



Waitakere City Council  
*Te Taiao o Waitakere*

## NOTICE OF MEETING

# TENDERS SUBCOMMITTEE

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

**DATE:**        **Friday**                    **19 August 2005**                    **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.

15 August 2005

Ngareta Delamere  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8552

### **MEMBERSHIP:**

Councillors    JM        Clews, QSO, JP (Chairperson)  
                  RI        Clow (Deputy Chairperson)

Chief Executive Officer

Director: City Services

Director: Corporate & Civic Services

Director: Strategy & Development

Director: Quality Assurance

Director: Finance

Maori Issues Manager

Mayor RA 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 A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE  
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON FRIDAY, 19 AUGUST 2005, COMMENCING AT 9.00 AM**

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**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE  
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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) of the Local Government Official Information 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 Committee by resolution so decides; 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 and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



**3 CONFIRMATION OF MINUTES**

Meeting Minutes - 5 August 2005

**RECOMMENDATION**

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 5 August 2005, as circulated, be taken as read and now be confirmed.



**4 EXTENSION OF CONTRACT NO. EW03 0422P - WATER SAVING PROGRAMME CONTRACT**

**PURPOSE OF THE REPORT**

The purpose of this report is to obtain the approval of the Tenders Subcommittee to extend Contract No. EW03 0422P - Water Saving Programme Contract with EcoMatters Environmental Trust for the continued delivery of water conservation programmes.

Because it is proposed to not tender the water conservation programme, this report is also for the purpose of satisfying the requirements of the Local Government Act 2002 as per Council's Procurement Policy.

## BACKGROUND

At the Ordinary Meeting of the Finance and Operational Performance Committee held on 7 July 2003 a report was presented on a proposed contract with EcoMatters Environmental Trust, and the Committee resolved as follows:

*“That the Group Manager Asset Management be delegated authority to finalise the contract with EcoMatters Trust for a value of up to \$187,000 plus GST to deliver Council’s 2003/2004 water demand management programme.”*

1401/2003

EcoMatters Environmental Trust has developed and carried out the water conservation programme in 2003/2004 and 2004/2005. Key results to date are:

- 2,500 individual house surveys completed out of 15,000 properties representing a “hit rate” of average 17%. Up to 29% has been achieved in some areas;
- Door knocking visits through 2 survey teams. A large amount of survey data has been collected;
- 277 leaks have been detected of which 93% were dripping taps;
- 94% of households run top loading washing machines, only 6 % use water efficient front loaders. However, 99% of all households use the economy settings on their machines;
- 1,380 gizmos have been fitted to toilets and it was noted that a number of properties already had them fitted from the 1995 water shortage campaign;
- Free tap washers issued;
- 27 low flow shower heads have been fitted; and
- 6% of households visited have a rain tank in the urban area.

## PROPOSED SCOPE OF WORK

The scope of this contract is as follows:

- Conduct house to house surveys and collect data from residents in the whole water reticulated area of the City approx 60,000 homes visited and at least 12,000 homes surveyed;
- Provide education leaflets and advice on water saving tips and information;
- Install simple water saving devices such as Gizmos and low flow shower heads; and
- Reduce water consumption by 25% amongst those residents audited.

An extension of the existing contract with EcoMatters Environmental Trust is preferred, as it would have the following advantages:

- **Cost certainty** - An extension of the existing contract will be based on a negotiation and the current costs. This will provide Council with certainty for the 2005/2006 Annual Plan;
- **Known Performance in Service Delivery** - EcoMatters Environmental Trust service delivery performance has been satisfactory. The trial / pilot area findings have been well received and supported by the community;
- **Known Quality of Work** - The quality of EcoMatters Environmental Trust work is generally high, and EcoMatters Environmental Trust has committed to maintaining a high standard of health and safety in the workplace;

- **Familiarity with the Programme** - EcoMatters Environmental Trust has jointly developed the programme and has invested in vehicles with advertising and logos as part of the programme;
- **Close Working Relationship** - There is a close and beneficial relationship between both parties.

## SUMMARY OF THE PROPOSED CONTRACT EXTENSION

### Term of the Contract

The contract is proposed to run for a period from 1 September 2005 to 30 June 2006.

### Performance

The proposed contract will include performance measurement through a variety of key performance indicators (KPIs) that are to be measured under the contract. The KPIs will relate to the following performance areas and have been incorporated into the contract.

The Key Performance Indicators include the following:

- Accurate Completion of surveys;
- Customer Service Complaints;
- Accurate reporting of required data;
- Environmental compliance;
- Health and Safety;
- Quality Control; and
- Productivity and Effectiveness.

### Council Standards

The contract is based on the existing Council standards which in turn are based on the NZS 3910:1998 General Conditions of Contract.

Contract provisions encourage continued improvement in performance and discourage poor performance. Measurement of performance is achieved through the KPIs.

