



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                    9 February 2007                    **TIME:**            9.00 am

**VENUE:**        Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere

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

1 February 2007

Ngareta Delamere  
**COMMITTEE SECRETARY**

Telephone (09) 836 8000 extn 8552

### MEMBERSHIP:

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

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 AT  
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,  
WAITAKERE, ON FRIDAY, 9 FEBRUARY 2007,  
COMMENCING AT 9.00 AM**

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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 Chairman 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 - 26 January 2007

**RECOMMENDATION**

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 26 January 2007, as circulated, be taken as read and now be confirmed.



**4 CONTRACT NO. CCLB06183A - HOSTING AND MANAGEMENT OF GREENSTONE MEDIA SOFTWARE**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. CCLB06183A - Hosting and Management of Greenstone Media Software, in conjunction with North Shore City and Rodney District, for the hosting and management of the jointly owned Greenstone Media Software to Datacom Systems Ltd.

## BACKGROUND

In 2002, Waitakere Library & Information Services, with the aid of a significant grant (\$86,000) from the Portage and Waitakere Licensing Trusts, undertook a project to digitize the JT Diamond, the Bert Jones and Frank Morris collections of historical photographic images. The images had been digitized and were awaiting the outcome of an investigation into a hosting and access solution when the Smarter Systems project to implement the Millennium Library Management System intervened and became the more pressing priority. Since that time the digitized images have been stored on behalf of the library by the company that undertook the digitization, New Zealand Micrographics Ltd (NZMG) in Wellington.

The Library also had a database of indexes to the Western Leader newspaper which had been stored on the library's previous Library Management System, Data Research Associates (DRA), the system that had been in use by the library until the installation of the new Millennium Library Management System.

As a result of the complexity of the Smarter Systems project a strategic decision was made to impose some scope limitations on the project. This decision excluded from the scope of work any modules or functionality which was not used by the majority of eLGAR consortium members (the libraries of Rodney District, North Shore City, Auckland City, Waitakere City and Manukau City) or to exclude any work on functionality which was not already in place at the time that the Smarter Systems project commenced.

As part of the post implementation review of the Smarter Systems project, consideration was given to identifying the best mechanism for dealing with the hosting and access for:

- Waitakere's newspaper indexes still resident on the DRA server at Datacom and historical images being held by NZMG;
- North Shores' community information databases, its indexes and historical photographic images that are all still resident on the DRA server at Datacom;
- Manukau community databases and other indexes and their historical photographic images hosted on dbTextWorks;
- Auckland City's community databases and other indexes and their historical photographic images hosted on dbTextWorks;
- Rodney library which has not yet commenced work on digitizing images or creating indexes or community information databases intended to do so as soon as the software was available.

The investigation revealed the optimal solution was to host all five libraries using a jointly implemented Millennium Media Management module or similar module from another Library Management System software solution. However, as this was a particularly complex module to implement and Auckland City and Manakau both were operating satisfactorily on dbTextWorks the timeframe for this implementation was placed into the schedule of work for 2010. In the meantime an interim solution needed to be found for Waitakere and North Shore given that DRA was due to be decommissioned in December 2006/January 2007 and Rodney needed to resolve a software and hosting solution as they were commencing the digitization of their photographic images.

## ISSUES

A project team was formed of Council officers from North Shore, Rodney and Waitakere to implement the hosting and access to the collective:

- Newspaper indexes;
- Community information databases; and
- Digitized images of the historical photographs and other historical resources of the three libraries.

Over a period of four months the project team evaluated a number of software solutions. An open-source software solution called Greenstone was selected from the three identified options:

- Fedora;
- Koha/My Library;
- Greenstone.

The decision criteria was based solely upon functionality as each of the software solutions was open-source and consequently had no direct cost for software purchase. However in evaluating the software any project implementation costs and ongoing maintenance costs were identified. For this reason Fedora was eliminated as its complexity meant that the cost of staff time to implement this solution would have been higher than either Koha or Greenstone.

The outcome of the evaluation process was the collective decision to implement Greenstone on a platform hosted by Datacom Systems Ltd.

The decision to have Datacom Systems Ltd undertake the hosting arose because neither the Millennium Systems Support Team in conjunction with eLGAR Hosting at Auckland City who are currently responsible of the operation and maintenance of the joint Millennium™ Library Management System nor any of the three Information Management areas at each Council had the current capacity to undertake the role of hosting and maintaining the joint system. The immediate prospect of the shut down of DRA meant there was some urgency to having the new system up and running.

As the capital and operating costs are minimal a preferred supplier solution was chosen rather than a tender process for the selection of hosting services. As previously mentioned the Greenstone software solution is open source and was selected on the basis of its fit with business needs.

