



## NOTICE OF MEETING

# TENDERS SUBCOMMITTEE

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

**DATE:**        **Friday**                    **13 February 2004**                    **TIME:**        **9.00 am**

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

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

13 February 2004

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, 13 FEBRUARY 2004,  
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, 13 FEBRUARY 2004,  
COMMENCING AT 9.00 AM.**

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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 - 12 December 2003  
Extraordinary - 18 December 2003

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Tenders Subcommittee held on Friday, 12 December 2003 and the Extraordinary Meeting held on Thursday, 18 December 2003, as circulated, be taken as read and now be confirmed.



4 **CONTRACT NO. IM03108A - LAN UPGRADE**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek the Tenders Subcommittee's approval and authority to accept a quotation from Datacom Systems Limited for an upgrade to our existing Local Area Network (LAN) Infrastructure.

**BACKGROUND**

Council's Local Area Network provides the connectivity between all the computer systems in the immediate Council environment, and via Telecom's Wide Area Network (WAN) provides connectivity to and within remote sites such as Branch Libraries and Civil Defence.

The last major upgrade to the LAN occurred in 1996, and Council has enjoyed an excellent return on that investment. Due to the age and impending cessation of vendor support for a significant proportion of the hardware, and increasing demands on the network by ever faster computers and more demanding applications, it is timely that a major upgrade takes place. This upgrade has been planned as part of Council's Information Management Infrastructure Program provided for in the Long Term Council Community Plan.

The impending upgrade to Windows XP, to be followed by the rollout of a Document Management System means an upgrade to Council's network is required at this time, in order that the success of these projects is not adversely impacted by having to run over a network which is inadequate for the demands to be placed upon it in the immediate future.

**ISSUES**

There are a number of reasons why it is recommended that Council accepts a quotation rather than going to open tender in this instance:

- A number of technical and contractual dependencies have arisen which make it important to complete the Windows XP rollout by mid April, and significant changes to the LAN configuration are required to be undertaken prior to the rollout, which are best addressed by undertaking this upgrade prior to the rollout. The impact if this work is not undertaken is that support staff will not be able to rebuild any PC's at the user's desk, but will need to bring them back into the lab each time.
- The lead-time on delivery of the LAN hardware is such that it would not be possible to run a tender process, and still meet the required installation timeframe.
- A competitive quotation process has been undertaken on the chosen range of equipment with four suppliers, with the results presented below. The narrow variance in pricing and staff knowledge of the reseller margins in the industry (3-5%) suggests that better pricing would be unlikely to be obtained by going to tender. The vendors quoting represent both smaller and larger entities, and all bar one have existing and satisfactory business relationships with Council.

**PROCUREMENT**

Initially the LAN upgrade was being looked upon as a number of separate projects, but upon completion of a strategic review of current and future requirements (including future migration of the infrastructure to the Henderson Hub), it was decided to merge them, and aggregate the costs into a single project, large enough to require Tenders Subcommittee approval.

The review looked at detailed design options from the two hardware manufacturers who are the clear industry leaders in this area, Cisco and Foundry Networks. Of the two, Cisco was the clear leader in terms of retail pricing (32% cheaper), and was also a lower technology risk in terms integrating with existing Council Cisco equipment to be retained.

Initially, separate quotations were sought for the 'core' (located in the main Computer Room) and 'edge' (servicing individual work areas) switches, but as described above these have been aggregated, as illustrated below.

| Reseller                 | Core switches | Edge Switches | Total Sum (ex GST) |
|--------------------------|---------------|---------------|--------------------|
| Datacom Systems          | \$36,315.24   | \$59,517.64   | \$95,832.88        |
| ATL Systems              | \$36,890.78   | \$60,454.94   | \$97,345.72        |
| Datacraft                | \$36,778.89   | -             | \$97,921.26        |
| Open Systems Specialists | -             | \$61,142.37   |                    |

Datacraft & Open Systems Specialists were invited to quote only for the 'core' & 'edge' switch components of the project respectively. Datacom Systems were the lowest quote in each of the above categories as well as the aggregate.

These figures cover the hardware procurement costs only. The total contract sum below includes the first year hardware maintenance, which will be capitalised, and falls under an existing contractual arrangement with Datacom Systems.

Due to late but minor changes to the configuration and equipment requirements, the contract sum for the hardware has reduced slightly and sits at \$88,791.28, with the maintenance component of \$13,383.00 bringing the total contract sum to \$102,174.28 ex GST.

## RESOURCES

Funding for this contract is provided in the 2003/2004 Annual Plan, under the Information Management Infrastructure Capital budget.

## CONCLUSION

On the basis outlined above, it is recommended that the subcommittee approve the proposal 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 Contract IM03108A - LAN Upgrade in the value of \$102,174.28 plus GST, be awarded to Datacom Systems Limited.
3. That in accordance with Council's Procurement Policy, Contract IM03108A - LAN Upgrade be awarded by way of invited quotation as this process provided an adequate range of leading suppliers to ensure competition among suppliers in respect of the specialised goods and services comprising this contract.
4. That the Director: Corporate & Civic Services be delegated authority to enter into the contract with Datacom Systems Limited on behalf of Council.

Report prepared by: Simon Leigh, Infrastructure Project Manager, Information Management.



## 5 **CONTRACT IM03105A - SUN SERVER REPLACEMENT**

### **PURPOSE OF THE REPORT**

This report seeks the Tenders Subcommittee's approval and authority to accept the following proposals without going to open tender to replace our existing Sun Server (E4000 model). The Sun Server is a computer processor that runs Council's core enterprise wide system GEMS.

