

**AGENDA FOR AN ORDINARY MEETING OF THE TENDERS SUBCOMMITTEE TO BE
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON FRIDAY, 16 MAY 2003,
COMMENCING AT 9.00 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

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



3 CONFIRMATION OF MINUTES

Special - 16 April 2003
Ordinary - 11 April 2003

RECOMMENDATION

That the minutes of the Special Meeting held on Wednesday, 16 April 2003 and the Ordinary Meeting of the Tenders Subcommittee held on Friday, 11 April 2003, as circulated, be taken as read and now be confirmed.



4 **PK03600D PARKS RESPONSE MAINTENANCE CONTRACT**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval to award Contract PK03600D Parks Response Maintenance

BACKGROUND

This work is being commissioned as part of the new Park Maintenance contracts. A report was presented to the Tenders Subcommittee on 7 March 2003 for approval to invite prices from selected contractors:

“That approval is given to invite:

- *Parks & Maintenance Services Limited*
- *City Parks Services*
- *Serco Infrastructure (Serco Group NZ Limited)*
- *Eco Maintenance Limited*
- *Techscape Limited*

to tender for Contract PK03600D Parks Response and Minor Works.”

342/2003

The contract was split between the Response Works and the Parks Minor Works with two contracts being issued for the above works.

SCOPE OF WORK

The work involves the establishment of a several specialist Response teams to respond to both normal and urgent parks requests for service. The teams are to be adequately supported by a suitable office management team. The works involve minor maintenance and repairs to ensure the service levels are maintained. All programmed maintenance is to be undertaken by a separate contractor.

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

TENDERS RECEIVED

Tenders were invited from five (5) selected tenderers with three (3) tenders being received by the closing date of Tuesday 6 May 2003. Two (2) tenderers declined due to other work commitments. These are summarised in Table 1.

Techscape did offer a discount if they were awarded both contracts which equates to \$5,000 per contract per year over the term of the contracts. This had no effect on the evaluation ranking.

TENDERER	REG OFFICE	TENDER PRICE (excl. GST) 1 Year	TENDER PRICE (excl. GST) 2 Year
Parks Maintenance and Services Ltd	Henderson	\$375,825.00	\$751,650.00
Techscape Limited	North Harbour	\$402,896.21	\$805,792.42
Eco Maintenance	Glen Innes	\$513,266.00	\$1,026,532.00
Pre-tender contract engineers estimate		\$390,000.00	\$780,000.00

Table 1 - Summary of Tender Prices

TENDER EVALUATION

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

Tender Evaluation	Attributes	Rel Exp	Track Record	Tech Skill	Resour	Manag. Skills	Method ology	Price	Contract Number PK 03600D
									Total Weights
	Weights	5	5	10	5	15	10	50	100
Tenderer	Tender Sum			Grade					INDEX
Parks and Maintenance Services	\$375,825.00	85	80	85	80	85	80	80	81
Techscape Limited	\$402,896.21	80	75	85	80	75	80	75	77
Eco Maintenance	\$513,266.00	75	75	85	80	70	80	54	66
Med.n Tender Price	\$458,081.11								

Table 2 - Summary of Tender Evaluation

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

Parks Maintenance Services have successfully undertaken the Parks Response contract for 2002/2003.

Parks Maintenance Services have been performing extremely well on this contract and have the systems, necessary resources and skills to undertake the works to the required quality, standards and within the requested time. This company is Waitakere based with all staff residing in the city.

TAGS, ERRORS OR OMISSIONS

There were no tags errors or omissions.

CREDIT CHECK

A credit check has revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Parks Maintenance Services achieved the highest index of 81.