### **SCOPE OF WORK**

The proposed contract with Datacom Systems Ltd is to:

- Purchase/setup of test two servers on behalf of the ROWANS Libraries (Rodney District, North Shore City and Waitakere City), which will be the main server and a back-up server. Datacom Systems Ltd will also install a storage system for the TIFF master files;
- Installation of the Greenstone Media Management Software on the servers;
- Data conversion;
- Server management and maintenance;
- Telecommunications between the Greenstone servers at Datacom and the Millennium servers at Auckland City to link to the OPAC (Online Public Access Catalogue);
- Operating system (Linux) management;
- Greenstone support.

The project team will undertake:

- System customization and the definition of the metadata fields for the material types as well as defining the data mapping;
- Data cleansing.

## **JOB COSTS**

The capital costs for the purchase and installation of the servers and the migration of the data from the DRA system and server is \$26,959.

Of these costs Waitakere will be paying \$13,897 and North Shore and Rodney \$6,531 respectively. The higher capital costs for Waitakere are the result of extra server capacity requirements because of the size of the photographic images data.

Total operating costs per annum are \$32,014.92. These costs will be shared equally between the three parties. As a result the cost to Waitakere will be \$10,671.64 per annum.

The total operating cost is inclusive of the savings that will be achieved when the DRA software and server is decommissioned. Currently North Shore and Waitakere are paying \$2,667.91 maintenance costs per month to Datacom Services Ltd for the continuing operation of the DRA server for the hosting of the databases that have remained on the DRA legacy system. After Greenstone has gone live the DRA system will be fully decommissioned and these costs will cease.

## **SOURCE OF FUNDING**

Waitakere's capital costs are budgeted within the Annual Plan for 2006/2007 year, having been carried over from the 2005/2006 financial year.

The ongoing management and maintenance costs are contained within the 2006/2007 operating budget. The contract is for an initial term of three years and requires the Council to commit to ongoing funding for the balance of the contract term.

## **SUMMARY**

After investigation the Greenstone Media Management software has been jointly chosen by the libraries of Waitakere City, North Shore City and Rodney District as the solution for the management of the community information databases indexes and photographic images collections.

To undertake the hosting and management/maintenance of the Greenstone Media Management Software a contract with Datacom Systems Ltd is being recommended.

## **RECOMMENDATIONS**

1. That the Contract No. CCLB06183A - Hosting and Management of Greenstone Media Software report be received.
2. That the quotation from Datacom Services Ltd for the support and management of the Greenstone Media Management software and the management of the system servers in the sum of \$32,014.92 per annum for all three participating Councils and for the purchase an installation of the servers for the application software of \$26,959.00 for all three participating Councils be accepted.
3. That approval be given to commit funding of \$26,959 of capital budget of which Waitakere City will pay \$13,897 and Rodney and North Shore will pay \$6,531 respectively and \$32,014.92 per annum in operating of which all three parties will pay \$10,671.56 each per annum for Contract No. CCLB06183A - Hosting and Management of Greenstone Media Software in the 2007/2008, 2008/2009 and 2009/2010 financial years.

4. That the authority to enter into Contract No. CCLB06183A - Hosting and Management of Greenstone Media Software with Datacom Services Ltd for the hosting and service management jointly with North Shore City and Rodney District be delegated to the Library & Information Services Manager.

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



## 5 CONTRACT NO. PK06018A - PARKS STRUCTURES - PROFESSIONAL SERVICES

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PK06018A - Parks Structures - Professional Services for a period of three (3) years.

### BACKGROUND

At the 8 September 2006 meeting of the Tender Subcommittee meeting the following was resolved:

- “2. That approval be given to invite public tenders for Contract No. PK06018A - Structures - Professional Services for three (3) years.”

1667/2006

This contract forms part of Council's Parks Asset development and renewal programme as provided for in the 2006-2016 Long Term Council Community Plan.

### SCOPE OF WORK

This contract is for the professional services associated with the upgrade of several existing structures (bridges, boardwalks, retaining walls, boat ramps etc) and the establishment of new structures in Waitakere City, valued at \$1,955,000 over a period of three (3) years.

The scope of work for this contract involves the following:

- **2006/2007** - Undertake structural investigation and designs, consultation, obtaining of consents and preparation of contract documents in readiness for physical works in 2007/2008;
- **2007/2008** - Tendering and supervision of physical works contract (designed in 2006/2007). Undertake structural investigations, designs, consultation, obtaining of consents and preparation of contract documents in readiness for physical works in 2008/2009;
- **2008/2009** - Tendering and supervision of physical works contract (designed in 2007/2008).

## TENDERS RECEIVED

Contract No. PK06018A - Parks Structures - Professional Services was publicly tendered and three (3) tenders were received by the closing date of 21 December 2006. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Tse Group Ltd	Ellerslie, Auckland City	\$404,765.00
Frame Group Ltd	Ponsonby, Auckland City	\$601,600.00
Opus International Ltd	Orewa Rodney District	\$613,176.00
<b>Pre-tender contract estimate</b>		<b>\$510,000.00</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:

Tender Evaluation	Attributes	Exper.	Track Record	Tech. Skills & Resources	Manag. Skill	Method.	Price	Contract No. PK06018A
								Total Weights
	Weights	15	15	20	10	10	30	100
Tenderer	Tender Sum	Grades						INDEX
Tse Group Ltd	\$439,715.00	85	90	90	90	90	64	81
Frame Group Ltd	\$601,600.00	85	80	90	85	75	32	68
Opus International Ltd	\$613,176.00	85	65	90	85	80	30	66
<b>Engineer's Estimate</b>	<b>\$510,000.00</b>							

**Table 2 - Summary of Tender Evaluation**

Tse Group Ltd is a diverse company with extensive skills and experience in engineering design, surveying, landscape architecture, public consultation, implementation, consent planning and supervision of physical works.