The proposal comprises of:

- Hardware            Open Systems Specialists Limited    \$57,388
- Maintenance       Sun Microsystems Limited            \$96,995

The total value being \$154,383 plus GST.

### **BACKGROUND**

The Sun Server is the production computer for the GEMS system, which is used throughout Council. GEMS is Council's main system for financial management, rating, property, consents and the other core local authority functions and is the single most critical Information systems platform.

### **ISSUES**

As the Sun Server is coming to the end of its useful life, the probability of a major hardware failure is becoming a more significant risk, and Council could be seen to be negligent if steps were not taken to minimise exposure to this risk.

The maintenance service provider has notified Council that it will not maintain the Sun Server E4000 model as from March 2006.

Although this is two years off, Council only now is commencing work on the GEMS replacement programme and will not be in a position to fully migrate GEMS to a new replacement application for at least three years and this, combined with the potential risk of hardware failure necessitates a replacement server.

The replacement server will provide the following enhancements:

- Lower maintenance charges (newer equipment);
- Maintenance availability after March 2006;
- Better performance;
- Newer, more reliable equipment.

Three suppliers submitted proposals for replacement Sun Server hardware by way of invited quotation as that process provided an adequate range of leading suppliers from the small number of on sellers in the market to ensure competition among suppliers in respect of the specialised goods and services comprising this contract.

The lowest price for hardware was \$57,388 from Open Systems Specialists Limited.

Sun Microsystems Limited is the only company able to provide maintenance on this equipment, therefore it was not possible to get other quotes.

The price for maintenance was \$96,995 from Sun Microsystems Limited.

| Supplier                   | Quote    |
|----------------------------|----------|
| <b>Sun Server Hardware</b> |          |
| ATL Systems Limited        | \$61,552 |
| Eagle Technology           | \$59,770 |
| Open Systems Specialists   | \$57,388 |
| Sun Server Maintenance     |          |
| Sun Microsystems Limited   | \$96,995 |

## RESOURCES

Funding for the replacement server proposal of \$57,388 for hardware and \$96,995 for three years maintenance is provided in the 2003/04 Annual Plan, and subsequent Long Term Council Community Plans.

## CONCLUSION

On this basis it will be recommended that the subcommittee approve the proposals from Open Systems Specialists Limited and Sun Microsystems Limited 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 Contract IM03105A - Sun Server Replacement in the value of \$57,388 plus GST be awarded to Open Systems Specialists Limited.
3. That in accordance with Council's Procurement Policy Contract IM03105A Sun Server Replacement be awarded by way of invited quotation as that process provided an adequate range of leading suppliers to ensure competition among suppliers in respect of the specialised goods and services comprising this contract.
4. That in accordance with Council's Procurement Policy, Contract IM03105A for Council's SUN Server Maintenance for three years in the value of \$96,995 plus GST be awarded to Sun Microsystems Limited without going to competitive tender due to the fact that this is the only supplier that can offer this service.
5. That the Director: Corporate and Civic Services be delegated authority to enter into the contracts with Open Systems Specialists Limited and Sun Microsystems on behalf of Council.

Report prepared by: Mark Lovell, IM Operations Manager (Acting), Information Management.



6 **CONTRACT NO: EW 03 651C: PROJECT TWIN STREAMS - SUPPLY OF ECOSOURCED PLANTS - LOWER ORATIA CATCHMENT**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No: EW 03 651C: Project Twin Streams - Supply of Eco-Sourced Plants - Lower Oratia Catchment. It is proposed that the contract be awarded in three parts as follows: an 18 month extension to the existing contract (2004 & 2005), two years (2006 & 2007), and one year (2008).

**BACKGROUND**

Project Twin Streams - Lower Oratia Catchment is part of a five catchment riparian restoration and stormwater management project, including stormwater quality treatment. The Waitakere City Council has been granted funds by Infrastructure Auckland (IA) for Project Twin Streams, which includes the restoration and revegetation of the Lower Oratia Stream.

The Council proposes to engage the public for planting events that involve local communities and community groups during the May to October planting season from 2004/2007, with a possible extension to 2008. Events will be predominantly in autumn and spring on esplanade reserves, private property and on roadside locations. Interested participants may have little or no experience with plant species or planting methodology.

Approval was given by the Tenders Subcommittee on 27 June 2003 to invite tenders for a contract that spans four years with an option for a further year (Minute number 1295/2003).

**SCOPE OF WORK**

The project involves, but is not limited to, the following tasks:

- the propagation and supply of eco-sourced plants and trees of specified sizes and species to the selected sites for community plantings;
- the provision of stakes, compost and fertiliser for community plantings;
- the delivery of the plants on the morning of planting days to designated locations in the Lower Oratia catchment and the collection of any trees/shrubs unable to be planted by the end of that day;
- the supervision of and assistance with the planting by volunteers as required.

The Tender was structured in three sections, Section A was for the 2004 and 2005 years, section B for the 2006 and 2007 years and section C for the 2008 year. Each section is evaluated separately and may be awarded separately or as a whole.