### Target Costs

The contract sum will be negotiated with EcoMatters Environmental Trust, with the objective of managing the costs within the current contract rates, and rolling the survey out of the whole water reticulated area of the City within the three (3) years.

### Technology

On-going investments in technology by both parties will assist in achieving efficiencies and in raising the quality of data, reporting and performance measurement.

### JOB COST

	EXCL. GST
Negotiated tender sum	\$170,000.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$170,000.00

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Water Conservation Programme	85-7520-37510	\$200,000	\$30,000	\$170,000	\$0.00

## SUMMARY

Extending the existing contract with EcoMatters Environmental Trust is seen as the best means of delivering Council's Water Conservation Programme.

## RECOMMENDATIONS

1. That the Extension of Contract No. EW03 0422P - Water Saving Programme Contract report be received.
2. That the Group Manager: Asset Management be authorised to extend Contract No. EW03 0422P - Water Saving Programme Contract in the sum of \$170,000 plus \$21,250 GST, totalling \$191,250.

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



## 5 CONTRACT NO. EW05014A - TELEMETRY SYSTEM MAINTENANCE WATER SUPPLY NETWORK

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05014A - Telemetry System Maintenance Water Supply Network.

### BACKGROUND

The water supply network of Waitakere City is divided into 17 supply zones. Flow and in some cases pressure for each supply zone are monitored continuously 24 hours per day by a DATRAN telemetry computer system and the information recorded.

Pulse Units are installed at bulk water supply meters. The remote telemetry station calculates the flow rate on site. Pressure transducers are installed at all bulk supply points and some critical points within the reticulation system. The information from remote sites is relayed by radiotelephone to the base station. Several new water quality monitoring stations have also been installed to monitor a number of water quality parameters at critical points within the supply network. All alarms are sent by pager (cell phone) to appropriate staff or, in the case of communication failures, to the Contractor to action remedial actions.

Normally the base station polls the remote stations every 1 to 15 minutes and logs the information (stored on hard disk) every 15 minutes. However, the system can be set up to poll and record the flow from any outstation at one-minute intervals over any period.

Due to the risks associated with the failure of the monitoring systems, when outages occur, the response and repair of the telemetry system is considered urgent work.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one (1) year at a time. The Tenders Subcommittee approved this recommendation as follows:

- “1. That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.
2. That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City.”

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## SCOPE OF WORK

This contract is for provision of on-going maintenance services for Waitakere City Council’s DATRAN telemetry system at water supply sites. The maintenance of the base station, emergency back up stations, repeater stations, wastewater pump stations and flood monitoring systems are covered under separate contracts.

## TENDER RECEIVED

TENDERER	REG OFFICE	QUOTATION PRICE (excl. GST)
Marsa Consultancy Limited	44 Malvern Road Mt Albert, Auckland	\$89,021.00
<b>Pre-tender contract estimate</b>		<b>\$100,000.00</b>

Table 1 - Summary of Prices

## TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one tender has been invited from Marsa Consultancy Limited for the following reasons:

- The Scope of Work is equivalent to works that this consultant has previously carried out satisfactorily and it is therefore expected that Council will obtain benefits through consistency and efficiency;
- The consultant carried out the previous phase of the work satisfactorily, and it is preferred that the same firm is involved in this subsequent phase if continuity is to be maintained;
- The scope of work includes after-hours response and it is known that this consultant has the necessary resources to carry out the work within the required time frame;

- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council. The work requires specialist knowledge of radio transmission science and equipment, electronics, signal sensors, computer architecture, and communications software. The preferred contractor also has an intricate knowledge of the Waitakere City telemetry system, and there are no other contractors in the Auckland area with equivalent knowledge and skills.

### TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

### CREDIT CHECK

A credit check on Marsa Consultancy Limited has been requested.

### SUMMARY

Marsa Consultancy Limited has been selected as the preferred provider of the contract work due to the specialist nature of the work, and the firm's proven track record. The quoted rates are regarded to be competitive, and Marsa Consultancy Limited is considered to have the necessary skills and resources to satisfactorily carry out the works.

### JOB COST

	<b>EXCL. GST</b>
Tender sum - Marsa Consultancy Limited (3 year contract)	\$89,021.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$89,021.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Maintenance Telemetry system	85-7520-61990	\$55,000.00	\$24,351.25	\$28,173.67	\$ 2,475.08
Water quality equipment maintenance	85-7555-40960	\$26,000.00	\$ 885.50	\$ 1,500.00	\$23,614.50
Year 2006/2007 (12 months)					
Maintenance Telemetry system	85-7520-61990	\$55,000.00	\$24,351.25	\$28,173.67	\$ 2,475.08
Water quality equipment maintenance	85-7555-40960	\$26,000.00	\$ 885.50	\$ 1,500.00	\$23,614.50
Year 2007/2008 (12 months)					
Maintenance Telemetry system	85-7520-61990	\$55,000.00	\$24,351.25	\$28,173.67	\$ 2,475.08
Water quality equipment maintenance	85-7555-40960	\$26,000.00	\$ 885.50	\$ 1,500.00	\$23,614.50