Tse Group Ltd currently have two similar contracts for Waitakere City Council Parks and are completing the contract requirements to a high standard.

## TAGS, ERRORS OR OMISSIONS

The tender from Tse Group Ltd contained an arithmetical error in the schedule of prices. The tendered sum for year two is \$153,370 but the rates listed for year two add up to \$188,320. Therefore the Tse Group Ltd tender sum has a short fall of \$34,950. Tse Group Ltd confirmed their amended tender sum as \$439,715.

The tender from Frame Group Ltd contained two tags. The tags have been investigated and they have no bearing on the outcome of the tender evaluation.

The tender from Opus International Ltd contained a minor arithmetical error in the schedule of prices. This was raised with Opus International Ltd and they consequently confirmed their tender sum.

### CREDIT CHECK

A credit check on Tse Group Ltd has been requested.

### JOB COSTS

excl. GST

Tender sum - (Tse Group Ltd)	\$439,715.00
Contingency	\$ 45,000.00
	-----
Total Job Cost	\$484,715.00

### SOURCE OF FUNDING

#### 2006/2007

Budget Description	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Coastal Structures ARC Compliance	46-7614-27220	\$40,000	\$25,000	\$15,000	Nil
Slips Emergency	75-9825-43680	\$66,000	\$7,000	\$59,000	Nil
Structures Renewals	75-9823-47980	\$511,000	\$369,330	\$141,670	Nil
<b>TOTAL</b>				<b>\$215,670</b>	

#### 2007/2008

Budget Description (From 2006-2016 LTCCP)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Structures Renewals	\$847,000	\$0	\$208,320	\$638,680
<b>TOTAL</b>			<b>\$208,320</b>	

#### 2008/2009

Budget Description (From 2006-2016 LTCCP)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Structures Renewals	\$776,000	\$0	\$60,725	\$715,275
<b>TOTAL</b>			<b>\$60,725</b>	

### SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Tse Group Ltd achieved the highest index of 81. This is the lowest priced tender and also lower than the pre-tender contract estimate.

Tse Group Ltd has a proven track record and has the necessary skills and experience to successfully complete this project and there are efficiencies and reduced risk for Council to use a company with a proven track record.

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.

## RECOMMENDATIONS

1. That the Contract No. PK06018A - Parks Structures - Professional Services report be received.
2. That subject to a satisfactory credit check, the tender from Tse Group Ltd for Contract No. PK06018A - Parks Structures - Professional Services in the sum of \$439,715.00 plus \$54,964.38 GST, totalling \$494,679.38 be accepted.
3. That the commitment to the 2007/2008 financial year for Contract No. PK06018A - Parks Structures - Professional Services totalling \$208,320.00 plus GST be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. PK06018A - Parks Structures - Professional Services totalling \$60,725.00 plus GST be approved.
5. That authority to enter into Contract No. PK06018A - Parks Structures - Professional Services on behalf of the Council be delegated to the Group Manager: Asset Management.

Report prepared by: Debbie Chapman, Parks Project Development Officer.



## 6 CONTRACT NO. PK06015A - PARKS SIGNS

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PK06015A - Parks Signs for a period of three (3) years.

### BACKGROUND

At the 8 September 2006 meeting of the Tender Subcommittee meeting the following was resolved:

- “2. That approval be given to invite public tenders for Contract No. PK06015A - Parks Signs Project for three (3) years.”

1664/2006

This contract forms part of Council's Parks Asset development and renewal programme as provided for in the 2006-2016 Long Term Council Community Plan.

### SCOPE OF WORK

This contract is for the physical works associated with the renewal of existing signage and the supply and installation of new park signage at various locations in Waitakere over a period of three (3) years.

The scope of work for this contract involves the following:

- **2006/2007** - Undertake design, consultation, obtaining of consents, providing technical input and installation of new and replacement signs in various parks in Waitakere;

- **2007/2008** - Undertake design, consultation, obtaining of consents, providing technical input and installation of new and replacement signs in various parks in Waitakere;
- **2008/2009** - Undertake design, consultation, obtaining of consents, providing technical input and installation of new and replacement signs in various parks in Waitakere.