## TENDERS RECEIVED

Tenders were invited from five selected firms, and four tenders were received by the closing date of 11 November 2003. These are summarised in Table 1 below:

| TENDERER                            | REG OFFICE    | TENDER PRICE                    | TENDER PRICE                    | TENDER PRICE             | TOTAL<br>TENDER PRICE<br>(all years)<br>(excl. GST) |
|-------------------------------------|---------------|---------------------------------|---------------------------------|--------------------------|-----------------------------------------------------|
|                                     |               | A<br>2004 & 2005<br>(excl. GST) | B<br>2006 & 2007<br>(excl. GST) | C<br>2008<br>(excl. GST) |                                                     |
| Weed Free Waitakere Trust           | New Lynn      | \$142,690.50                    | \$69,839.96                     | \$7,250.35               | \$219,780.81                                        |
| Techscape Limited                   | North Harbour | \$183,484.60                    | withdrawn                       | \$11,400.40              |                                                     |
| Oratia Native Plant Nursery Limited | Oratia        | \$171,613.10                    | \$127,902.00                    | \$11,903.00              | \$311,418.10                                        |
| Naturally Native NZ Plants          | Tauranga      | non conforming                  | \$109,784.05                    | \$11,793.42              |                                                     |
| <b>Pre-tender Contract Estimate</b> |               | <b>\$177,356.45</b>             | <b>\$116,490.88</b>             | <b>\$10,218.45</b>       | <b>\$304,065.78</b>                                 |

Table 1 - Summary of Tender Prices

## TENDER EVALUATION

In accordance with the conditions of tendering, the tender was 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 Tables 2, 3 and 4:

| Tender Evaluation           | Attributes             | Experience | Track Record | Technical Skills | Resources | Management Skills | Methodology | Price | Contract<br>Number EW03<br>651C<br>Total Weights |    |
|-----------------------------|------------------------|------------|--------------|------------------|-----------|-------------------|-------------|-------|--------------------------------------------------|----|
|                             |                        | Weights    | 5            | 10               | 10        | 5                 | 5           | 5     |                                                  | 60 |
| Tenderer                    | Tender Sum<br>excl GST |            |              |                  |           |                   |             |       | INDEX                                            |    |
| Weed Free Waitakere Trust   | \$142,690.50           | 35         | 35           | 50               | 45        | 45                | 50          | 100   | non conforming                                   |    |
| Techscape Ltd               | \$186,425.20           | 85         | 80           | 80               | 75        | 55                | 85          | 44    | 57                                               |    |
| Oratia Native Plant Nursery | \$175,704.42           | 85         | 75           | 80               | 50        | 65                | 75          | 50    | 59                                               |    |
| Naturally Native NZ Plants  | non conform.           | 85         | 80           | 80               | 50        | 65                | 75          |       | non conforming                                   |    |
| <b>Median Tender Price</b>  | <b>\$175,704.42</b>    |            |              |                  |           |                   |             |       |                                                  |    |

Table 2- Summary of Tender A (2004 & 2005 years)

Year 2006 & 2007

| Tender Evaluation           | Attributes          | Experience | Track Record | Technical Skills | Resources | Management Skills | Methodology | Price | Contract Number EW03 651C<br>Total Weights |     |
|-----------------------------|---------------------|------------|--------------|------------------|-----------|-------------------|-------------|-------|--------------------------------------------|-----|
|                             | Weights             | 5          | 10           | 10               | 5         | 5                 | 5           | 60    |                                            | 100 |
| Tenderer                    | Tender Sum excl GST |            |              |                  |           |                   |             |       | INDEX                                      |     |
| Weed Free Waitakere Trust   | \$69,839.96         | 35         | 35           | 50               | 45        | 45                | 50          | 100   | non conforming                             |     |
| Techscape Ltd               | withdrawn           | 85         | 80           | 80               | 75        | 55                | 85          |       | withdrawn                                  |     |
| Oratia Native Plant Nursery | \$130,890.77        | 85         | 75           | 80               | 50        | 65                | 75          | 76    | 75                                         |     |
| Naturally Native NZ Plants  | \$109,784.05        | 85         | 80           | 80               | 50        | 65                | 75          | 88    | 82                                         |     |
| <b>Median Tender Price</b>  | <b>\$109,784.05</b> |            |              |                  |           |                   |             |       |                                            |     |

Table 3- Summary of Tender A (2006 & 2007 years)

Year 2008

| Tender Evaluation           | Attributes          | Experience | Track Record | Technical Skills | Resources | Management Skills | Methodology | Price | Contract Number EW03 651C<br>Total Weights |     |
|-----------------------------|---------------------|------------|--------------|------------------|-----------|-------------------|-------------|-------|--------------------------------------------|-----|
|                             | Weights             | 5          | 10           | 10               | 5         | 5                 | 5           | 60    |                                            | 100 |
| Tenderer                    | Tender Sum excl GST |            |              |                  |           |                   |             |       | INDEX                                      |     |
| Weed Free Waitakere Trust   | \$7,250.35          | 35         | 35           | 50               | 45        | 45                | 50          | 100   | non conforming                             |     |
| Techscape Ltd               | \$11,845.18         | 85         | 80           | 80               | 75        | 55                | 85          | 100   | 91                                         |     |
| Oratia Native Plant Nursery | \$12,117.28         | 85         | 75           | 80               | 50        | 65                | 75          | 100   | 89                                         |     |
| Naturally Native NZ Plants  | \$11,793.42         | 85         | 80           | 80               | 50        | 65                | 75          | 100   | 90                                         |     |
| <b>Median Tender Price</b>  | <b>\$11,819.30</b>  |            |              |                  |           |                   |             |       |                                            |     |

Table 4- Summary of Tender C (2008)

The Weed Free Waitakere Trust was invited to tender in the spirit of the Memorandum of Understanding they have with Council, and because they requested the opportunity, but inviting them to tender was not an indication of pre-qualification with Council. The tender outlined the Trust's goals amongst which is the desire to supply eco-sourced plants, but at the present time they do not have a production nursery. The Trust has won various contracts relating to weed eradication and control, however, they do not have current contracts relating to plant supply.

