



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** **14 October 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.

PP. *Sharan Simiona* .

5 October 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, 14 OCTOBER 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 - 30 September 2005

RECOMMENDATION

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 30 September 2005, as circulated, be taken as read and now be confirmed.



4 **CONTRACT NO. EW05007C - FRUITVALE ROAD STORMWATER RENEWAL**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee for Council to directly negotiate the physical works Contract No. EW05007C - Fruitvale Road Stormwater Renewal with a preferred contractor.

BACKGROUND

Significant ground subsidence at No. 49 Fruitvale Road has been attributed to the collapse of an existing 900 mm diameter concrete stormwater pipe that runs through the site. This pipeline also runs under the dwelling at No. 3/43 Fruitvale Rd (which is co-joined to an identical dwelling at No. 2/43 Fruitvale Road), and a Close Circuit TV inspection of the pipeline has shown that the section beneath this building is in especially bad condition and is in danger of imminent failure. Therefore, the pipeline is in urgent need of replacement.

Engineering investigations and designs have been completed, and it has been determined that the old pipe should be replaced with a larger 1200 mm diameter pipe. This larger diameter is necessary to provide the capacity for the discharge of a 1% AEP (100 year storm) event, because no provision had previously been made (when the buildings were permitted) for an overland flow path through the site.

Because of the presence of the building comprising the two units at No. 43 Fruitvale Road, the only practical means of constructing the new pipeline without demolishing the building would be by trenchless methodologies, although any construction activity required to replace the pipeline would put this building at risk.

SCOPE OF WORK

The scope of work of the contract would involve the construction of approximately 96 metres of 1200mm diameter RCRRJ pipe by pipe jacking (the recommended methodology), two new 1650mm diameter manholes, and an inlet structure, together with the re-establishment of existing stormwater connections, property reinstatement, and pump grouting of the old line for abandonment.

ISSUES

Due to the very poor condition of the existing pipeline posing a real threat to the safety of persons and property in its vicinity, Council has embarked on an undertaking to replace the pipeline. However, because a portion of the pipeline to be replaced runs under an occupied dwelling, the risks to Council in undertaking this work are further heightened.

The major construction risks have been determined to be:

- Failure of the building foundations at No. 3/43 Fruitvale Road while working beneath;
- Failure of the concrete floor of No. 3/43 Fruitvale Road while working beneath;
- Damage to two 150mm diameter wastewater lines that cross over the proposed new stormwater pipe;
- Damage to accessory structures (e.g. raised decks) on other properties due to ground movement;
- Damage caused by minor ground settlements to existing concrete and other paved surfaces, fences, hedges, lawns and gardens.

It is considered that these risks may be reduced if the construction work (and principally the pipe jacking work) is undertaken by a qualified and experienced contractor. Therefore, it is proposed that Council should negotiate a contract directly with March Cato, Fletcher Construction and Harker Underground Construction Limited.

RESOURCES

The contract is estimated to be worth about \$500,000, and will be funded from the 2005/2006 Stormwater Renewal budget in which provision has been made.

CONCLUSION

A 900 mm diameter stormwater pipeline in Fruitvale Road is in very poor condition and needs to be replaced urgently. A portion of the pipeline runs beneath the dwelling at No. 3/42 Fruitvale Road, and there are significant risks associated with the construction work required to replace the pipeline.

In order to reduce the risks to Council, it is proposed to carry out the work using the pipe jacking methodology performed by a properly qualified and experienced contractor. This can only be assured if a contract is negotiated directly with three (3) preferred contractors.

RECOMMENDATIONS

1. That the Contract No. EW05007C - Fruitvale Road Stormwater Renewal report be received.
2. That the proposal to directly negotiate with March Cato, Fletcher Construction and Harker Underground Construction Limited for Contract No. EW05007C - Fruitvale Road Stormwater Renewal be approved.
3. That a further report be brought back to the Tenders Subcommittee on the result of the contract negotiations for Contract No. EW05007C - Fruitvale Road Stormwater Renewal.

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



5 CONTRACT NO. PK05014A - TOWN CENTRES AND TOILETS - RESPONSE AND RENEWAL

PURPOSE OF THE REPORT

The purpose of this report is to recommend to the Tenders Subcommittee acceptance of a negotiated tender with Parks and Maintenance Services Limited for Contract No. PK05014A for the customer response, renewal and programmed maintenance of Town Centre assets and toilet facilities.