### TENDERS RECEIVED

Contract No. PK06015A - Parks Signs was publicly tendered and five (5) tenders were received by the closing date of 16 January 2007. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Foster Sign Systems	Waitakere City	\$104,279.00
Parks & Maintenance Services Ltd	Waitakere City	\$106,217.00
Brave Design Ltd	Waitakere City	\$143,752.00
Supalite New Zealand Corporate Signage Systems	Penrose	\$256,438.07
Claude New Zealand Ltd	Mt Wellington	\$282,189.00
<b>Pre-tender contract estimate</b>		<b>\$120,000.00</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:

Tender Evaluation	Attributes	Exper.	Track Record	Tech Skills	Resou rces	Man- age- ment	Method	Price	Total Weight
<b>Tenderer</b>	<b>Weight</b>	5	10	5	5	5	10	60	100
	<b>Tender Sum</b>	<b>Grades</b>							<b>Index</b>
Foster Sign Systems	\$104,279.00	70	75	65	70	65	40	77	71
Parks & Maintenance Services Ltd	\$106,217.00	80	75	85	85	75	75	76	76
Brave Design Ltd	\$143,752.00	85	80	85	85	80	85	50	63
Supalite New Zealand Corporate Signage Systems	\$256,438.07	85	75	85	85	75	65	-28	13
Claude New Zealand Ltd	\$282,185.00	80	75	80	75	75	50	-46	0
Med.n Tender Price	\$143,752.00								

Table 2 - Summary of Tender Evaluation

Foster Signs Systems submitted the lowest price tender. The methodology statement submitted in their tender did not outline the methodology or materials used in the construction of the required signs. Foster Signs Systems were given the opportunity to re-submit a more detailed methodology. Unfortunately the methodology submitted also lacked sufficient detail. Foster Signs Systems are a Waitakere based signage company and have undertaken a small amount of signage work of a different nature for Council in the past which was completed to a high standard. Foster Signs Systems have not completed any signage work for Waitakere's parks.

Parks & Maintenance Services Ltd is a well known Waitakere based company and have carried out numerous contracts with Council over the past ten years. The contract works have covered various areas including civil, structural, landscaping, minor works, maintenance and response. Parks & Maintenance Services Ltd have completed these contracts to a high standard and have a good track record. Parks & Maintenance Services Ltd currently undertake signage works for Council through the Parks Minor Works contract and they are performing well under this contract.

Brave Design Ltd is Waitakere based specialist signage company and have undertaken a significant amount of signage work for Council over the past eight years. Brave Design have carried out similar Park signage contract which have been completed to a high standard and they have a proven track record.

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

The tender from Claude New Zealand Ltd contained a minor arithmetical error in the schedule of prices. This was raised with Claude New Zealand Ltd and they subsequently confirmed their tender price.

#### **CREDIT CHECK**

A credit check on Parks & Maintenance Services Ltd has been requested.

#### **SUMMARY**

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Parks & Maintenance Services Ltd achieved the highest index of 77. This is the second lowest priced tender and also lower than the pre-tender contract estimate.

Parks & Maintenance Services Ltd has a proven track record and has the necessary skills and experience to successfully complete this project and there are efficiencies and reduced risk for Council to use a firm with a proven track record.

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

#### **JOB COSTS**

	<b>excl. GST</b>
Tender sum - (Parks & Maintenance Services Ltd)	\$106,217.00
Contingency	\$ 10,000.00
	-----
Total Job Cost	\$116,217.00

## SOURCE OF FUNDING

### 2006/2007

Budget Description	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures Renewals	75-9823-27300	\$661,000	\$640,034	\$20,966	Nil
<b>TOTAL</b>				<b>\$20,966</b>	

### 2007/2008

Budget Description (From 2006-2016 LTCCP)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures Renewals	\$639,000	\$592,434	\$46,566	Nil
<b>TOTAL</b>			<b>\$46,566</b>	

### 2008/2009

Budget Description (From 2006-2016 LTCCP)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures Renewals	\$667,000	\$618,315	\$38,739	Nil
<b>TOTAL</b>			<b>\$38,739</b>	

## RECOMMENDATIONS

1. That the Contract No. PK06015A - Parks Signs report be received.
2. That subject to a satisfactory credit check the tender from Parks & Maintenance Services Ltd for Contract No. PK06015A - Parks Signs in the sum of \$106,217.00 plus \$13,277.12 GST, totalling \$119,494.12 be accepted.
3. That the tender for Contract No. PK06015A - Parks Signs be awarded to other than the lowest priced tender, because the weighted attributes tender evaluation method requires the tendering authority to enter into a contract only with the tender that scores the highest overall index.
4. That the commitment to the 2007/2008 financial year for Contract No. PK06015A - Parks Signs totalling \$46,566 plus GST be approved.
5. That the commitment to the 2008/2009 financial year for Contract No. PK06015A - Parks Signs totalling \$38,739 plus GST be approved.
6. That authority to enter into Contract No. PK06014A - Parks Signs on behalf of the Council be delegated to the Group Manager: Asset Management.

Report prepared by: Tracey Hamilton, Parks Project Development Officer.