The Trust's tender did not demonstrate relevant work experience and track record. Although some Weed Free Waitakere Trust staff have individual experience in the area of plant propagation and supply, the Trust does not possess sufficient track record in plant supply in order to be considered for this contract. Consequently, they scored 35 in the attributes of Experience and Track Record. These scores constitute a "fail" in each of these attributes and so the tender was removed from further consideration. A meeting was held with the Trust management to discuss their lack of track record and experience in plant supply and it was agreed that their tender would fail under the above attributes. However, it was also agreed that it would be beneficial that the trust commence a community nursery and that they participate in supplying plants to the Twin Streams project on a smaller scale through a community nursery programme.

The tender submitted by Oratia Plant Nursery Limited outlined their experience in the supply of eco-sourced plants and their local experience in Waitakere. Their track record, technical skills, management skills and methodology were of an acceptable standard. Their tender for Part A (2004 & 2005) was the lowest priced conforming tender for this two year period.

The tender submitted by Naturally Native NZ Plants outlined their experience in the supply of eco-sourced plants. Their track record, technical skills, management skills and methodology were of an acceptable standard. Naturally Native NZ Plants have two Auckland production nurseries. Their proposal is to propagate plants in the controlled conditions of their Tauranga facility and then to grow plants to contract size at their Auckland nursery. Their tender for Part B (2006 & 2007) was the lowest priced conforming tender for that two year period.

The Tender received from Techscape outlined their experience in the supply of eco-sourced plants. Their track record, technical skills, management skills and methodology were of an acceptable standard. However, their price was higher than the other tenders for Part A and though they scored well for attributes their tender did not score the highest weighting. They did however, score the highest weighting for Part C.

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

The tender from Techscape Limited contained an arithmetic error, resulting in the tender sum for Part B being understated by \$19,171.08. Techscape were advised in writing of this error and asked to confirm that their tender price for Part B (2006 & 2007) remained open for acceptance as submitted. Techscape advised that they wished to withdraw their tender for Part B and to be considered for only Parts A & C.

Techscape's tender also included three tags. When requested in writing to withdraw the tags, they chose not to withdraw the tag which stated that, notwithstanding the tender requirements, they have excluded fluctuations in their tender and would like to review any cost fluctuations on a yearly basis. Consequently, for the purpose of the tender evaluation, estimated cost fluctuations of 2.5% per annum were added to the Techscape tender sums.

The tender from Oratia Native Plant Nursery Limited contained arithmetic errors in extensions and summations that resulted in the total tender sum being overstated by \$610.00. When advised of these errors in writing, Oratia Native Plant Nursery Limited confirmed that the tender sums for all Parts A, B and C remained open for acceptance.

The Oratia Native Plant Nursery Limited tender included three tags. When requested to do so, they withdrew all tags except for the following:

"Planting timeframe, if delayed by the client for two months or more (extra feeding; watering, trimming, fertilising etc). Where planting time frame deviates more than six months Oratia native Nursery Limited reserves the right to renegotiate the unit rate."

For the purpose of the tender evaluation, the additional costs associated with this tag have been estimated and added to the tendered sums of Oratia Native Plant Nursery Limited. The additional costs were calculated as holding costs of 2% of plant supply costs per month for six months, for 20% of the plant schedule for the applicable year.

The tender from Naturally Native NZ Plants included three conditions relating to compost mixture, volume of planting bags and fertiliser application rates. All the conditions are acceptable as they are in accordance with common practice.

The Naturally Native NZ Plants tender for Part A only included a price for supply of plants for year 2005. They advised they were not able to supply eco-sourced plants for the 2004 year due to existing commitments for their locally eco-sourced stock and the short time frame to meet these requirements. Therefore, their tender for Part A was considered to be non-complying, and they were only considered for Part B (2006 & 2007) and Part C (2008).

### ONE YEAR AWARD

The preparation of this report and therefore award of the contract has been delayed by resolving tags, errors and omissions in tender documents with the tenderers. Unfortunately the delay began to impinge on the time available to collect eco-sourced seed to enable propagation and plant supply for this year. For this reason it became necessary to award a contract for 2003/2004 work programme to enable seed collection to begin and prevent missing the opportunity to plant the selected species this planting season. The contract to 30 June 2004 was awarded to Oratia Native Plant Nursery Limited based on the evaluation of tenders for year one, and it is recommended that this existing contract be extended to the end of the 2005 planting season, totalling \$171,613.10 excl GST.

### CREDIT CHECK

A credit check on Oratia Plant Nursery Limited and Naturally Native NZ Plants dated 1 December 2003 revealed no adverse information. A credit check on Techscape Limited has been requested.

### SUMMARY

The best Tender A for the 2004 and 2005 contract was submitted by Oratia Plant Nursery Limited. Their proposal was the lowest price conforming tender with the highest overall index of 59. They demonstrated that they have the skills and experience to complete the contract successfully.

|                                           |                      |
|-------------------------------------------|----------------------|
| Tender sum - Oratia Plant Nursery Limited | \$ 171,613.10        |
| Supervision                               | \$ 17,000.00         |
| Disbursements                             | \$ 5,090.32          |
| <b>Total Job Cost</b>                     | <b>\$ 193,703.42</b> |

The best Tender B for the 2006 and 2007 contract was submitted by Naturally Native NZ Plants Limited. Their proposal was the lowest price conforming tender with the highest overall index of 82. They demonstrated that they have the skills and experience to complete the contract successfully.