The contract sum allows for 12 months expenditure within 2005/2006. However, due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

### **RECOMMENDATIONS**

1. That the Contract No. EW05014A - Telemetry System Maintenance Water Supply Network report be received.
2. That, subject to a satisfactory credit check, the tender from Marsa Consultancy Limited for Contract No. EW05014A - Telemetry System Maintenance Water Supply Network in the sum of \$89,021.00 plus \$11,127.63 GST, totalling \$100,148.63 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. EW05014A - Telemetry System Maintenance Water Supply Network totalling \$29,673.67 plus GST be approved.
4. That the commitment to the 2007/2008 financial year for Contract No. EW05014A - Telemetry System Maintenance Water Supply Network totalling \$29,673.67 plus GST be approved.
5. That authority to enter into Contract No. EW05014A - Telemetry System Maintenance Water Supply Network on behalf of Council be delegated to the Group Manager: Asset Management.
6. That authority to extend Contract No. EW05014A - Telemetry System Maintenance Water Supply for a period of three (3) years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



## **6 CONTRACT NO. EW05014B - TELEMETRY SYSTEM BASE STATION MAINTENANCE**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05014B - Telemetry System Base Station Maintenance.

### **BACKGROUND**

Waitakere City Council manages the wastewater, stormwater and water supply services in the city.

The water supply network is divided into 17 supply zones. Flow and pressure for each supply zone are monitored continuously 24 hours per day by a DATRAN telemetry computer system and the information recorded.

The wastewater system comprises 47 pump stations which are monitored using the telemetry system. Polling of the pump stations occurs every five (5) hours. However, all alarms are transmitted immediately via a mechanism known as "change of state".

The components of the stormwater system which are monitored by telemetry comprise:

- Three river gauging stations are located at Border Road, Vintage Drive and Candia Road;
- Flood warning sirens located at 15 residential properties;
- One Water feature at Paremuka Lake; and
- Six (6) rainfall stations.

All alarms are sent by pager (cell phone) to appropriate staff or, in the case of communication failures, to the Contractor to action remedial actions.

Normally the base station polls the remote stations once every 15 minutes and logs the information (stored on hard disk) every 15 minutes. However, the system can be set up to poll and record the flow from any outstation at one-minute intervals over any period.

Due to the risks associated with the failure of the monitoring systems, when outages occur, the response and repair of the telemetry system is considered urgent work.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one year at a time. The Tenders Subcommittee approved this recommendation as follows:

1. *That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.*
2. *That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City."*

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## SCOPE OF WORK

This contract is for provision of on-going maintenance services for Waitakere City Council's telemetry base station system, which comprises a base station located at EcoWater's offices, back up station at Emergency Operations Centre at 7 Elcoat Avenue, Henderson, UHF and VHF repeater stations at Quinns Road and Scenic Drive and a radio network communicating with field outstations. Maintenance on water supply, wastewater and stormwater remote stations are managed by separate contracts.

## TENDER RECEIVED

One (1) tender was received, as follows:

TENDERER	REG OFFICE	QUOTATION PRICE (excl. GST)
Marsa Consultancy Limited	44 Malvern Road Mt Albert, Auckland	\$132,825.00
<b>Pre-tender contract estimate</b>		<b>\$140,000.00</b>

**Table 1 - Summary of Prices**

## TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one tender has been invited from Marsa Consultancy Limited, as sole supplier for the work required, for the following reasons:

- The Scope of Work is equivalent to works that this consultant has previously carried out satisfactorily and it is therefore expected that Council will obtain benefits through consistency and efficiency;
- The consultant carried out the previous phase of the work satisfactorily, and it is preferred that the same firm is involved in this subsequent phase if continuity is to be maintained;
- The scope of work includes after-hours response and it is known that this consultant has the necessary resources to carry out the work within the required time frame;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council. The work requires an in-depth knowledge of radio transmission science and equipment, electronics, signal sensors, computer architecture, and communications software. The preferred contractor also has an intricate knowledge of the Waitakere City telemetry system, and there are no other contractors in the Auckland area with equivalent knowledge and skills;
- The scope of work includes after-hours response and it is known that this consultant has the necessary resources to carry out the work within the required time frame;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council.

## TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

## CREDIT CHECK

A credit check on Marsa Consultancy Limited has been requested.

## SUMMARY

Marsa Consultancy Limited has been selected as the preferred provider of the contract work due to the specialist nature of the work, and the firm's proven track record. The quoted rates are regarded to be competitive, and Marsa Consultancy Limited is considered to have the necessary skills and resources to satisfactorily to carry out the works.