BACKGROUND

A report was submitted to the Tenders Subcommittee on 30 September 2005 to obtain approval to negotiate the contract with Parks and Maintenance Services Limited for the Customer Response and Renewal of Town Centres and Toilet Facilities and the Tenders Subcommittee resolved as follows:

“That based on the reasons recorded in the agenda report approval be given to negotiate a contract with Parks Maintenance Services Limited for the Customer Response, Renewal and Programmed maintenance of Town Centres assets and Toilet facilities for a term of two (2) years and eight (8) months commencing on 1 November 2005, and the outcome of negotiations be reported back to the Tenders Subcommittee for approval.”

1829/2005

PROPOSED SCOPE OF WORK

This contract will require Parks and Maintenance Services Limited to carry out the following:

- Respond to service requests and customer enquires relating to town centre issues;
- Attend to footpath, pavers, sign, furniture, fixtures and barrier renewals and repairs;
- Carry out a programme of works involving the cleaning, water blasting and repainting of town centre assets;
- Carry out a programme of works involving the cleaning, water blasting and repainting of toilets and changing rooms;
- Carry out a programme of works involving the cleaning, water blasting and repainting of footbridges;
- Carry out a programme of works involving the cleaning, water blasting and repainting of other key assets in the city.

The works are very similar to the current works that Parks and Maintenance Services Limited undertake on the Response and Minor Works contracts. Their focus on customer service and meeting response times within these contracts and their recognition of the importance of Town Centres in meeting Council's goals is a key to their current success.

This contract contains performance and incentive based elements to encourage Council and Parks and Maintenance Services Limited to work together to seek more effective and efficient ways of carrying out the work.

NEGOTIATED TENDER SUM

A tender sum of \$1,635,440.00 plus GST has been negotiated with Parks and Maintenance Services Limited for Contract No. PK05014A Town Centres and Toilets - Response and Renewal for two (2) years and eight (8) months.

SUMMARY OF THE PROPOSED CONTRACT

This contract will provide for two (2) specialist response teams of two (2) staff each and one (1) supervisor who will predominantly work in town centres and with the necessary skills and experience to undertake quality work. They will respond to town centre requests for service, and undertake programmed works throughout the year. These teams will be supported by the contractor's office management team.

Term of the Contract

The contract is proposed to run for a period of two (2) years eight (8) months from 1 November 2005 to 30 June 2008. This will align the completion date of this contract with the other major park maintenance contracts at which time the contracts may be redesigned and amalgamated.

Performance

Parks and Maintenance Services Limited have been undertaking several of the key parks and streetscape contracts for a number of years. These include the Parks Response and Renewal Contract, the Parks and Streetscape Minor Works Contract and the Play Facilities Maintenance Contract.

Parks and Maintenance Services Limited have performed extremely well and met the high quality standards as set out in their existing contracts. They consistently exceed the required Key Performance Measures for this and other park maintenance works.

The proposed contract will include performance measurement through a variety of key performance indicators (KPIs) that are to be measured under the contract. This accurate measurement is undertaken by using on-site inspections, Councils Request for Services reports and from analysis of the contractors work time frames records.

The Key Performance Indicators will be incorporated into the contract and include the following:

- Response and Completion times for requests;
- Quality Control of response work;
- Completion time and quality of programmed maintenance;
- Productivity and Effectiveness;
- Reinstatement of work;
- Customer Service Complaints;
- Accurate reporting of required data;
- Environmental compliance;
- Health and Safety;
- Innovative solutions.

JOB COSTS

	<u>EXCL. GST</u>
2005/2006 - 8 month period contract sum	\$461,615.00
Contingency	\$ 50,000.00

Total Job Cost	\$511,615.00
2006/2007 - 12 month period contract sum	\$586,912.50
Contingency	\$ 70,000.00

Total Job Cost	\$656,912.50
2007/2008 - 12 month period contract sum	\$586,912.50
Contingency	\$ 70,000.00

Total Job Cost	\$656,912.50

The contingency is for day works undertaken through this contract by Council approved subcontractors. This involves the use of plumbers, electricians, drain layers and other specialists to undertake work on town centre and toilet assets. The actual number of subcontractor's works to be undertaken is difficult to determine for inclusion in the contract. There are rates and some volumes within the contract for the undertaking of the day works to ensure competitive pricing.