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

JOB COSTS

Excl. GST

2003/2004 and 2004/2005 - 24 months contract period	
Tender sum Parks Maintenance Services	\$751,650.00
Contingency and materials	\$100,000.00
Supervision and Quality Control	\$ 36,000.00

Total Job Cost for 24 months	\$887,650.00

Annual Costs 2005/2006 and 2006/2007 and 2007/2006	
Tender Sum Parks Maintenance Services	\$375,825.00
Contingency	\$ 50,000.00
Supervision and Quality Control	\$ 18,000.00

Total Job Cost for 1 Year	\$443,825.00

SOURCE OF FUNDING

2003/2004 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Fixtures, facilities and paths Maintenance	\$432,632	\$228,632	\$204,000	\$0
Coastal and Structures Maintenance	\$271,238	\$151,238	\$120,000	\$0
Toilet Services and Car park Maintenance	\$422,280	\$302,280	\$120,000	\$0
Totals	\$1,126,150	\$682,150	\$444,000	\$0

2004/2005 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Fixtures, facilities and paths Maintenance	\$432,632	\$228,632	\$204,000	\$0
Coastal and Structures Maintenance	\$271,238	\$151,238	\$120,000	\$0
Toilet Services and Car park Maintenance	\$422,280	\$302,280	\$120,000	\$0
Totals	\$1,126,150	\$682,150	\$444,000	\$0

RECOMMENDATIONS

1. That the information be received.
2. That the tender from Parks Maintenance Services Limited for Contract PK03600D Parks Response Maintenance in the sum of \$751,650.00 plus \$93,956.25 GST, totalling \$845,606.25 be accepted.
3. That approval is given to committing \$375,825.00 plus \$46,978.13 GST totalling \$422,803.13 against the 2003/2004.
4. That approval is given to committing \$375,825.00 plus \$46,978.13 GST totalling \$422,803.13 against the 2004/2005.
5. That authority to enter into Contract PK03600D Parks Response Maintenance on behalf of Council be delegated to the Director: City Services.
6. That authority to exercise the right of renewal for the periods of the 2005/2006, 2006/2007 and 2007/2008 financial years be delegated to the Director: City Services, subject to Council providing the budget for each of these years

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



5 PK03600M PARKS MINOR WORKS AND RENEWALS CONTRACT

PURPOSE OF THE REPORT

The purpose of this report is to seek approval to award Contract PK03600M Parks Minor Works and Renewals

BACKGROUND

This work is being commissioned as part of the new Park Maintenance contracts. A report was presented to the Tenders Subcommittee on 7 March 2003 for approval to invite prices from selected contractors:

“That approval is given to invite

- *Parks & Maintenance Services Limited*
- *City Parks Services*
- *Serco Infrastructure (Serco Group NZ Limited)*
- *Eco Maintenance Limited*
- *Techscape Limited*

to tender for Contract PK03600D Parks Response and Minor Works.”

342/2003

The contract was split between the Response Works and the Parks Minor Works with two contracts being issued for the above works.

SCOPE OF WORK

The work involves the establishment of a contracting team to undertaking the replacement, renewal and installation of new parks minor assets. These works range from painting, furniture, barriers and footpaths installation and minor earthworks and drainage.

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

The actual volume of work will be dependent on the renewal and new minor works programme for each year as identified through the Parks Asset Management Plan and approved through the Annual Plan.

TENDERS RECEIVED

Tenders were invited from five (5) selected tenderers with three (3) tenders being received by the closing date of Tuesday 6 May 2003. Two (2) tenderers declined due to other work commitments. These are summarised in Table 1 below:

Techscape did offer a discount if they were awarded both contracts which equates to \$5,000 per contract per year over the term of the contracts. This had no effect on the evaluation ranking.