**JOB COST**

	<b>EXCL. GST</b>
Tender sum - Marsa Consultancy Limited (3 year contract)	\$132,825.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$132,825.00

**SOURCE OF FUNDING**

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Water Telemetry System Maintenance	85-7520-61990	\$55,000.00	\$28,173.67	\$24,351.25	\$ 2,475.08
WW Telemetry Maintenance Programme	85-7340-61990	\$40,000.00	\$24,334.55	\$15,053.50	\$ 611.95
SW Telemetry System	85-7440-61990	\$12,000.00	\$0.00	\$3,984.75	\$ 8,015.25
Water Quality Equipment Maintenance	85-7555-40960	\$26,000.00	\$1,500.00	\$ 885.50	\$23,614.50
Year 2006/2007 (12 months)					
Water Telemetry System Maintenance	85-7520-61990	\$55,000.00	\$28,173.67	\$24,351.25	\$ 2,475.08
WW Telemetry Maintenance Programme	85-7340-61990	\$44,040.00	\$24,334.55	\$15,053.50	\$ 4,651.95
SW Telemetry System	85-7440-61990	\$12,000.00	\$ 0.00	\$3,984.75	\$ 8,015.25
Water Quality Equipment Maintenance	85-7555-40960	\$26,000.00	\$ 1,500.00	\$ 885.50	\$23,614.50
Year 2007/2008 (12 months)					
Water Telemetry System Maintenance	85-7520-61990	\$55,000.00	\$28,173.67	\$24,351.25	\$ 2,475.08
WW Telemetry Maintenance Programme	85-7340-61990	\$45,141.00	\$24,334.55	\$15,053.50	\$ 5,752.95
SW Telemetry System	85-7440-61990	\$12,000.00	\$ 0.00	\$ 3,984.75	\$ 8,015.25
Water Quality Equipment Maintenance	85-7555-40960	\$26,000.00	\$ 1,500.00	\$ 885.50	\$23,614.50

The contract sum allows for 12 months expenditure within 2005/2006. However, due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

## **RECOMMENDATIONS**

1. That the Contract No. EW05014B - Telemetry System Base Station Maintenance report be received.
2. That, subject to a satisfactory credit check, the tender from Marsa Consultancy Limited for Contract No. EW05014B - Telemetry System Base Station Maintenance in the sum of \$132,825.00 plus \$16,603.13 GST, totalling \$149,428.13 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. EW05014B - Telemetry System Base Station Maintenance totalling \$44,275.00 plus GST be approved.
4. That the commitment to the 2007/2008 financial year for Contract No. EW05014B - Telemetry System Base Station Maintenance totalling \$44,275.00 plus GST be approved.
5. That authority to enter into Contract No. EW05014B - Telemetry System Base Station Maintenance on behalf of Council be delegated to the Group Manager: Asset Management.
6. That authority to extend Contract No. EW05014B - Telemetry System Base Station Maintenance for a period of 3 years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



## **7 CONTRACT NO. EW05014C - TELEMETRY SYSTEM MAINTENANCE DRAINAGE NETWORK**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05014C - Telemetry System Maintenance Drainage Network.

### **BACKGROUND**

Council manages the wastewater, stormwater and water supply services within the city.

The wastewater system includes 47 pump stations, which are monitored using the telemetry system to enable EcoWater staff to take proactive action in preventing wastewater overflows to the environment.

The stormwater features monitored by telemetry include:

- Three river gauging stations located at Border Road, Vintage Drive and Candia Road;
- Flood warning sirens located at 15 residential properties;
- Six (6) rain gauges at wastewater pump stations.

Polling of the stations occurs every five (5) hours. However, pump starts/stops and all alarms at wastewater pump stations and pre-determined river flood level alarms at river gauging stations are transmitted immediately via a mechanism known as 'change of state'. All alarms are sent by pager (cell phone) to appropriate staff or, in the case of communication failures, to the Contractor to action remedial actions.

Due to the risks associated with the failure of the monitoring systems, when outages occur, the response and repair of the telemetry system is considered urgent work.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one year at a time. The Tenders Subcommittee approved this recommendation as follows:

- “1. That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.
2. That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City.”

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## SCOPE OF WORK

To provide the following service for the site telemetry system associated with the drainage system:

- An emergency maintenance service - this includes after hours service, holding of critical spares, procedure for communication/power failure situations etc.

Routine maintenance service-Monitoring the performance of the system and carry out repairs and minor upgrading works necessary to maintain the system in a reliable condition.