## 7 CONTRACT NO. PK06027A - PIHA GORSE MAINTENANCE

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PK06027A - Piha Gorse Maintenance for a period of one (1) year with a renewal period of a further one (1) year plus one (1) years. Approval is also sought to negotiate with the awarded Contractor to increase the scope of works.

### BACKGROUND

The Piha Road Gorse Management Plan was adopted by the Waitakere Community Board in August 2004. The plan outlines management options for the control of gorse along Piha Road and the reinstatement of native vegetation as a roadside buffer, within a 10 year timeframe to reduce the fire risk posed by gorse and to reduce the spread of this plant. This contract is based on the outcomes and options identified in that plan.

At the 1 December 2006 meeting of the Tender Subcommittee meeting the following was resolved:

“2 That approval be given to publicly call for tenders for Contract No. PK06027A - Piha Gorse Maintenance - Approval to Proceed to Tender for a period of one year with a renewal period of one (1) year plus one (1) year.”

2295/2006

This contract forms part of Council's Parks Asset maintenance and weed control programme as provided for in the 2006-2016 Long Term Council Community Plan.

### SCOPE OF WORK

This project involves the programmed control of gorse within the road reserve along Piha Road. The management of roadside gorse is sectioned in three ways:

- no chemical control;
- releasing and inter-planting of natives; or
- cut, paste and removal.

All gorse will be cut and stump treated using contact herbicide methods. No spraying is permitted under this contract. All gorse shall be removed and disposed of appropriately or chipped on site to reduce the risk of fire to the Piha Community.

### TENDERS RECEIVED

Contract No. PK06027A - Piha Gorse Maintenance was publicly tendered and three (3) tenders were received by the closing date of 9 January 2007. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Techscape Ltd	61A Keeling Road, Henderson, Waitakere City	\$31,160.00
Target Pest Contracting Ltd	PO Box 32148, Devonport, Auckland	\$43,983.50
City Parks Services Ltd	PO Box 8428, Symonds Street, Auckland City	\$65,905.64
<b>Pre-tender contract estimate</b>		<b>\$77,000.00</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:

Tender Evaluation	Attributes	Exper.	Track Record	Tech. Skill	Resour.	Manag. Skill	Method.	Price	Contract Number PK06027A
									Total Weights
	Weights	7.5	7.5	7.5	7.5	10	10	50	100
Tenderer	Tender Sum	Grades							INDEX
Techscape Ltd	\$31,160.00	80	80	75	75	80	75	79	78
Target Pest Contracting Ltd	\$43,983.50	70	75	70	70	80	75	50	62
City Parks Services Ltd	\$65,905.64	80	80	70	75	80	80	0	39
<b>Med.n Tender Price</b>	\$43,983.50								

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

The results of the tender evaluation as summarised in Table 1 show that the tender submitted by Techscape Ltd achieved the highest index of 78.

The tender sum of \$31,160.00, received by Techscape Ltd shows value for money and enables an expansion of the scope of work to be negotiated to the value of \$76,500 allocated from the Weed and Pest Maintenance budget.

The control of gorse on Piha Road is a staged programme of works determined by available budget each year, over a number of years. The advantage of accelerating this staged programme of work, is the immediate removal of the gorse seed source in a wider area of Piha and the reduction of fire risk to the area. Early action to control the gorse will also minimise the ongoing removal and maintenance costs.

There are difficulties in estimating the true cost of works involved in the Piha Gorse project. This is due to the potential costs associated with the extensive traffic management required.

Techscape Ltd were awarded the previous Piha Gorse Maintenance contract and completed the work to a high standard. It would be advantageous to have continuity for the next three years on this staged project, provided the performance and standard of work by Techscape Ltd continues at a high level.

## TAGS, ERRORS OR OMISSIONS

No tags, errors or omissions were found in any of the submitted Tenders.

## CREDIT CHECK

A credit check on Techscape Ltd has been requested.

## JOB COSTS

	excl. GST
Tender sum - (Techscape Ltd)	\$31,160
Negotiated scope of works	\$45,340
Contingency	<u>\$ 8,500</u>
Total Job Cost	\$85,000

## SOURCE OF FUNDING

### 2006/2007

Budget Description	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed and Pest Control Maintenance	46-7614-27110	\$784,025	\$699,025	\$85,000	nil
<b>TOTAL</b>				<b>\$85,000</b>	

### 2007/2008

Budget Description	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed and Pest Control Maintenance	46-7614-27110	\$784,175	\$697,175	\$87,000	nil
<b>TOTAL</b>				<b>\$87,000</b>	

### 2008/2009

Budget Description	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed and Pest Control Maintenance	46-7614-27110	\$785,825	\$696,825	\$89,000	nil
<b>TOTAL</b>				<b>\$89,000</b>	

## SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Techscope Ltd achieved the highest index of 78. This is the lowest priced tender and also lower than the pre-tender contract estimate.

Techscope Ltd has a proven track record and has the necessary skills, experience and resources to successfully complete this project and there are efficiencies and reduced risk for Council to use a company with a proven track record.