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Tender sum - Naturally Native NZ Plants Limited | \$ 109,784.05        |
| Supervision                                     | \$ 11,000.00         |
| Disbursements                                   | \$ 1,000.00          |
| <b>Total Job Cost</b>                           | <b>\$ 121,784.05</b> |

The best Tender C for the 2008 contract was submitted by Techscope Limited. Their proposal was the lowest price conforming tender with the highest overall index of 91. They demonstrated that they have the skills and experience to complete the contract successfully.

|                                |                     |
|--------------------------------|---------------------|
| Tender sum - Techscope Limited | \$ 11,400.40        |
| Supervision                    | \$ 1,200.00         |
| Disbursements                  | \$ 500.00           |
| <b>Total Job Cost</b>          | <b>\$ 13,100.40</b> |

| Estimated Annual Funding Requirements | 2003/2004<br>(excl. GST) | 2004/2005<br>(excl. GST) | 2005/2006<br>(excl. GST) |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| Contract Amount                       | \$64,866.70              | \$53,373.20              | \$91,828.20              |
| Supervision and disbursements         | \$8,000.00               | \$8,000.00               | \$9,090.32               |
| Total Cost                            | \$72,866.70              | \$61,373.20              | \$100,918.52             |

| Estimated Annual Funding Requirements | 2006/2007<br>(excl. GST) | 2007/2008<br>(excl. GST) |
|---------------------------------------|--------------------------|--------------------------|
| Contract Amount                       | \$54,892.03              | \$27,837.42              |
| Supervision and disbursements         | \$6,000.00               | \$4700.00                |
| Total Cost                            | \$60,892.03              | \$32,537.42              |

#### SOURCE OF FUNDING

| Budget Description<br>(from Annual Budget line item) | Codes                   | Budget      | Committed to Other Projects | Allocation to This Project | Unallocated Balance |
|------------------------------------------------------|-------------------------|-------------|-----------------------------|----------------------------|---------------------|
| 2003/2004<br>Project Twin Streams                    | SFL 85 -<br>9815- 63870 | \$5,000,000 | \$3,600,000                 | \$72,866.70                | \$1,327,133         |
| 2004/2005<br>(LTCCP Yr 2)<br>Project Twin Streams    | SFL 85 -<br>9815- 63870 | \$6,000,000 | Not yet committed           | \$61,373.20                | \$5,938,626         |
| 2005/2006<br>(LTCCP Yr 3)<br>Project Twin Streams    | SFL 85 -<br>9815- 63870 | \$5,000,000 | Not yet committed           | \$100,918.52               | \$4,899,081         |
| 2006/2007<br>(LTCCP Yr 4)<br>Project Twin Streams    | SFL 85 -<br>9815- 63870 | \$5,000,000 | Not yet committed           | \$60,892.03                | \$4,939,108         |
| 2007/2008<br>(LTCCP Yr 5)<br>Project Twin Streams    | SFL 85 -<br>9815- 63870 | \$2,000,000 | Not yet committed           | \$32,537.42                | \$1,967,463         |

#### RECOMMENDATIONS

1. That the information be received.
2. That the tender for Part A being the contract for 2004 and 2005 from Oratia Plant Nursery Limited for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment (2004 & 2005) in the sum of \$171,613.10 plus \$21,451.64 GST, totalling \$193,064.74 be accepted and that the existing contract awarded to 30 June 2004 be increased to the above sum.

3. That the tender for Part B being the contract for 2006 and 2007 from Naturally Native NZ Plants Limited for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment (2006 & 2007) in the sum of \$109,784.05 plus \$13,723.01 GST, totalling \$123,507.06 be accepted.
4. That the tender for Part C being the contract for 2008 from Techscape Limited for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment (2008) in the sum of \$11,400.40 plus \$1,425.05 GST, totalling \$12,825.45 be accepted.
5. That the commitment to the 2004/2005 financial year for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment Part A in the sum of \$97,806.55 plus GST be approved.
6. That the commitment to the 2005/2006 financial year for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment Part B in the sum of \$100,918.52 plus GST be approved.
7. That the commitment to the 2006/2007 financial year for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment Part B in the sum of \$60,892.03 plus GST be approved.
8. That the commitment to the 2007/2008 financial year for Contract No: EW 03 651C: Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment Part C in the sum of \$32,537.42 plus GST be approved.
9. That authority to enter into Contracts for Part A No. EW 03 651C - Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment, Part B No. EW 03 651C - Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment and Part C No. EW 03 651C - Project Twin Streams - Supply Of Ecosourced Plants - Lower Oratia Catchment on behalf of Council be delegated to the Group Manager: Asset Management.

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



## **7 CONTRACT PK03638A - ECOSOURCED PLANT SUPPLY CONTRACT**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract PK03638A - Ecosourced Plant Supply Contract.

### **BACKGROUND**

To fulfil Council's capital revegetation programme as provided for in the Long Term Council Community Plan, a large supply of ecosourced plants are required. Generally nurseries do not grow the number and types of trees and shrubs required for large-scale revegetation projects, therefore plants need to be ordered in advance.

Ecosourcing supports the Green Network goal of seeking to ensure the health of native ecosystems is protected and enhanced to ensure their long-term survival. Waitakere City Council has developed a nationally recognised Code of Practice for the sourcing, managing and labelling of plants for ecosourcing purposes.