TENDERER	REG OFFICE	TENDER PRICE (EXCL. GST) 1 Year	TENDER PRICE (EXCL. GST) 2 Year
Parks Maintenance and Services Ltd	Henderson	\$495,842.50	\$991,685.00
Techscape Limited	North Harbour	\$536,797.21	\$1,073,594.42
Eco Maintenance	Glen Innes	\$652,055.00	\$1,304,110.00
Pre-tender contract engineers estimate		\$520,000.00	\$1,040,000.00

Table 1 - Summary of Tender Prices

TENDER EVALUATION

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

Tender Evaluation	Attributes	Rel Exp	Track Record	Tech Skill	Resou r	Manag Skills	Method ology	Price	Contract Number PK 03600M
	Weights	5	5	10	5	15	10	50	Total Weights
Tenderer	Tender Sum			Grade					INDEX
Parks and Maintenance Services	\$495,842.50	85	85	85	80	85	80	58	71
Techscape Limited	\$536,797.21	80	80	85	80	75	80	50	65
Eco Maintenance	\$652,055.00	75	80	85	80	70	80	29	53
Med.n Tender Price	\$536,797.21								

Table 2 - Summary of Tender Evaluation

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

Parks Maintenance Services have successfully undertaken the Parks minor works contract over the past two years under two separate contracts.

Parks Maintenance Services have been performing extremely well and have the necessary resources and skills to undertake the works to the required quality, standards and within the requested time. This company is Waitakere based with all staff residing in the city.

TAGS, ERRORS OR OMISSIONS

There were no tags errors or omissions.

CREDIT CHECK

A credit check has revealed no adverse information.

SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Parks Maintenance Services achieved the highest index of 71.

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

JOB COSTS

Excl. GST

2003/2004 and 2004/2005 - 24 months contract period	
Tender sum Parks Maintenance Services	\$ 991,685.00
Contingency and Renewals materials	\$ 140,000.00
Supervision and Quality Control	\$ 44,600.00

Total Job Cost for 24 months	\$1,176,285.00

Annual Costs 2005/2006 and 2006/2007 and 2007/2006	
Tender Sum Parks Maintenance Services	\$495,842.50
Contingency	\$ 70,000.00
Supervision and Quality Control	\$ 22,300.00

Total Job Cost for 1 Year	\$588,142.50

SOURCE OF FUNDING

2003/2004 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Fixtures Renewal	\$168,400	\$0	\$168,400	\$0
Paving Renewals	\$ 91,800	\$0	\$ 91,800	\$0
Stormwater Renewals	\$ 33,000	\$0	\$ 33,000	\$0
Walkways Extension	\$120,000	\$0	\$120,000	\$0
New Park furniture, signage, barrier lighting, paths	\$175,000	\$0	\$175,000	\$0
Totals		\$0	\$588,200	\$0

2004/2005 (12 months)

Account	Budget	Committed to other Projects	Allocation to this Project	Unallocated Balance
Fixtures Renewal	\$168,400	\$0	\$168,400	\$0
Paving Renewals	\$ 91,800	\$0	\$ 91,800	\$0
Stormwater Renewals	\$ 33,000	\$0	\$ 33,000	\$0
Walkways Extension	\$120,000	\$0	\$120,000	\$0
New Park furniture, signage, barrier lighting, paths	\$175,000	\$0	\$175,000	\$0
Totals		\$0	\$588,200	\$0

RECOMMENDATIONS

1. That the information be received.
2. That the tender from Parks Maintenance Services Limited for Contract PK03600M Parks Minor Works and Renewals in the sum of \$991,685.00 plus \$123,960.63 GST, totalling \$1,115,645.63 be accepted.
3. That approval is given to committing \$495,842.50 plus \$61,980.31 GST totalling \$557,822.81 against the 2003/2004.

4. That approval is given to committing \$495,842.50 plus \$61,980.31 GST totalling \$557,822.81 against the 2004/2005.
5. That authority to enter into Contract PK03600M Parks Minor Works and Renewals on behalf of Council be delegated to the Director: City Services.
6. That authority to exercise the right of renewal for the periods of the 2005/2006, 2006/2007 and 2007/2008 financial years be delegated to the Director: City Services, subject to Council providing the budget for each of these years

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