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.

## RECOMMENDATIONS

1. That the Contract No. PK06027A - Piha Gorse Maintenance report be received.
2. That subject to a satisfactory credit check, the tender from Techscope Ltd for Contract No. PK06027A - Piha Gorse Maintenance be approved to extend the scope of work to \$76,500.00 excluding GST as the value approved for Piha Road Gorse Control in the 2006/2016 LTCCP.
3. That subject to successful negotiations with Techscope Ltd, authority to enter into Contract No. PK06027A - Piha Gorse Maintenance up to a value of \$76,500.00 excluding GST on behalf of the Council be delegated to the Group Manager: Asset Management.

4. That the commitment to the 2007/2008 financial year for Contract No. PK06027A - Piha Gorse totalling \$87,000.00 plus GST be approved.
5. That the commitment to the 2008/2009 financial year for Contract No. PK06027A - Piha Gorse totalling \$89,000.00 plus GST be approved.

Report prepared by: Helen Biffin, Parks Contracts Officer - Environmental.



## **8 CONTRACT NO. PY06046D - RESPONSE MAINTENANCE - PLUMBING**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY06046D - Response Maintenance - Plumbing, for a three year term.

### **BACKGROUND**

This contract is designed to meet the service needs of our clients in terms of their Plumbing requirements, this includes but is not limited to:

- response maintenance;
- planned maintenance;
- minor works as required.

All in accordance with the appropriate New Zealand standards.

This service is currently supplied by Allwest Plumbing Ltd.

### **ISSUES**

It is proposed to let the contract with a three year term. The contract value will be \$175,000 plus GST per annum.

The request for an extended term is in line with Council's Procurement Policy and based on the following:

- The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;
- The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;
- The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

### **RESOURCES**

As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan for 2006 - 2016.

## CONCLUSION

A three year term for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering.

## RECOMMENDATIONS

1. That the Contract No. PY06046D Response Maintenance - Plumbing report be received.
2. That approval be given to publicly call for tenders for Contract No. PY06046D - Response Maintenance - Plumbing, for a three year term.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



## 9 CONTRACT NO. PY06046C - RESPONSE MAINTENANCE - ELECTRICAL

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY06046C - Response Maintenance - Electrical, for a three year term.

### BACKGROUND

This contract is designed to meet the service needs of our clients in terms of their electrical requirements, this includes but is not limited to:

- response maintenance;
- planned maintenance;
- electrical tagging of portable appliances;
- C-bus works;
- minor works as required.

All in accordance with the appropriate New Zealand standards.

This service is currently supplied by Riteway Electrical Ltd.

### ISSUES

It is proposed to let the contract with a three year term. The contract value will be \$150,000 plus GST per annum.

The request for an extended term is in line with Council's Procurement Policy and based on the following:

- The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;
- The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;

- The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

## RESOURCES

As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan for 2006 - 2016.

## CONCLUSION

A three year term for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering.

## RECOMMENDATIONS

1. That the Contract No. PY06046C - Response Maintenance - Electrical report be received.
2. That approval be given to publicly call for tenders for Contract No. PY06046C - Response Maintenance - Electrical be for a three year term.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



## 10 CONTRACT NO. TA06041C - EXPRESSION OF INTEREST FOR PHYSICAL WORKS SERVICES AT RANGEVIEW ROAD PARK 'N' RIDE

### PURPOSE OF THE REPORT

The purpose of this report is to present the results of an expression of interest (EOI) process for Contract No. TA06041C - Expression of Interest for Physical Works Services at Rangeview Road Park 'n' Ride and to seek approval to invite tenders for this contract from a shortlist of registrants.

### BACKGROUND

Council proposes to build four park 'n' ride facilities at Swanson Road, Sturges Road, Rangeview Road and Seymour Road. These projects are at various stages of design. The Council's objective is to complete the park 'n' ride facilities in conjunction with Ontrack's western line duplication programme due for completion by 2009, and thus the park 'n' ride projects need to be completed in advance of this programme.

### REGISTRATION OF INTEREST PROCESS

The Rangeview site is now in the final stages of design and will be ready to proceed to the construction stage by the end of February 2007. In order to assist the Council in deciding how best to provide this service, the Council has requested EOIs for the provision of physical works services for the Rangeview park 'n' ride site. This will enable the Council to evaluate and shortlist prospective contractors based on their experience, track record, resources, technical skills and management skills.