Tenders Subcommittee approval was granted to invite tenders for Contract PK03638A - Ecosourced Plant Supply Contract, (Minute 4375/2003).

### SCOPE OF WORK

Ecosourced plants need to be supplied to meet revegetation requirements at the Waitakere Quarry, Kay Road Balefill, Piha sand dunes, Harbourview Reserve, Paremuka and other stream restoration projects in the Long Term Council Community Plan.

### TENDERS RECEIVED

Tenders were invited from selected tenderers with four sets of documents being uplifted. Three tenders were received by the closing date of 27 January 2004. These are summarised in Table 1 below:

| TENDERER                            | REG OFFICE                               | TENDER PRICE (excl. GST) |
|-------------------------------------|------------------------------------------|--------------------------|
| Naturally Native NZ Plants Ltd      | 30 Gamman Mill Road,<br>RD3,<br>Tauranga | \$399,488.85             |
| Techscape Ltd                       | Private Bag 302909<br>North Harbour      | \$588,241.90             |
| Oratia Native Plant Nursery         | 625 West Coast Road,<br>Oratia           | \$775,616.50             |
| <b>Pre-tender contract estimate</b> |                                          | \$627,025.94             |

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. Skill | Resour. | Manag. Skill | Method | Price | Contract No. PK03638A |
|---------------------------------|--------------|--------|--------------|-------------|---------|--------------|--------|-------|-----------------------|
|                                 |              |        |              |             |         |              |        |       | Total Weights         |
|                                 | Weights      | 10     | 2.5          | 2.5         | 5       | 10           | 10     | 60    | 100                   |
| Tenderer                        | Tender Sum   | Grades |              |             |         |              |        |       | INDEX                 |
| Naturally Native NZ Plants Ltd  | \$0.00       | 85     | 80           | 80          | 50      | 65           | 35     | 100   | Disqualified          |
| Techscape Ltd                   | \$588,241.90 | 85     | 80           | 80          | 75      | 55           | 85     | 50    | 60                    |
| Oratia Native Plant Nursery Ltd | \$775,616.50 | 85     | 75           | 80          | 50      | 65           | 75     | 18    | 40                    |
| <b>Med.n Tender Price</b>       | \$588,241.90 |        |              |             |         |              |        |       |                       |

Table 2 - Summary of Tender Evaluation

## TAGS, ERRORS OR OMISSIONS

Naturally Native NZ Plants Limited only priced part of the tender therefore they have been disqualified for submitting a non-conforming tender.

Both Techscape Limited and Oratia Native Nursery Limited had tags attached concerning the supply of plants. The tags related to the timing for supply and collection of seed but do not affect the tenders submitted and therefore have been accepted.

## CREDIT CHECK

A credit check on Techscape Limited has been requested.

## 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 60. This tender is also the lowest priced tender.

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 - Techscape Limited | \$588,241.90 |
| Contingency                    | \$0          |
| Engineering & Supervision      | \$ 10,000.00 |
|                                | -----        |
| Total Job Cost                 | \$598,241.90 |

## SOURCE OF FUNDING

| Budget Description                                           | Codes         | Budget                | Committed to Other Projects | Allocation to This Project | Unallocated Balance |
|--------------------------------------------------------------|---------------|-----------------------|-----------------------------|----------------------------|---------------------|
| Harbourview                                                  | 46-7650-43960 | \$882,079.00          | \$779,409.75                | \$102,669.25               | 0                   |
| Henderson Creek Corridor Track                               | 75-9825-46310 | \$125,771.00          | \$92,136.00                 | \$33,635.00                | 0                   |
| MAF Vegetation Removal Mitigation                            | 75-9825-47860 | \$125,000.00          | \$100,990.00                | \$24,010.00                | 0                   |
| Waitakere Sports Complex Stage 2 - Esplanade Development     | 75-9825-47820 | \$675,000.00          | \$648,550.00                | \$26,450.00                | 0                   |
| Wekatahi & Marawhera Stream realignment and erosion measures | 75-9825-46550 | \$146,818.00          | \$139,918.00                | \$6,900.00                 | 0                   |
|                                                              |               | <b>\$1,954,668.00</b> | <b>\$1,761,003.75</b>       | <b>\$193,664.25</b>        |                     |

A commitment to fund the ecosourced plants to be supplied in 2004/2005, estimated at \$404,577.65 is required from the 2004/2005 Annual Plan.

### **RECOMMENDATIONS**

1. That the information be received.
2. That subject to a satisfactory credit check, the tender from Techscape Limited for Contract PK03638A - Ecosourced Plant Supply Contract in the sum of \$588,241.90 plus \$73,530.24 GST, totalling \$661,772.14 be accepted.
3. That the commitment to the 2004/2005 financial year for Contract PK03638A - Ecosourced Plant Supply Contract totalling \$404,577.65 plus GST be approved.
4. That authority to enter into Contract PK03638A - Ecosourced Plant Supply Contract on behalf of Council be delegated to the Group Manager: Asset Management.

Report prepared by: Debbie Chapman, Parks Assets Environmental Officer.



## **8 REGISTRATION OF INTEREST - CONTRACT CC03 103A - CITYWIDE SECURITY SERVICES**

### **PURPOSE OF THE REPORT**

This report informs the Tenders Subcommittee of the shortlist of Registrants for the Citywide Security contract.