SOURCE OF FUNDING

2005/2006 Budget 8 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to Other Projects	Allocation to This Project	Unallocate d Balance
Fixtures Renewals	75-9823-27300-999	\$504,385.00	\$323,956.00	\$180,429.00	\$0
Paving Renewals	75-9823-36370-999	\$393,000.00	\$358,000.00	\$35,000.00	\$0
Structures Renewals	75-9823-47980-999	\$355,000.00	\$280,000.00	\$75,000.00	\$0
Toilet & Changing Rooms Renewals	75-9823-31560-999	\$213,040.00	\$35,000.00	\$178,040.00	\$0
Building Maintenance	46-7618-27330-999	\$563,247.00	\$550,330.00	\$12,917.00	\$0
Paths Tracks and Walkway Maintenance	46-7614-51030-999	\$118,750.00	\$112,188.00	\$6,562.00	\$0
Structure Maintenance	46-7614-27220-999	\$68,461.00	\$64,794.00	\$3,667.00	\$0
High Profile Areas Roading	46-7174-34430-999	\$35,000.00	\$15,000.00	\$20,000.00	\$0
		\$2,250,883.00	\$1,739,268.00	\$511,615.00	\$0

2006/2007 Budget 12 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures Renewals	75-9823-27300-999	\$549,385.00	\$324,385.00	\$225,000.00	\$0
Paving Renewals	75-9823-36370-999	\$402,500.00	\$358,000.00	\$44,500.00	\$0
Structures Renewals	75-9823-47980-999	\$355,000.00	\$280,000.00	\$75,000.00	\$0
Toilet & Changing Rooms Renewals	75-9823-31560-999	\$213,040.00	\$35,000.00	\$178,040.00	\$0
Building Maintenance	46-7618-27330-999	\$575,247.00	\$550,330.00	\$24,917.00	\$0
Paths Tracks and Walkway Maintenance	46-7614-51030-999	\$163,750.00	\$112,188.00	\$51,562.00	\$0
Structure Maintenance	46-7614-27220-999	\$87,687.50	\$64,794.00	\$22,893.50	\$0
High Profile Areas Roading	46-7174-34430-999	\$35,000.00	\$0.00	\$35,000.00	\$0
		\$2,381,609.50	\$1,724,697.00	\$656,912.50	\$0

2007/2008 Budget 12 months

Budget Description (from Annual Budget line item)	Account	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures Renewals	75-9823-27300-999	\$549,385.00	\$324,385.00	\$225,000.00	\$0
Paving Renewals	75-9823-36370-999	\$402,500.00	\$358,000.00	\$44,500.00	\$0
Structures Renewals	75-9823-47980-999	\$355,000.00	\$280,000.00	\$75,000.00	\$0
Toilet & Changing Rooms Renewals	75-9823-31560-999	\$213,040.00	\$35,000.00	\$178,040.00	\$0
Building Maintenance	46-7618-27330-999	\$575,247.00	\$550,330.00	\$24,917.00	\$0
Paths Tracks and Walkway Maintenance	46-7614-51030-999	\$163,750.00	\$112,188.00	\$51,562.00	\$0
Structure Maintenance	46-7614-27220-999	\$87,687.50	\$64,794.00	\$22,893.50	\$0
High Profile Areas Roading	46-7174-34430-999	\$35,000.00	\$0.00	\$35,000.00	\$0
		\$2,381,609.50	\$1,724,697.00	\$656,912.50	\$0

Funding has been provided for this contract work within the 2003/2013 Long Term Council Community Plan.

SUMMARY

The type and scope of works within this new contract is very closely aligned to the existing Response Contract undertaken by Parks and Maintenance Services Limited. The tender sum and rates received are comparable to the rates within the existing Response Contract.

The negotiated contract with Parks and Maintenance Services will ensure that current levels of service can be maintained at an acceptable cost. This contract will protect Council's investments in the town centre and toilet/changing room assets through jointly developed processes and technologies, and provide measurable performance at competitive rates.

