract is attached at pages A1 to A15.

The contract and the service targets are based upon documents previously agreed in prior years. The current contract has minimal modifications. Past documents have been structured based on a contract document approved by Legal Services and each contract has been approved prior to signing and sealing by Council's Legal Services.

Waitakere Citizens Advice Bureau Incorporated will continue to report at six monthly intervals to the Finance and Operational Performance Committee on the achievement of targets and objectives.

RESOURCES

Within the Annual Plan, a sum of \$323,000 has been budgeted to meet Council's financial commitment under the Waitakere Citizens Advice Bureau Incorporated contract. The Long Term Council Community Plan (LTCCP) identifies a sum of \$282,000 from 2004/2005 onwards to meet future financial obligations to the contract.

The 2003/2004 budget includes a single one-off payment of \$20,000 to Waitakere Citizens Advice Bureau Incorporated for funding the relocation of Glen Eden Citizens Advice Bureau to temporary premises, to permit the construction of the new Glen Eden Library/Citizens Advice Bureau premises. A further \$2,000 is budgeted to meet increased lease costs arising from the lease of these alternative premises.

CONCLUSION

Council had resolved in principle to enter a three-year contract with Waitakere Citizens Advice Bureau Incorporated. Approval is being sought to achieve this objective by delegating the authority to sign and seal a contract with Waitakere Citizens Advice Bureau Incorporated, to the Director: Corporate & Civic Services.

RECOMMENDATIONS

1. That the information be received.
2. That the Director: Corporate & Civic Services be delegated the authority to enter into a three year contract with Waitakere Citizens Advice Bureau Incorporated on behalf of Waitakere City Council.
3. That the Tenders Subcommittee commits Council to funding Waitakere Citizens Advice Bureau Incorporated for the 2004/2005 and 2005/2006 Annual Plan years. The level of funding for each year to be set by Council within each Annual Plan.

Report prepared by: Su Scott, Library & Information Services Manager.



13 **NEW LYNN LIBRARY AND MEMORIAL SQUARE - ARCHITECTURAL DESIGN SERVICES**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. ST 02 018A - New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square Architectural Services.

BACKGROUND

At the Tenders Subcommittee meeting on 16 August 2002 a shortlist of registered tenderers was approved from a publicly advertised registration of interest for invitation to tender for architectural design services for a new New Lynn Library. Tenders were subsequently received from six of the approved tenderers and the evaluation of these tenders is reported herein.

SCOPE OF WORK

To provide architectural design services for the design and construction of a new Public Library, Citizens Advice Bureau, Service Centre and Memorial Square including the integrated development of the surrounding site. The proposed work includes:

- the architectural design of the new building incorporating functional art and sustainable design elements;
- landscape design of the surrounding site including the transition of Memorial Square into a key 'destination' urban public open space in the 'heart' of New Lynn Town Centre;
- design of service, reduced mobility access and parking issues for the building, including facilities incorporating water sensitive urban design.

TENDERS RECEIVED

Tenders were invited from the seven tenderers selected from the registration of interest in 2002. Six (6) tenders were received by the closing date of 8 August 2003. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (EXCL. GST)
Chow Hill	Papatoetoe	\$ 287,250.00
Craig Craig Moller	Auckland	\$ 290,000.00
ASC Architects	Auckland	\$ 298,000.00
Warren and Mahoney	Christchurch / Auckland	\$ 344,000.00
Jasmax	Auckland	\$ 399,120.00
Architectus / Athfield	Auckland	\$ 436,530.00
Pre-tender contract estimate		\$ 275,000.00

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	Relev.	Manag.	Tech.	Design	Sub-	Track	Team	Price	Contract Number ST 02 018A	
		Exper.	Systems	Skills	Skills	Consult.	Record	Collab.		Total Weights	
Weights		5	5	10	20	15	15	20	10	100	
Tenderer	Tender Sum	Grades							INDEX		
Craig Craig Moller	\$290,000.00	78	87	84	88	84	83	86	45	81	
Warren & Mahoney	\$344,000.00	87	85	85	87	82	90	83	25	79	
Architectus/Athfield	\$436,530.00	83	86	82	86	81	86	78	-9	74	
Chow Hill	\$287,250.00	73	73	74	75	76	75	78	46	73	
ASC Architects	\$298,000.00	73	75	76	79	77	77	69	42	72	
Jasmax	\$399,120.00	78	82	80	82	76	84	77	5	72	
Engineer's Estimate	\$275,000.00										

Table 2 - Summary of Tender Evaluation

The scores in Table 2 are all above average, as would be expected. The tenders were evaluated by a panel comprising five members of the Project Control Group who were specifically selected for their expertise in Architecture, Landscape Design, Town Centre Revitalisation, Functionality and Cultural representation. The non-priced attributes, other than 'Team Collaboration' were evaluated and scored according to the tenders submitted. The 'Team Collaboration' attribute was evaluated at an interview/presentation held independently with each tenderer by the evaluation panel.

The tendered price by Craig Craig Moller is 5% higher than the Engineer's Estimate, which is considered an acceptable range.

The highest scoring index is that of Craig Craig Moller, whose tender price is marginally higher than the pre-tender estimate, but far lower than the price of the second highest index scoring by Warren and Mahoney. Craig Craig Moller have demonstrated excellent understanding of the brief and the processes required by Council for the implementation of this project. They have clearly shown evidence of their understanding of New Lynn, and technical design skills, providing one of the best demonstrations of their proposed team collaboration for the design process.

Information provided from the referees have proved very positive, indicating that Craig Craig Moller show a high degree of architectural design flair coupled with aptitude for the documentation and project management facets of the project. The evaluation team were unanimous concerning the non-priced attribute scores allocated and were not influenced by the price difference.

TAGS, ERRORS OR OMISSIONS

The tender from Craig Craig Moller contained no tags.

The next highest index score was Warren and Mahoney. This tender contained several tags that if priced would have increased their tender sum. As this would have lowered their index rating the cost of the tags was not investigated.

All other tags on tenders were deemed not to alter the index ranking and so were not investigated any further.

CREDIT CHECK

A credit check on Craig Craig Moller has been requested.

SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Craig Craig Moller achieved the highest index of 81. This tender is also the second lowest priced tender.

JOB COSTS

	<u>EXCL. GST</u>
Tender sum - Craig Craig Moller	\$290,000.00
Contingency	\$ 29,000.00

Total Job Cost	\$319,000.00

SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
New Lynn Library and Memorial Square	75-9120-42750	\$3,442,000.00	\$877.50	\$319,000.00	\$3,122,122.50

RECOMMENDATIONS

1. That the information be received
2. That subject to a satisfactory credit check the tender from Craig Craig Moller for Contract No. ST 02 018A - New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square Architectural Services in the sum of \$290,000.00 plus \$36,250.00 GST, totalling \$326,250.00 be accepted.
3. That the tender for Contract No. ST 02 018A - New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square Architectural services be awarded to other than the lowest priced tender, because the Council's weighted attributes tender evaluation methodology requires the Council to enter into a contract only with the tender that scores the highest overall index.
4. That the commitment to the 2003/2004 financial year for Contract No. ST 02 018A - New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square Architectural services totalling \$290,000.00 plus GST be approved.
5. That authority to enter into Contract No. ST 02 018A - New Lynn Library, Citizens Advice Bureau, Service Centre and Memorial Square Architectural services on behalf of Council be delegated to Ann Magee, Director: Strategy and Development.

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