### **BACKGROUND**

In March 2003 a contract was awarded to Armourguard Security Limited for the provision of citywide security services for all Council buildings, facilities and personnel escorts within Waitakere City. Due to a number of performance issues that had left Council exposed to substantial risk, a decision was made on the 10 October 2003 by the Chief Executive and Security Manager to terminate the contract in line with the specific termination clauses contained within that contract.

In order to meet Council's security needs since that time, another company has been employed on a temporary basis until the citywide contract can be re-tendered.

A Registration of Interest from prospective tenderers, for the provision of citywide security services was called for by way of two insertions in both the New Zealand Herald and Western Leader.

The reasons for using the Registration of Interest process for this contract are:

- this is a large project with estimated value of between \$200,000 and \$230,000;
- the project requires experienced security service providers with a good knowledge of security best practice;
- by pre-selecting specialist companies we ensure a high level of performance during the contract and competitive bids during the tender phase.

## REGISTRATIONS RECEIVED

Six Registrations of Interest were received by the closing date of 19 December 2003.

| Registrant                                                   | Reg. Office                        |
|--------------------------------------------------------------|------------------------------------|
| Icon Security Group Limited                                  | 300 Great South Road,<br>Greenlane |
| Chubb Security Limited                                       | 5 Howe Street, Newton              |
| Guardian Security Limited                                    | 9a Te Atatu Road, Te Atatu         |
| CDP Security Limited and The Te Whanau O<br>Waipareira Trust | 320 Ti Rakau Drive, East<br>Tamaki |
| Graham Nelson                                                | 35 Albert Street, Auckland         |
| Safe and Secure Limited                                      | 5 Hunt Street, Whangarei           |

**Table 1 - Summary of Registrants**

## REGISTRANT EVALUATION

Registrants were evaluated generally in accordance with the "Weighted Attributes Method" contained in Transit New Zealand's "Manual of Competitive pricing Procedures" using Council's standard attributes for tender evaluation.

A summary of the evaluation results is shown in Table 2 below.

| Registrations of Interest Evaluation                  | Experience | Reference Checks | Staffing | Resources | Management Skills | ROI No. CC03 103A Total Weights |
|-------------------------------------------------------|------------|------------------|----------|-----------|-------------------|---------------------------------|
|                                                       | 20         | 20               | 20       | 20        | 20                |                                 |
| Registrants                                           |            |                  | Grades   |           |                   | Index                           |
| Icon Security Group Ltd                               | 90         | 90               | 75       | 95        | 90                | 88                              |
| Chubb security ltd                                    | 90         | 80               | 60       | 95        | 75                | 80                              |
| Guardian Security Ltd                                 | 45         | 60               | 60       | 80        | 55                | 60                              |
| CDP Security Ltd and The Te Whanua O Waipareira Trust | 45         | 70               | 60       | 80        | 60                | 63                              |
| Graham Nelson                                         |            |                  |          |           |                   | Non Conforming                  |
| Safe and Secure                                       | 25         | 50               | 25       | 40        | 45                | Disqualified                    |

**Table 2 - Evaluations**

The evaluation was carried out by reviewing the documentation provided and telephone conversations with a number of referees.

Of note with the CDP and Te Whanua O Waipareira Trust registration it appears that this is a joint venture between CDP Limited and the Trust. It appears that reporting and patrols would be carried out by both organisations.

The review team assessed each registration for Security experience, Customer Service levels, Management Team and expertise and security coverage within the Waitakere Area.

The Registration of Interest document for this process specified the information required from the registrants submissions. This document also identified that only the highest ranked registrants would be invited to tender for the project.

The Registration of Interest from Graham Nelson did not contain the requested information and was deemed to be non-conforming.

In accordance with the "Weighted Attributes Method" the Safe and Secure Limited registration did not meet the minimum score in both the staffing and experience attributes and was therefore disqualified at this point.

An accepted industry standard of three or more invited tenderers is deemed appropriate for a contract of this magnitude and encourages serious and competitive tenders.

Based on the normal scoring ranges, a grade of 60 represents an "above average" score. The four highest ranked registrants all have scores of more than 60 and therefore are well experienced and capable of carrying out this project in a competent manner. Therefore it is recommended the four top scoring registrants be invited to tender for this contract.

From table 2 above the four highest ranked registrants are:

- Icon Security Group Limited;
- Chubb Security Limited;
- CDP and The Te Whanua O Waipareira Trust;
- Guardian Security Limited.

#### **RECOMMENDATIONS**

1. That the information be received.
2. That the top four scoring registrants:
  - Icon Security Group Limited;
  - Chubb Security Limited;
  - CDP and The Te Whanua O Waipareira Trust;
  - Guardian Security Limited;

be invited to tender for the Citywide Security Contract (Contract CC03 103A).

Report prepared by: Warren Cornor, Security Manager.



**9 CONTRACT NO. TA 03510B - LINCOLN ROAD WIDENING STAGE 1**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract TA 03510B - Lincoln Road Widening Stage 1.

**BACKGROUND**

This contract is for the widening of the eastern side of Lincoln Road between Abel Tasman Avenue and No.79 Lincoln Road, a distance of approximately 350 metres. The widening will provide for two through lanes in each direction, separated by a flush median, with right turn bays into Norval Road and Waitakere Hospital.

The intersection of Lincoln Road/Norval Road/Waitakere Hospital road will be signalised and the existing bus bays relocated to between Norval Road and the Waitakere Hospital Road.

