

**MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE MANUKAU
ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON FRIDAY, 5 SEPTEMBER 2008,
COMMENCING AT 9.00 AM**

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MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY, 5 SEPTEMBER 2008, COMMENCING AT 9.00 AM

PRESENT: Councillors JM Clews, QSO, JP (Deputy Chairman) (Presiding)
WW Flaunty, QSM, JP
Director: Corporate and Business Services
Director: Public Affairs
Director: Finance

IN ATTENDANCE: Service Manager: Parks and Open Spaces
Principal Contracts Planner: Parks Assets
Service Delivery Manager: Information Management
Roading Engineer: Project Services
Roading Projects Manager
Manager: Strategic Projects
Project Manager: Strategic Projects
Committee Secretary: C Fernandes

1 APOLOGIES

1491/2008

MOVED by Director: Finance, seconded Director: Public Affairs:

That apologies from Cr Clow, the Chief Executive Officer, Director: City Services, Director: Community Wellbeing, and Director: Strategic Planning for absence, be received and sustained.

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

Elected Members were reminded via the agenda, of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have.

4 CONFIRMATION OF MINUTES

1492/2008

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolved to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 22 August 2008, as circulated, and that they be taken as read and now be confirmed.

CARRIED

5 CONTRACT NO. CCIM08321A - MULTI FUNCTIONAL DEVICE SERVICES

1493/2008

MOVED by Director: Public Affairs, seconded Director: Finance:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. CCIM08321A – Multi Functional Device Services report.
2. **Approve** that the tender from Fuji Xerox for Contract No. CCIM08321A – Multi Functional Device Services in the sum of \$1,724,400 plus \$215,550 GST, totalling \$1,939,950 for an initial period of three years, from November 2008 to October 2011, be accepted.
3. **Approve** the commitment of \$574,800 excluding GST to the 2009/2010 financial year for Contract No. CCIM08321A – Multi Functional Device Services.
4. **Approve** the commitment of \$574,800 excluding GST to the 2010/2011 financial year for Contract No. CCIM08321A – Multi Functional Device Services.
5. **Approve** the commitment of \$191,600 excluding GST to the 2011/2012 financial year for Contract No. CCIM08321A – Multi Functional Device Services.
6. **Agree** that the extension to Contract No. CCIM08321A – Multi Functional Device Services for a further one (1) year on a + 1 basis be brought back to Tenders Subcommittee for approval.
7. **Approve** that authority to enter into Contract No. CCIM08321A – Multi Functional Device Services on behalf of the Council be delegated to the Group Manager: Information Management.

CARRIED

6 CONTRACT NO. PK08015A - SPORTS PARK LANDSCAPE MAINTENANCE

1494/2008

MOVED by Cr Flaunty, seconded Director: Corporate and Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. PK08015A - Sports Park Landscape Maintenance report.
2. **Approve** that the tender from Parks and Maintenance Services Limited for Contract No. PK08015A - Sports Park Landscape Maintenance in the sum of \$2,172,583.84 plus \$271,572.98 GST, totalling \$2,444,156.82 on the basis of twenty (20) months and one (1) year subject to the contractor's ongoing performance, the availability of funding and at Council's sole discretion be accepted.
3. **Approve** the commitment of \$814,718.94 plus \$101,839.87 GST against the 2009/2010 Annual Plan for Contract No. PK08015A - Sports Park Landscape Maintenance.
4. **Approve** the commitment of \$814,718.94 plus \$101,839.87 GST against the 2010/2011 Annual Plan for Contract No. PK08015A - Sports Park Landscape Maintenance.
5. **Approve** that authority to enter into Contract No. PK08015A - Sports Park Landscape Maintenance for the period 1 November 2008 to 30 June 2011 on behalf of Council be delegated to the Group Manager: Asset Management.

6. **Agree** that subject to acceptable contractor performance, the availability of funding and at Council's sole discretion, Contract No. PK08015A - Sports Park Landscape Maintenance be reported back to the Tenders Subcommittee in June 2010 for approval to re-award for the final year of the contract term.

CARRIED

DECLARATION OF INTEREST

- 9.09 am Director: Corporate and Business Services declared an interest and withdrew from table and took no part in the debate or decision on Item 7: Contract No. PK08016A – Sports Field Maintenance.

7 CONTRACT NO. PK08016A - SPORTS FIELD MAINTENANCE

1495/2008

MOVED by Director: Finance, seconded Cr Flaunty:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. PK08016A - Sports Field Maintenance report.
2. **Approve** the tender from City Parks Services Limited for Contract No. PK08016A - Sports Field Maintenance in the sum of \$3,742,404 plus \$467,800.58 GST, totalling \$4,210,204.58 on the basis of twenty (20) months and one (1) year subject to the contractor's ongoing performance, the availability of funding and at Council's sole discretion.
3. **Approve** the commitment of \$1,480,363.28 plus \$185,045.41 GST, totalling \$1,665,408.69 against the 2009/2010 Annual Plan for Contract No. PK08016A - Sports Field Maintenance.
4. **Approve** the commitment of \$1,480,363.28 plus \$185,045.41 GST, totalling \$1,665,408.69 against the 2010/2011 Annual Plan for Contract No. PK08016A - Sports Field Maintenance.
5. **Approve** that authority to enter into Contract No. PK08016A - Sports Field Maintenance for the period 1 November 2008 to 30 June 2011 on behalf of Council be delegated to the Group Manager: Asset Management.
6. **Agree** that subject to acceptable contractor performance, the availability of funding and at Council's sole discretion, Contract No. PK08016A - Sports Field Maintenance be reported back to the Tenders Subcommittee in June 2010 for approval to re-award for the final year of the contract term.

CARRIED

- 9.11 am Director: Corporate and Business Services returned to the table.

8 CONTRACT NO. TA06031B – BUS SHELTER CONSTRUCTION AND RENEWAL 2006/2007 - APPROVAL TO EXTEND

1496/2008

MOVED by Director: Public Affairs, seconded Director: Corporate and Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. TA06031B - Bus Shelter Construction and Renewal 2006/2007 - Approval to Extend report.

2. **Approve** that Contract No. TA06031B - Bus Shelter Construction and Renewal 2006/2007 as awarded to Adshel New Zealand Limited be extended in the sum of \$275,000 excluding GST for the period 1 September 2008 to 30 June 2009.
3. **Approve** that authority to extend Contract No. TA06031B - Bus Shelter Construction and Renewal 2006/2007 for the period 1 September 2008 to 30 June 2009 on behalf of the Council be delegated to the Group Manager: Project Services.

CARRIED

9 **CONTRACT NO. CCSP08322A – COMMERCIAL OVERVIEW AND PROJECT MANAGEMENT FOR WILSHER VILLAGE PRE-DEVELOPMENT PLANNING**

1497/2008

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. CCSP08322A - Commercial Overview and Project Management for Wilsher Village Pre-Development Planning report.
2. **Approve** that the tender from Waitakere Properties Limited for Contract No. CCSP08322A - Commercial Overview and Project Management for Wilsher Village Pre-Development Planning, in the sum of \$750,000.00 excluding GST, be accepted.
3. **Approve** that authority to enter into Contract No. CCSP08322A – Commercial Overview and Project Management for Wilsher Village Pre-Development Planning on behalf of Council be delegated to the Director: Corporate and Business Services.
4. **Note** that, for Contract No. CCSP08322A – Commercial Overview and Project Management for Wilsher Village Pre-Development Planning, the decision to deviate from public tender is in line with Section 3.4B of the Council's Procurement Policy.

CARRIED

9.22 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE TENDERS
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRMAN:.....