RECOMMENDATIONS

1. That the Contract No. PK05014A - Town Centres and Toilets - Response and Renewal report be received.
2. That the negotiated contract with Parks and Maintenance Services Limited for Contract No. PK05014A - Town Centres and Toilets - Response and Renewal in the sum of \$1,635,440.00 plus \$204,430.00 GST totalling \$1,839,870.00 to be accepted.
3. That the commitment to the financial year 2006/2007 financial year for Contract No. PK05014A - Town Centres and Toilets - Response and Renewal for the sum of \$656,912.50 plus \$82,114.06 GST totalling \$739,026.56 be approved subject to contractor performance and funding availability.
4. That the commitment to the financial year 2007/2008 financial year for Contract No. PK05014A - Town Centres and Toilets - Response and Renewal for the sum of \$656,912.50 plus \$82,114.06 GST totalling \$739,026.56 be approved subject to contractor performance and funding availability.
5. That authority to enter into Contract No. PK05014A - Town Centres and Toilets - Response and Renewal on behalf of Council be delegated to the Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks and Open Space Asset Manager.



6 WAITAKERE CITY COUNCIL AQUATIC CENTRE CLEANING CONTRACT - CY05017I

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Cleaning Contract covers the cleaning of the Aquatic and Henderson Recreation Centres. Services provided will include scheduled maintenance, one off cleans and urgent work. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;
- "Buy Waitakere" - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the "Buy Waitakere" policy.

ISSUES

The current contract value is \$170,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over twenty contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;

- The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate cleaning budgets that currently reside in the properties currently managed by the Consultancy Services Property Unit. The anticipated cost for this contract in the current financial year will be met from cleaning budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Aquatic Centre Cleaning Contract - CY05017I report be received.
2. That the Waitakere City Council Aquatic Centre Cleaning Contract - CY05017I be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



7 WAITAKERE CITY COUNCIL CITYWIDE CLEANING CONTRACT - CY05017C

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Cleaning Contract covers 35 Council-owned and leased properties, excluding the Aquatic and Henderson Recreation Centre. Services provided will include scheduled maintenance, one off cleans and urgent work. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;

- Be able to demonstrate fairness;
- “Buy Waitakere” - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the “Buy Waitakere” policy.

ISSUES

The current contract value is \$380,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council’s discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over twenty contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;
 - The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter;
 - The existing Council leased buildings within this contract will be scheduled for deletion from this contract when Council moves to the New Waitakere Central Civic Building;

- The New Waitakere Central Civic Centre Administration Building will be under a separately tendered contract but based on similar terms to this contract.

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 source of funding will be the aggregate cleaning budgets that currently reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from cleaning budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering. In addition, it provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Citywide Cleaning Contract - CY05017C report be received.
2. That the Waitakere City Council Citywide Cleaning Contract - CY05017C be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



8 WAITAKERE CITY COUNCIL RESPONSE MAINTENANCE FLOORING CONTRACT - CY05017G

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Response Maintenance Flooring Contract covers 35 Council-owned and leased properties and 335 Housing for Older Adult units. Services provided will include response and property maintenance for all flooring requirements. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;
- "Buy Waitakere" - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the "Buy Waitakere" policy.

ISSUES

The current contract award is \$20,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over twenty contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;

- The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate response maintenance budgets that currently reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from response maintenance budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Response Maintenance Flooring Contract - CY05017G report be received.
2. That the Waitakere City Council Response Maintenance Flooring Contract - CY05017G be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



9 WAITAKERE CITY COUNCIL RESPONSE MAINTENANCE GLASS CONTRACT - CY05017E

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Response Maintenance Glass Contract covers 35 Council-owned and leased properties and 335 Housing for Older Adult units. Services provided will include response maintenance, general property maintenance and minor contracts for all glazing requirements. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;
- "Buy Waitakere" - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the "Buy Waitakere" policy.

ISSUES

The current contract award is \$20,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over twenty contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;

- The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate response maintenance budgets that reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from response maintenance budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Response Maintenance Glass Contract - CY05017E be received.
2. That the Waitakere City Council Response Maintenance Glass Contract - CY05017E be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



10 WAITAKERE CITY COUNCIL CITYWIDE HYGIENE CONTRACT - CY05017H

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Hygiene Contract covers 35 Council-owned and leased properties. Services provided will include sanitary, soap dispensers, hands clean and all hygiene related requirements. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely, transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;

- “Buy Waitakere” - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the “Buy Waitakere” policy.