## TENDER RECEIVED

Only one (1) tender has been received, as follows:

TENDERER	REG OFFICE	QUOTATION PRICE (excl. GST)
Marsa Consultancy Limited	44 Malvern Road Mt Albert, Auckland	\$100,005.00
<b>Pre-tender contract estimate</b>		<b>\$110,000.00</b>

Table 1 - Summary of Prices

## TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one tender has been invited from Marsa Consultancy Limited, for the following reasons:

- The Scope of Work is equivalent to works that this consultant has previously carried out satisfactorily and it is therefore expected that Council will obtain benefits through consistency and efficiency;
- The consultant carried out the previous phase of the work satisfactorily, and it is preferred that the same firm is involved in this subsequent phase if continuity is to be maintained;
- The scope of work includes after-hours response and it is known that this consultant has the necessary resources to carry out the work within the required time frame;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council. The work requires an in-depth knowledge of radio transmission science and equipment, electronics, signal sensors, computer architecture, and communications software. The preferred contractor also has an intricate knowledge of the Waitakere City telemetry system, and there are no other contractors in the Auckland area with equivalent knowledge and skills.

## TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

## CREDIT CHECK

A credit check on Marsa Consultancy Limited has been requested.

## SUMMARY

Marsa Consultancy Limited has been selected as the preferred provider of the contract work due to the specialist nature of the work, and the firm's proven track record. The quoted rates are regarded to be competitive, and Marsa Consultancy Limited is considered to have the necessary skills and resources to satisfactorily to carry out the works.

## JOB COST

	<b>EXCL. GST</b>
Tender Sum - Marsa Consultancy Limited (3 year contract)	\$100,005.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$100,005.00

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Flow and rainfall monitoring programme	85-7420-43840	\$57,000.00	\$32,630.00	\$9,000.45	\$15,369.55
WW Telemetry Maintenance Programme	85-7340-61990	\$40,000.00	\$0.00	\$24,334.55	\$15,665.45
Year 2006/2007 (12 months)					

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Flow and rainfall monitoring programme	85-7420-43840	\$57,000.00	\$32,630.00	\$9,000.45	\$15,369.55
WW Telemetry Maintenance Programme	85-7340-61990	\$44,040.00	\$0.00	\$24,334.55	\$19,705.45
Year 2007/2008 (12 months)					
Flow and rainfall monitoring programme	85-7420-43840	\$57,000.00	\$32,630.00	\$9,000.45	\$15,369.55
WW Telemetry Maintenance Programme	85-7340-61990	\$45,141.00	\$0.00	\$24,334.55	\$20,806.45

The contract sum allows for 12 months expenditure within 2005/2006. However, due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

### **RECOMMENDATIONS**

1. That the Contract No. EW05014C - Telemetry System Maintenance Drainage Network report be received.
2. That, subject to a satisfactory credit check, the tender from Marsa Consultancy Limited for Contract No. EW05014C - Telemetry System Maintenance Drainage Network in the sum of \$100,005.00 plus \$12,500.63 GST, totalling \$112,505.63 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. EW05014C - Telemetry System Maintenance Drainage Network totalling \$33,335.00 plus GST be approved.
4. That the commitment to the 2007/2008 financial year for Contract No. EW05014C - Telemetry System Maintenance Drainage Network totalling \$33,335.00 plus GST be approved.
5. That authority to enter into Contract No. EW05014C - Telemetry System Maintenance Drainage Network on behalf of Council be delegated to the Group Manager: Asset Management.
6. That authority to extend Contract No. EW05014C - Telemetry System Maintenance Drainage Network for a period of three (3) years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



## 8 CONTRACT NO. EW05015A - RAINFALL MONITORING PROGRAMME

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05015A - Rainfall Monitoring Programme.

### BACKGROUND

Continuous rainfall records are necessary in order to provide a long term database from which meaningful statistics can be derived. These records are essential to carry out stormwater and wastewater modelling which provide useful information for the operation of the drainage network and for capital works planning. Council maintains a rainfall network of 18 rainfall stations spatially spread around the city. These need to be serviced and maintained to obtain reliable information.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one (1) year at a time. The Tenders Subcommittee approved this recommendation as follows:

- “1. That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.
2. That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City.”

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### SCOPE OF WORK

The Scope of Work include:

- **Field operations** - Monthly servicing of the rain gauges and field calibration;
- **Data processing** - Monthly processing of the raw data, providing hard copy and electronic reports to EcoWater and archiving the data in Hydsys system at the Auckland Regional Council;
- **Reporting** - Provide monthly and annual reports to EcoWater in electronic and hardcopy format.

## TENDER RECEIVED

TENDERER	REG OFFICE	QUOTATION PRICE (excl. GST)
Truebridge Callender Beach Limited	PO. Box 9642, Newmarket, Auckland	\$65,260.00
<b>Pre-tender contract estimate</b>		<b>\$75,000.00</b>

Table 1 - Summary of Prices

## TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one (1) tender has been invited from Truebridge Callender Beach Limited for the following reasons:

- The Scope of Work is equivalent to works that this consultant has previously carried out satisfactorily and it is therefore expected that Council will obtain benefits through consistency and efficiency;
- The consultant carried out the previous phase of the work satisfactorily, and it is preferred that the same firm is involved in this subsequent phase if continuity is to be maintained;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council. The work requires specialist knowledge of rainfall gauge equipment and dataloggers, and the software used by Council to store and archive these records.

## TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

## CREDIT CHECK

A credit check on Truebridge Callender Beach Limited has been requested.

## SUMMARY

Truebridge Callender Beach Limited has been selected as the preferred provider of the contract work due to the specialist nature of the work, and the firm's proven track record. The quoted rates are regarded to be competitive, and Truebridge Callender Beach Limited is considered to have the necessary skills and resources to satisfactorily carry out the works.

## JOB COST

	EXCL. GST
Tender sum - Truebridge Callender Beach Limited (2 year contract)	\$65,260.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$65,260.00

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Flow and rainfall monitoring programme	85-7420-43840	\$57,000	\$9000.45	\$32,630.00	\$15,369.55
Year 2006/2007 (12 months)					
Flow and rainfall monitoring programme	85-7420-43840	\$57,000	\$9000.45	\$32,630.00	\$15,369.55

The contract sum allows for 12 months expenditure within 2005/2006. However, due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

## RECOMMENDATIONS

1. That the Contract No. EW05015A - Rainfall Monitoring Programme report be received.
2. That, subject to a satisfactory credit check, the tender from Truebridge Callender Beach Limited for Contract No. EW05015A - Rainfall Monitoring Programme in the sum of \$65,260.00 plus \$8,157.50 GST, totalling \$73,417.50 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. EW05015A - Rainfall Monitoring Programme totalling \$32,630.00 plus GST be approved.
4. That authority to enter into Contract No. EW05015A - Rainfall Monitoring Programme on behalf of Council be delegated to the Group Manager: Asset Management.
5. That authority to extend Contract No. EW05015A - Rainfall Monitoring Programme for a period of two (2) years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



9 **CONTRACT NO. EW05016A - INSPECTION AND GEOTECHNICAL ASSESSMENT OF PAREMUKA POND**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond.

**BACKGROUND**

This contract is for the provision of on-going inspection and geotechnical assessment of the Paremuka Pond. Waitakere City Council constructed the Paremuka Pond in 1997 to alleviate downstream flooding in the Paremuka Stream. This also provides water quality treatment and amenity values. The lake was formed by strengthening the railway embankment, which supports the North Auckland Railway line. Council has an agreement with the rail track authorities to ensure the safety of *the dam through regular inspection and monitoring*.

Engineering consultants Maunsell Limited designed and supervised the construction of the Paremuka Pond in 1997/1998 and had been monitoring the dam for the past six (6) years. City Services Directorate approval was obtained on 1 June 2005 to obtain a tender from and to negotiate a contract with Maunsell Limited as the preferred provider.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one year at a time. The Tenders Subcommittee approved this recommendation as follows:

- “1. *That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.*
2. *That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City.*”

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**SCOPE OF WORK**

The main work covered by this contract is to carry out the items specified in the maintenance manual for the Paremuka Pond. This includes six (6) monthly inspection of piezometers on the embankment, survey of level markers, checking the upstream and downstream faces of the dam for erosion and annual inspection of the culverts. Special inspections are required to be carried out after a heavy rainfall event, but any remedial works that may subsequently be required is carried out under separate contracts.

## TENDER RECEIVED

TENDERER	REG OFFICE	QUOTATION PRICE (excl. GST)
Maunsell Limited	PO. Box 4241, Newmarket, Auckland	\$25,750.00
<b>Pre-tender contract estimate</b>		<b>\$30,000.00</b>

Table 1 - Summary of Prices

## TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one (1) tender has been invited from Maunsell Limited, for the following reasons:

- The Scope of Work is equivalent to works that this consultant has previously carried out satisfactorily and it is therefore expected that Council will obtain benefits through consistency and efficiency;
- The consultant carried out the previous phase of the work satisfactorily, and it is preferred that the same firm is involved in this subsequent phase if continuity is to be maintained;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works and it is not considered feasible to develop these skills within Council. The work requires specialist geotechnical expertise, and the preferred contractor has an in-depth knowledge of the design and construction of the Paremuka Pond site.

## TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

## CREDIT CHECK

A credit check on Maunsell Limited has been requested.

## SUMMARY

Maunsell Limited has been selected as the preferred provider of the contract work due to the specialist nature of the work, and the firm's proven track record. The quoted rates are regarded to be competitive, and Maunsell Limited is considered to have the necessary skills and resources to satisfactorily to carry out the works.