## EOIs RECEIVED

EOIs were publically advertised with seven (7) sets of documents being uplifted. Six (6) tenders were received by the closing date of 23 January 2007. These are summarised in Table 1 below:

TENDERER	REG OFFICE
HEB Smithbridge Ltd	PO Box 226, Drury, Auckland
Demsey & Wood Civil Contractors Ltd	PO Box 24 484, Royal Oak, Auckland
P & M Paving and Construction Ltd	PO Box 47 840, Ponsonby, Auckland
Arrow Civil Engineers Ltd	33 Alfred Street, Onehunga, Auckland
McCormack Asphalts Ltd	PO Box 58 986, Greenmount, Auckland
Gideon Contractors Ltd	PO Box 122, Silverdale, Auckland

**Table 1 - Summary of EOIs**

## EVALUATIONS OF REGISTRATIONS OF INTEREST

The submissions were evaluated in accordance with the conditions of EOI, and in line with the Weighted Attribute Method contained in Transfund New Zealand's "Competitive Pricing Procedures Manual". Evaluation was carried out by representatives of the Project Team. Consensus was reached between the officers on the scores allocated. A summary of the results for the four highest ranking registrants is shown in Table 2 below:

Tender Evaluation	Exper.	Track Record	Tech. Skills	Resour.	Manag. Skills	Total Weights
	<b>5</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>20</b>
Tenderer	Grades					INDEX
HEB Smithbridge Ltd	<b>80</b>	<b>78</b>	<b>75</b>	<b>75</b>	<b>68</b>	15
Demsey & Wood Civil Contractors Ltd	<b>80</b>	<b>77</b>	<b>73</b>	<b>73</b>	<b>68</b>	15
P & M Paving and Construction Ltd	<b>75</b>	<b>75</b>	<b>70</b>	<b>69</b>	<b>65</b>	14
Arrow Civil Engineers Ltd	<b>75</b>	<b>70</b>	<b>75</b>	<b>69</b>	<b>70</b>	14

**Table 2 - Grading of Attributes**

The EOI document for this process specified the information required in the registrant's submissions. This document also identified that only the preferred participants will be notified and provided the tender proceeds, will be invited to tender for Contract No. TA06041C - Expression of Interest for Physical Works Services at Rangeview Road Park 'n' Ride.

Four of the six registrants demonstrated that they have experience with major earthworks, construction of car parking facilities and the expertise to achieve effective and cost efficient results. In addition to the provision of attribute statements each registrant was required to complete the Council's health and safety questionnaire. The health and safety information provided by the highest ranking registrants complied with the Council's requirements.

## SUMMARY

The results of the EOI evaluation process show that the four highest registrants are HEB Smithbridge Ltd, Demsey & Wood Civil Contractors Ltd, P & M Paving and Construction Ltd, and Arrow Civil Engineers Ltd.

These registrants are considered to be experienced and capable of completing Contract No. TA06041C - Expression of Interest for Physical Works Services at Rangeview Road Park 'n' Ride in a competent manner.

### **RECOMMENDATIONS**

1. That the Contract No. TA06041C - Expression of Interest for Physical Works Services at Rangeview Road Park 'n' Ride report be received.
2. That the four top scoring registrants being HEB Smithbridge Ltd, Demsey & Wood Civil Contractors Ltd, P & M Paving and Construction Ltd, and Arrow Civil Engineers Ltd be invited to tender for Contract No. TA06041C - Expression of Interest for Physical Works Services at Rangeview Road Park 'n' Ride.

Report prepared by: Stephen Boyle, Manager Contracts & Quality, Project Services.



## **11 CONTRACT NO. TA06036A - STREET LIGHT CAPITAL WORKS 2006-2009 - PROFESSIONAL SERVICES**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. TA06036A - Street Light Capital Works 2006-2009 - Professional Services.

### **BACKGROUND**

The Council's 'Integrated Transport and Communication' platform is for public transport and communications systems that provide fast, effective services, and for city travel facilitated by integrated, environmentally responsible, and innovative design, with a focus on meeting the essential needs of all, for access, communication, and safety.

Provision of adequate street lighting for public roads and accessways is important to provide for public safety when using these areas during the hours of darkness.

This professional services contract is for design, preparation, tender administration and supervision associated with two physical works street lighting contracts. The first physical works contract is for the bulk of the Council's street light capital works programme in the 2006/2007 year. The second physical works contract is for a similar works programme in the 2007/2008 and 2008/2009 years.

### **SCOPE OF WORK**

In 2003 the Council commissioned a review of its illumination levels in roads classified as local streets within the urban part of the city. This review was carried out by Odyssey Energy Limited and its findings are documented in a report titled "HISLAT™ Illumination Survey Results" dated 23 October 2003.

The survey measured the luminance level of 1101 local roads using a vehicle mounted light meter. Based on the data collected on traffic volume and road hierarchy information a list of 546 roads where illumination levels were found to be non-satisfactory was produced. A recommend priority list based on road classification and traffic volume was compiled, a preliminary cost estimate to bring illumination levels up to AS/NZS 1158 standard was also included in this report.

Council wishes to upgrade street lighting levels in local streets within the urban part of the city to bring illumination levels up to AS/NZS 1158 standard over the course of ten years. This professional services contract is for the design, physical works contract preparation, tendering and contract supervision of the physical works for the first three years of the upgrade programme.