ISSUES

The current contract value is \$27,500 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over 20 contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;
 - The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate hygiene budgets that reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from hygiene budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Citywide Hygiene Contract - CY05017H report be received.
2. That the Waitakere City Council Citywide Hygiene Contract - CY05017H be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



11 WAITAKERE CITY COUNCIL RESPONSE MAINTENANCE LOCK SERVICES CONTRACT - CY05017D

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Response Maintenance Lock Services Contract covers 35 Council-owned and leased properties and 335 Housing for Older Adult units. Services provided will include response and property maintenance for all locksmith requirements. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;

- “Buy Waitakere” - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the “Buy Waitakere” policy.

ISSUES

The current contract award is \$20,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council’s discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over twenty contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a thirty one (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;
 - The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate response maintenance budgets that reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from response maintenance budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Response Maintenance Lock Services Contract - CY05017D report be received.
2. That the Waitakere City Council Response Maintenance Lock Services Contract - CY05017D be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.



12 WAITAKERE CITY COUNCIL RESPONSE MAINTENANCE BUILDING & PAINTING CONTRACT - CY05017F

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to tender the above contract for a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council's discretion.

BACKGROUND

The Building & Painting Contract covers 35 Council-owned and leased properties and 335 Housing for Older Adult units. Services provided will include response maintenance and general property maintenance and minor contract work for all building and painting requirements. The contract was previously awarded on 1 November 2003 for a term of two (2) years renewable yearly. In line with Council's Procurement Policy, namely transparency and fairness, it is necessary to re-tender the above contract.

Council Procurement Policy

It is the Council's policy when procuring goods, works or services to:

- Achieve the right outcomes and best value for money for its ratepayers and citizens;
- Manage risk while allowing staff to exercise business judgement and be innovative;
- Be able to demonstrate fairness;

- “Buy Waitakere” - where all things are equal, preference should be given to a local supplier;
- Reflect best management practice which includes:
 - Value for money, competitive prices, and cost controls;
 - Timeliness;
 - Technical standards of workmanship, physical quality and performance;
 - Increase staff effectiveness and efficiency in the management of tenders and contracts;
 - Avoidance of legal actions or disputes;
 - Meeting all corporate, political, legal and other obligations (e.g. Health and Safety).

Any procurement option adopted must be consistent with these principles.

STRATEGIC CONTEXT

Maintenance contracts fall into two (2) Waitakere City Council strategic platforms - Rural & Urban Villages and Strong Innovative Economy. Asset Management is integral in supporting aspects of these two platforms by maintaining a range of assets for community use and supporting the local economy where appropriate with the “Buy Waitakere” policy.

ISSUES

The contract value is \$115,000 plus GST per annum. It is proposed to let the contract with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals at Council’s discretion. The longer term allows flexibility to manage contracts efficiently, as maintenance requirements are perpetual.

Reasons

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 tender process although necessary is time consuming. The Property Assets section manages over 20 contracts and the extended term allows the staff to manage the contract more effectively and exercise business judgement rather than being consumed by the process every year;
- Despite the request for a (31) month term, the risk to Council is minimised through the following:
 - Performance criteria are specifically stated within the terms and conditions of the contract which allows for early termination for non-performance;
 - The Council is under no obligation to renew the contract after the initial seven (7) month term, or the following renewals thereafter.

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 source of funding will be the aggregate response maintenance budgets that currently reside in the properties currently managed by the Property Assets section of City Services Unit. The anticipated cost for this contract in the current financial year will be met from response maintenance budgets across Council properties.

CONCLUSION

A thirty one (31) month term for the contract reduces the internal cost to Council associated with annual tendering, provides a platform for competitive pricing, and allows Council the flexibility of terminating the contract on an annual basis or continuing for the full term.

RECOMMENDATIONS

1. That the Waitakere City Council Response Maintenance Building & Painting Contract - CY05017F report be received.
2. That the Waitakere City Council Response Maintenance Building & Painting Contract - CY05017F be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.

Report prepared by: Marilyn Storey, Property Assets Team, Project Services.