## JOB COST

	EXCL. GST
Tender sum - Maunsell Limited (2 year contract)	\$25,750.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$25,750.00

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Geotechnical Assessment of SW Ponds	85-7440-47920	\$21,000	\$Nil	\$12,875.00	\$8,125.00
Year 2006/2007 (12 months)					
Geotechnical Assessment of SW Ponds	85-7440-47920	\$25,000	\$Nil	\$12,875.00	\$12,125.00

The contract sum allows for 12 months expenditure within 2005/2006. However due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

## RECOMMENDATIONS

1. That the Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond report be received.
2. That, subject to a satisfactory credit check, the tender from Maunsell Limited for Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond in the sum of \$25,750.00 plus \$3,218.75 GST, totalling \$28,968.75 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond totalling \$12,875.00 plus GST be approved.
4. That authority to enter into Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond on behalf of Council be delegated to the Group Manager: Asset Management.
5. That authority to extend Contract No. EW05016A - Inspection and Geotechnical Assessment of Paremuka Pond for a period of two (2) years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



10 **CONTRACT NO. EW05017A - FLOW AND PRESSURE TESTING**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW05017A - Flow and Pressure Testing.

**BACKGROUND**

This contract is for the provision of on-going flow and pressure testing of Waitakere City Council's water supply reticulation network using 18 portable data loggers to measure pressures at critical points where installing telemetry is too costly. Additionally, two sets of flow testing equipment are used for measuring the capability of the network to provide the required flows and pressures at hydrants for fire service needs. The existing Flow and Pressure Testing Contract expired in June 2005.

A report was submitted to the Tenders Subcommittee at its meeting of 15 April 2005 to seek approval to tender for a number of operational maintenance contracts for water supply, wastewater and stormwater including the following:

- Leak Detection Contract (water supply);
- Fluoride Testing (testing of water samples for fluoride to confirm a mains leak);
- Flow and Pressure Testing (water supply);
- Rainfall Monitoring Contract; and
- Paremuka Pond Geotechnical Monitoring Contract.

The reason for this approach is because the need for this work is assured, and efficiencies can be gained by contracting this work for longer than one year at a time. The Tenders Subcommittee approved this recommendation as follows:

- “1. That the Operational Maintenance Contracts for Water Supply, Wastewater and Stormwater report be received.
2. That approval be given to tender or negotiate the operational maintenance contracts listed in this report for a two or three year period with options for extensions up to a further three years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City.”

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**SCOPE OF WORK**

The main work covered by this contract is to undertake routine pressure testing within the water supply network at 164 specified sites, and additional spot pressure testing as a response to customer complaints. The pressure testing work includes programming the data loggers, installing the loggers at the required sites, collecting loggers after the specified logging period, downloading the data and e-mailing the downloaded data to EcoWater. The contract work also includes undertaking routine flow testing within the water supply network at 164 predefined flow tests sites, and additional spot flow testing as a response to operational issues.

## TENDERS RECEIVED

Tenders were publicly advertised with seven sets of documents being uplifted. Five (5) tenders were received by the closing date of 16 June 2005. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
AWT New Zealand Ltd	PO. Box 109 601, Newmarket, Auckland	\$59,510.00
Detection Services Ltd	PO. Box 58951, Greenmount, Auckland	\$63,340.00
WWWEB Ltd	PO Box 28 387, Remuera, Auckland	\$89,340.00
ADS Environmental Services Ltd	PO Box 12041, Penrose, Auckland	\$116,880.00
Industrial Instrumentation Ltd	PO Box 260 045, Howick, East Auckland	\$163,808.00
<b>Pre-tender contract estimate</b>		<b>\$70,000.00</b>

Table 1 - Summary of Tender Prices

## TENDER EVALUATION

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

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

Tender	Attributes	Exper.	Track	Tech	Resour.	Manag.	Method.	Price	Contract No. EW05017A
									Total Weights
Evaluation	Weights	15	15	15	5	5	5	40	100
Tenderer	Tender Sum	Grades							INDEX
AWT New Zealand Ltd	\$59,510.00	75	75	80	75	80	80	83	80
Detection Services Ltd	\$63,340.00	80	85	85	85	80	80	79	81
WWWEB Ltd	\$89,340.00	70	75	75	65	75	75	50	64
ADS Environmental Services Ltd	\$116,880.00	75	75	75	65	80	75	19	52
Industrial Instrumentation Ltd	\$163,808.00	65	60	70	65	70	70	-33	26
<b>Median Tender Price</b>	<b>\$89,340.00</b>								

Table 2 - Summary of Tender Evaluation

Scores for the non-price attributes were determined on the basis of information provided in the tenders and on recent experience with some of the tendering firms.

AWT New Zealand Limited has scored well in most of the non-price attributes, although it has limited prior experience in undertaking the required works on water supply networks. Its expertise is principally in wastewater as well as in sewer overflow monitoring. There are public health risks associated with contractor's staff carrying out works on both wastewater and water supply networks. Inexperienced staff operating water valves and hydrants often cause damage to the network due to pressure surges.