Over the last two years Council officers have kept a record of all requests from members of the public for street lighting upgrades which warranted further investigation but for which there was no immediately available budget. The Council has budgeted funds in the 2006/2007 financial year for the investigation and, where suitable, implementation of these requests. This contract will include professional services to investigate these requests, prepare designs to resolve the issues raised and supervise a physical works contractor to carry out these works.

The majority of the professional services under this contract is for design work which will be carried out in 2006/2007 for physical works to be undertaken in the 2006/2007, 2007/2008 and 2008/2009 years. A small proportion of the professional services work will be undertaken in 2007/2008 and 2008/2009. The work done by the consultant in these years will be limited to supervision of physical works to be undertaken during this period.

At the 1 December 2006 meeting of the Tenders Subcommittee approval was given to publicly call for tenders for this contract for a three year contract period, as follows:

1. *That the Contract No. TA06036A - Street Light Capital Works 2006-2009 report be received.*
2. *That approval be given to publicly call for tenders for Contract No. TA06036A - Street Light Capital Works 2006-2009 for a three (3) year contract period.*
3. *That the result of the tender evaluation process for Contract No. TA06036A - Street Light Capital Works 2006-2009 be reported back to the Tenders Subcommittee for approval."*

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## TENDERS RECEIVED

Tenders were publicly advertised with six (6) sets of documents being uplifted. Two (2) tenders were received by the closing date of Thursday, 21 December 2006. These are summarised in Tables 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Power Solutions Limited	Rotorua	\$135,093.70
Odyssey Energy Limited	Hamilton	\$151,220.00
<b>Pre-tender contract estimate</b>		<b>\$247,000.00</b>

**Table 1 - Summary of Tender Prices- Option 1**

## 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".

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.

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.

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

Tender Evaluation	Attributes	Experience	Track Record	Technical Skill Resources	Manag. Skill	Method.	Price	Contract Number TA06005B option 1
								Total Weights
	Weights	20	10	25	10	15	20	100
Tenderer	Tender Sum	GRADES						INDEX
Power Solutions Limited	\$135,093.70	77	77	78	78	75	95	81
Odyssey Energy Limited	\$151,220.00	77	75	77	75	73	89	78
Med.n Tender Price	\$143,156.85							

**Table 2 - Summary of Tender Evaluation**

Power Solutions Limited has wide streetlight consultancy experience and has previously undertaken similar projects for Napier City Council and Gisborne District Council to a good standard.

Odyssey Energy Limited is also an experienced consultant in this field with a good track record.

### TAGS, ERRORS OR OMISSIONS

Power Solutions Limited submitted a number of clarifications with their tender. These clarifications do not impact on the tender price and are acceptable inclusions.

### CREDIT CHECK

A credit check on Power Solutions Limited has been requested.

### JOB COSTS

**excl. GST**

Tender sum - Power Solutions Limited	\$135,093.70
Contingency	\$ 13,906.30
Engineering & Supervision	\$ 0
Total Job Cost	\$149,000.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Improved Illumination Local Roads	75-9885-53760	\$505,000	\$366,000	\$139,000	\$0
New Street Lights	75-9885-53780	\$100,000	\$90,000	\$10,000	\$0
			<b>TOTAL</b>	<b>\$149,000</b>	<b>\$0</b>

## **SUMMARY**

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

Power Solutions Limited is an experienced streetlight consultant that has previously undertaken similar projects for Napier City Council and Gisborne District Council to a good standard.

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.

## **RECOMMENDATIONS**

1. That the Contract No. TA06036A - Street Light Capital Works 2006-2009 - Professional Services report be received.
2. That subject to a satisfactory credit check, the tender from Power Solutions Limited for Contract No. TA06036A - Street Light Capital Works 2006-2009 - Professional Services in the sum of \$135,093.70 plus \$16,886.71 GST, totalling \$151,980.41 be accepted.
3. That the commitment for Contract No. TA06036A - Street Light Capital Works 2006-2009 - Professional Services to the 2007/2008, 2008/2009 financial years of \$7,451.76 and \$7,451.76 plus GST, be approved.
4. That authority to enter into Contract No. TA06036A - Street Light Capital Works 2006-2009 - Professional Services on behalf of the Council be delegated to the Group Manager: Asset Management.

Report prepared by: Paul Schischka, Transport Engineer.



## **PUBLIC EXCLUDED MATTER**

### **12 CONTRACT NO. SP06004A - NEW LYNN TRANSIT ORIENTED DEVELOPMENT: DESIGN OF ROADS, A BUS INTERCHANGE AND ASSOCIATED WORKS**

This item will be considered in the Confidential Supplement of the agenda and has been circulated to members separately.

## **PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following part of the proceeding of this meeting, namely, Contract No. SP06004A - New Lynn Transit Oriented Development: Design of Roads, a Bus Interchange and Associated Works.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
Contract No. SP06004A - New Lynn Transit Oriented Development: Design of Roads, a Bus Interchange and Associated Works.	The withholding of information is necessary in order to: <ul style="list-style-type: none"> <li>• enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The report contains information which if released could affect the Council's negotiations.*

