



**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE  
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON FRIDAY, 1 APRIL 2005, 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 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 - 18 March 2005

**RECOMMENDATION**

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 18 March 2005, as circulated, be taken as read and now be confirmed.



4 **PARKS MAINTENANCE CONTRACT 2005 - CONTRACT NO. PK 05001C - PLANT AND ANIMAL PEST MAINTENANCE**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to publicly tender for two (2) years with extensions of two (2) plus two (2) years for Contract No. PK 05001C - Plant and Animal Pest Maintenance Contract.

**BACKGROUND**

The contract period for the existing contracts concludes on 30 June 2005 and is at present carried out by various contractors.

**SCOPE OF WORK**

The new Plant and Animal Pest Maintenance Contract involves the combination of several smaller contracts. The scope of work includes programmed and response work involving the programmed control of environmental weeds on roadside and in parks, response to community requests, possum and wasp and wild bee treatment.

All other response and non programmed maintenance is to be undertaken by a separate response maintenance contractor.

**TENDERING PROCESS**

It is proposed to publicly tender the Plant and Animal Pest Maintenance Contract for two (2) years with extensions of two (2) plus two (2) years subject to the contractor's quality and performance and at the sole discretion of the Principal.

The proposal to tender the works over a two (2) years plus two (2) years plus two (2) years contract is to gain better pricing from tenders who will be able to recover cost of plant over a longer term, attract quality staff with possibility of long term employment and negotiate better supply contracts. This also eliminates the cost to Council of tendering the contract works two more times. Continuity of a contractor eliminates the risk that is inherent in the change over period between contractors.

**RESOURCES**

Funding for this contract has been included in the 2003/2013 Long Term Council Community Plan and the draft Annual Plan 2005/2006.

**CONCLUSION**

It is proposed to publicly tender the Plant and Animal Pest Maintenance Contract and authority is required to commence the procurement process.

**RECOMMENDATIONS**

1. That the Parks Maintenance Contract 2005 No. PK 05001C - Plant and Animal Pest Maintenance report be received.
2. That approval be given to invite public tenders for Contract No. PK 05001C - Plant and Animal Pest Maintenance, for two (2) years with extensions of two (2) plus two (2) years.

Report prepared by: Debbie Chapman, Asset Manager: Environmental.



**5 REPORT ON PROCUREMENT CONTRACT FOR COUNCIL CHAMBER AUDIO VISUAL SYSTEMS FOR WAITAKERE CENTRAL**

**PURPOSE OF THE REPORT**

This report seeks to advise the Tenders Subcommittee of the process by which the design and build of the audio visual system for the Council Chamber at Waitakere Central will be delivered.

**BACKGROUND**

The new Council Chamber at Waitakere Central is to be used primarily for the administration of traditional functions of Council with debate including presentations from the identified locations. A public viewing area both at floor level and at a single balcony level is always available. The Council requires that, although specific layouts shall be nominally used, other alternative discussion layouts will have to be considered (such as but not limited to the layouts used for the Long Term Council Community Plan and Annual Plan Special Committee and Citizenship Ceremonies) and the design should incorporate such. The space may also be used as a multifunctional facility orientated around a focal presentation point with a seated or standing audience. The associated lobby or foyer can also be integrated into the system to serve as an overflow, or alternatively, supply signal to a seated audience in the Chamber area. The system installed shall be required to cater for a possible audience in all areas.

The sound system in particular shall be able to work in a range from sound pressure levels associated in relatively intimate discussion situations to a high level of amplification for an audience seated in nearly all available areas. It was noted that the acoustic shape of the council chambers is particularly difficult to predict and control for amplified sound.

Discussion with the Council's sound engineer (Ross Mullins of Sound Developments Limited) resulted in the decision to seek expert advice on the concept design and on his recommendation Creative Input Limited were interviewed and subsequently engaged to produce a brief and concept design.