Detection Services Limited scored very well in all the non-price attributes as it has a very good track record with Council. Detection Services Limited has a well established team involved in running various water supply related contracts, and staff have significant experience in the operation of valves and hydrants. These differences between the two lowest tenderers have been reflected in the scoring of experience, track record, technical skills and resources.

Council does not have any previous experience with WWWEB Limited and Industrial Instrumentation Limited so the scores given are based solely on the information provided in each tender.

### TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender from Detection Services Limited. There was one minor omission with the WWWEB Limited tender. The WWWEB Limited tendered sum was correctly calculated but WWWEB Limited omitted to properly enter the cost of line items under Category 1 Scope of Works. Upon request, WWWEB Limited mailed a corrected schedule of prices which was used for this tender evaluation report.

### CREDIT CHECK

A credit check on Detection Services Limited dated 7 July 2005 did not reveal any adverse information.

### SUMMARY

The results of the tender evaluation as summarised in Table 2 show that the tender submitted by Detection Services Limited has achieved the highest overall index of 81. This was the second lowest tender received.

Detection Services Limited has undertaken this work for Council previously and has performed well, and so is considered to be well able to carry out this contract satisfactorily.

As part of Council's contracting process "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 COST

	EXCL. GST
Tender Sum - Detection Services Limited (2 year contract)	\$63,340.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$63,340.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2005/2006 (12 months)					
Flow and Pressure Testing	85-7555-25860	\$45,000	\$Nil	\$31,670	\$13,330
Year 2006/2007 (12 months)					
Flow and Pressure Testing	85-7555-25860	\$45,000	\$Nil	\$31,670	\$13,330

The contract sum allows for 12-months expenditure within 2005/2006. However, due to the late acceptance of the tender the actual expenditure under this contract will be less than that shown. The balance of work in 2005/2006 is to be carried out as a variation to the current contract which utilises the same contractor.

### **RECOMMENDATIONS**

1. That the Contract No. EW05017A - Flow and Pressure Testing report be received.
2. That the tender from Detection Services Limited for Contract No. EW05017A - Flow and Pressure Testing in the sum of \$63,340.00 plus \$7,917.50 GST, totalling \$71,257.50 be accepted.
3. That the tender for Contract No EW05017A - Flow and Pressure Testing be awarded to other than the lowest priced tender, because the weighted attributes tender evaluation method requires Council to enter into a contract only with the tender that scores the highest overall index.
4. That the commitment to the 2006/2007 financial year for Contract No. EW05017A - Flow and Pressure Testing totalling \$31,670 plus GST be approved.
5. That authority to enter into Contract No. EW05017A - Flow and Pressure Testing on behalf of Council be delegated to the Group Manager: Asset Management.
6. That authority to extend Contract No. EW05017A - Flow and Pressure Testing for a period of two (2) years be delegated to the Group Manager: Asset Management, subject to satisfactory performance by the contractor and funding being provided for in the Long Term Council Community Plan.

Report prepared by: Richard Taylor, Assets and Network Manager.



## **11 WAITAKERE CENTRAL LIBRARY - INCORPORATION OF CAFÉ**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval for the Director: Corporate & Civic Services to approve the shortlist of potential operators for the Waitakere Central Library Café.

### **ISSUE**

Council is intending to incorporate a café within the new Waitakere Central Library. In order to identify the café lessee, a registration of interest has been publicly advertised and submissions from potential café operators have been requested.

Under usual circumstances, the submissions received through this registration of interest process would be evaluated by Council staff and a shortlist of preferred operators would be developed. This shortlist would then be reported to the Tenders Subcommittee prior to detailed submissions being sought.

However, given the tight timeframes associated with this project, approval is being sought for the Director: Corporate & Civic Services to approve the shortlist of potential operators instead of the Tenders Subcommittee. This will allow the overall timeframe of the evaluation process to be shortened.

With a shortened timeframe it is expected that the results of the final evaluation, along with a recommendation about the preferred lessee, could then be reported to the Finance and Operational Performance Committee for their final approval on 10 October 2005.

If the timeframe is not shortened then the final evaluation report could not be reported to the Finance and Operational Performance Committee until November 2005.

The advantage of having the lessee identified by early October 2005 is that it maximises the time that the lessee then has to set up their café operation by February 2006, which is when the library will be publicly opened. There may also be a financial benefit in having the lessee identified as early as possible as it will ensure that the café fit-out can be closely coordinated with, and possibly carried out by, Fletcher Construction Limited, which may drive efficiencies.

### **RECOMMENDATIONS**

1. That the Waitakere Central Library - Incorporation of Café report be received.
2. That the Director: Corporate & Civic Services be delegated authority to approve the shortlist of potential operators for the Waitakere Central Library Café, which will result from the evaluation of submissions received through the publicly advertised registration of interest process.

Report prepared by: Peter Sewell, Special Projects Engineer.