The signalisation of the intersection will improve safety for traffic accessing Henderson North Primary School and the Waitakere Hospital, by providing safe opportunities for vehicles to exit/enter the side streets. The existing pedestrian crossing will be replaced with signalised pedestrian movements that are fully protected from cars by the use of a layout that avoids allowing turning traffic to filter across pedestrian phases. Opportunity is retained for cycle facilities to be established on Lincoln Road at a later date.

The northern side of Norval Road, at the intersection of Lincoln Road, will be widened to provide a right turn lane and a left turn lane exiting from Norval Road. The existing parking bays at the shops adjacent to Norval Road will be modified to provide angle parking.

The existing water main between Abel Tasman Avenue and the Waitakere Hospital road will be relocated under a separate contract.

**SCOPE OF WORK**

The works in this contract are for the construction of kerb and channel, concrete footpath, bus bays and road widening. The works include, but are not limited to:

- Site clearance;
- Earthworks;
- Minor stormwater drainage, including cesspits and manholes;
- Construction of concrete kerbs, channels, footpaths, vehicle crossings and bus bays;
- Signalised intersections;
- Pavement construction and sealing;
- Roadmarking and traffic signs;
- Reinstatement.

**TENDERS RECEIVED**

Tenders were publicly advertised on 27 November 2003 with four sets of documents being uplifted. By the tender closing date of 18 December 2003, two tenders were received.

These are summarised in Table 1 below:

| TENDERER                            | REG OFFICE | TENDER PRICE<br>(excl. GST )<br>OPTION A |
|-------------------------------------|------------|------------------------------------------|
| HEB Contractors Ltd.                | Drury      | \$448,936.20                             |
| Works Infrastructure Ltd.           | Auckland   | \$615,077.00                             |
| <b>Pre-tender contract estimate</b> |            | <b>\$559,455.00</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".

These procedures require that where the tender includes Provisional Sums (work valued by the Principal and placed within the Schedule of Prices) they are deducted from the Tender Sum prior to evaluating each tender.

In this contract there are no Provisional Sums.

The "Two envelope process" as described in Section 2.7 of the above manual was followed. Under this method, only the first tender envelope is opened and the non-price attributes evaluated for all tenders before the second envelope containing the tender price is opened, and the tender prices duly included in the evaluation.

A summary of the evaluation results is shown in Table 2.1:

| Tender Evaluation         | Attributes             | Exper  | Track Record | Tech Skills | Re-source | Man-agement | Method | Price | Total Weight |
|---------------------------|------------------------|--------|--------------|-------------|-----------|-------------|--------|-------|--------------|
| Tenderer                  | Weight                 | 7      | 7            | 7           | 3         | 3           | 3      | 70    | 100          |
|                           | Tender Sum<br>Option A | Grades |              |             |           |             |        |       | Index        |
| HEB Contractors Ltd       | \$448,936.20           | 65     | 55           | 70          | 70        | 55          | 95     | 66    | 66           |
| Works Infrastructure Ltd. | \$615,077.00           | 65     | 55           | 70          | 65        | 55          | 55     | 34    | 43           |
| Median Tender Price       | \$532,006.60           |        |              |             |           |             |        |       |              |

**Table 2.1 - Summary of Tender Evaluation**

The tender documents provided for two options, Option A and Option B, with a preference for Option A. Option A provided for light emitting diode signal lanterns. Option B provided for quartz halogen signal lanterns.

The tender sums submitted for Option A met with Council's requirements in terms of funding and therefore only this option has been evaluated and reported.

### TAGS, ERRORS OR OMISSIONS

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

### CREDIT CHECK

A credit check on HEB Contractors Limited, dated 19 December 2003, revealed no adverse information.

## SUMMARY

The results of the tender evaluation as summarised in Table 2.1 shows that the tender submitted by HEB Contractors Limited achieved the highest index of 66. This tender is also the lowest priced tender.

HEB Contractors Limited has a recent history with Council as being a contractor with a satisfactory standard of workmanship and management. Some of their past contracts with Council have failed to meet the quality standards expected. However, on more recent contracts the quality standards have been met, in part due to an increased level of supervision.

The budget for the Engineering and Supervision component of this contract is sufficient to allow an adequate level of supervision to ensure the works are completed to an acceptable standard.

As part of City Services vision, "Quality and Health & 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> |
|----------------------------------------------|------------------|
| Tender sum - HEB Contractors Ltd. (Option A) | \$448,936.20     |
| Contingency                                  | \$ 60,000.00     |
| Engineering & Supervision                    | \$ 85,635.00     |
|                                              | -----            |
| Total Job Cost                               | \$594,571.20     |

## SOURCE OF FUNDING

| Budget Description (from Annual Budget line item) | Codes         | Budget    | Committed to Other Projects | Allocation to This Project | Unallocated Balance |
|---------------------------------------------------|---------------|-----------|-----------------------------|----------------------------|---------------------|
| Lincoln Road Widening                             | 75-9810-41340 | \$780,975 | \$62,200                    | \$594,571                  | \$124,204           |
|                                                   | <b>TOTAL</b>  |           |                             | <b>\$594,571</b>           |                     |

## RECOMMENDATIONS

1. That the information be received.
2. That the tender from HEB Contractors Limited for Contract TA 03510B - Lincoln Road Widening Stage 1, in the sum of \$448,936.20 plus \$56,117.03 GST, totalling \$505,053.23 be accepted.
3. That authority to enter into Contract TA 03510B - Lincoln Road Widening Stage 1 on behalf of Council be delegated to the Group Manager: Asset Management.

Report prepared by: Adam Moller, Principal Transport Engineer: Development.