The brief developed by staff with Creative Input Limited included:

- The chambers are to be used primarily for the traditional functions of council of debate including presentations in which all parties may hear and/or contribute;
- A large variation in type of layout has been decreed;
- A public viewing area is always available with amplified sound;
- Hearing Assistance Loops shall operate as appropriate;
- The space may also be used as a multifunctional facility with a seated or standing audience;
- The associated lobby or foyer may also be integrated into the chambers to serve as an overflow, or alternatively, supply signal to a seated audience in the chambers' area;
- Certain key speaker areas have been noted as the head and foot of the seating areas in the chambers and also the main lobby or foyer;
- The whole presentation shall be able to be augmented by large image presentations that shall vary from video, live or relayed, to high-resolution spreadsheet graphics;
- All participants and listeners shall be able to clearly see and discern a high degree of detail in any image;

- The sound system in particular shall be able to work from sound pressure levels associated in relatively intimate discussion situations to a high level of amplification for an audience seated in nearly all available areas;
- It is noted that the acoustic shape of the council chambers is particularly difficult to predict and control for amplified sound;
- Critical eye lines between the Technician who may operate the system from his booth and the key members of council, e.g. the Mayor, and any presenter must be maintained;
- The system shall be totally integrated in its approach such that essentially all operational requirements may be controlled from a touch panel;
- All controllable operational equipment shall be able to be controlled by the touch panel system. These will include projectors, screens, VCR, DVD, Curtains, Audio parameters, lights et al;
- At least three locations for these panels are noted: technical, presenter, and secretary or Mayor;
- System facilities, viz. recording, audio conferencing, press audio feeds, are required;
- The system should be in all its complexity either simple to operate or intelligent enough to help any presenter to achieve his/her goals.

Following the successful delivery of the brief and concept design and based on the expertise of Creative Input Limited, it was further decided to appoint Creative Input Limited to produce a detailed design and to implement the system, as a nominated subcontractor to the main construction contract

### **PROPOSAL EVALUATION**

Creative Input Limited have been chosen as the nominated sub-contractor because of the highly integrated nature of the system, their expertise in developing similar systems in a highly specialised market and because their contribution to the concept design delivers significant aspects of the future detailed design. There are few specialists working in this area and Creative Input Limited came highly recommended by Ross Mullins who has been the Council's sound engineer for the Chambers as well as events and functions for many years.

Creative Input Limited have provided pricing proposals for the work to be done, which has been reviewed by Ross Mullins. Mr Mullins has confirmed that the pricing proposed is appropriate and in line with competitive market rates.

The physical works aspects of the contract need to be resolved with Canam Construction now in order to avoid project delays. The recommendation to appoint Creative Input Limited is being given to the Tenders Subcommittee to enable progress on the project without causing any delays to the main contractor. Early advice is required on ducting requirements for the system to enable floor pours to proceed in the immediate future.

### **RISK ASSESSMENT**

The whole design will be peer reviewed by a comparable specialist and benchmarked to ensure costs are in line with market rates and to ensure the system will deliver in accordance with the design concepts

## **SUMMARY**

When the requirement for specialist expert advice was determined, Creative Input Limited were engaged after an interview process and on the recommendation of the Council's sound engineer of many years. The initial design concepts were proposed in consultation with Creative Input Limited who then proceeded to develop detailed design concepts so that final decisions on design can be made to ensure cabling and associated works in the floor areas can be installed without delaying the main contractor.

## **SOURCE OF FINANCE**

A provisional sum of \$150,000 has been identified within the Waitakere Central Civic Centre contract with Canam Construction Limited, for the purposes of provision of an Audio visual system for the Council Chambers.

Creative Input Limited has been instructed to design a system that can be provided for this sum including fees.

An operational upgrade will occur at the commencement of the 2005/2006 year to replace the leased conference sound system with the system that will be transferred to the new Chamber in Waitakere Central at the appropriate time. The cost of the purchase of this conference system will be met from the Democracy and Support services capital budget and from the proceeds from the sale of the old system. Some additional IT infrastructure will be required in the new Chamber to support the system and that will be provided from the Democracy and Support Services IT lease budget.

## **RECOMMENDATIONS**

1. That the Report on Procurement Contract for Council Chamber Audio Visual Systems for Waitakere Central be received.
2. That the reasons for not proceeding to tender for the Waitakere Central Audio Visual Contract as set out in the report be noted.

Report prepared by: Darryl Griffin, Group Manager Democracy and Support Services, and Simon Leigh, IM Infrastructure Project Manager.

