

**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON FRIDAY, 7 APRIL 2006, 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 - 24 March 2006

RECOMMENDATION

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 24 March 2006, as circulated, be taken as read and now be confirmed.



4 **CONTRACT NO. TA05013B - ROAD EMERGENCY AND SPECIAL WORKS**

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award variation orders for Contract No. TA05013B - Road Emergency and Special Works.

BACKGROUND

Council entered into Contract No. TA05013B - Road Emergency and Special Works with Techscope Limited in July 2005. The original contract value was \$258,186.47. Work commenced in July 2005 and is scheduled for completion 30 June 2006. This is a contract that has been awarded annually. The contract forms part of Council's asset maintenance programme as provided for in the 2005/2006 Annual Plan and specifically the emergency response and maintenance of slips on the road reserve, removal of debris on the road reserve, response to road flooding issues and the provision of temporary traffic management for any dangerous situation that may occur in the road reserve and any other special works not included within the routine maintenance and renewal contracts.

STRATEGIC CONTEXT

The Waitakere City Council's 'Integrated Transport and Communication' platform provides the strategic context for this report. The vision 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.

ISSUES

Work encountered this year has included a major slip on Scenic Drive which closed the road for 36 hours requiring traffic control and intensive earthworks to remove the slip debris. A major storm in January 2006 presented the contractor with at least 5 fallen tree removals that were blocking the road.

This contract provides a 24 hour 7 days per week response to all emergency call outs through the city. It includes the supply of all management, supervision, labour, materials, plant and incidentals necessary for "first call" remedial works at sites within the road reserve. Because of the nature of the work quantities are provisional and payment is made on a measure and value basis. The quantity of work forecast at the beginning of the contract is based on historic trends. However, the vagaries in the weather affect much of this work.

Previous variations amount to \$44,901. This amount was approved for slip repairs of Yelash Road and Huia Road.

Original Contract value	\$258,186
Variation No. 1	\$ 44,901
TOTAL	\$303,087

Since Variation No.1 new emergency works and other special works have been necessary, including providing safety to drivers, pedestrians and properties. The costs are summarised in the table below:

VARIATION NO. 2 DESCRIPTION	TOTAL COST
Unforecast increase in work, (e.g. weather dependant)	\$80,000
Various unforeseen slips	\$27,050
Triangle Road Footpath Slip Barrier Protection	\$4,700
Paremuka Bridge Barrier Protection, & Signage	\$15,192
Coronation Bridge Barrier Protection, & Signage	\$6,350
Forest Hill Road Slip Drainage & Barrier Protection	\$53,045
Total Variation	\$186,337

RESOURCES

Funding has been provided in the 2005/2006 Annual Plan road maintenance budget for the emergency works included in this contract.

Budget Description (from Annual Plan item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Ground Stability & Preventative Maintenance	75 9866 30390	\$160,000	\$0	\$80,000	\$80,000
Flood Damage	75 9811 33100	\$876,000	\$709,138	\$27,050	\$139,812
Footpath Construction	75 9888 30530	\$1,620,000	\$1,381,256	\$4,700	\$234,044
Paremuka (Munroe) Bridge	75 9871 43360	972,000	\$956,808	\$15,192	\$0
Coronation St Bridge	75 9880 49730	\$406,350	\$0	\$6,350	\$400,000
Drainage Systems Renewal	75 9860 24470	\$807,160	\$746,000	\$53,045	\$8,000
Total				\$186,337	

CONCLUSION

Due to an increase in the scope of works, approval is sought to award a variation order to Contract No. TA05013B - Road Emergency and Special Works. The variation order is associated with the increase in work over and above what had been forecast in the original quantities. The unforeseen work mainly results from the vagaries of the weather, providing safety barriers and signage to ensure safety at high risk areas until permanent works are completed.

The amount of the variation includes provision for an increase in the original forecast to June 2006. This is an estimate of future expenditure based on the trends experienced to date in this contract.

RECOMMENDATIONS

1. That the Contract No. TA05013B - Road Emergency and Special Works report be received.
2. That authority to issue the variation order to Contract No. TA05013B - Road Emergency and Special Works and vary contract amount by \$186,337 plus GST and to revise total contract amount to \$489,424 plus GST totalling \$550,602 be delegated to the Group Manager: Asset Management.

Report prepared by: Brent Piggott, Senior Transport Engineer



5 CONTRACT NO. PY05017E - WAITAKERE CITY COUNCIL RESPONSE MAINTENANCE - GLASS

PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass for a twenty seven month term being an initial three months with two one-year renewals at the Council's discretion.

BACKGROUND

The response maintenance glass contract covers thirty five Council owned and leased properties and three hundred and thirty five Housing for Older Adult units. Services provided will include response maintenance, general property maintenance and minor contracts for all glazing requirements. The contract term differs from resolution 1977/2005 due to the fact that the Property Assets team wished to develop an alternative pricing matrix in order to obtain comparable pricing tenderers, and this was achieved.

The Tenders Subcommittee meeting dated 17 October 2005 resolved:

“That the Waitakere City Council Response Maintenance Glass Contract - PY05017E be tendered with a thirty one (31) month term being an initial seven (7) months with two (2) one-year renewals.”

1977/2005

SCOPE OF WORK

The scope of work includes the following:

- Minor repairs and replacement works for buildings occupied by Council;
- Response and non-programmed work for glass related work, including safety, wired, and plate glass, frosted film and mirrors;
- Provision of a call out service, 24 hours 7 days a week. The required response times are contained in clause 4.6 of the Terms and Conditions of Contract for Response Maintenance - Glass.

TENDERS RECEIVED

Tenders were invited from three (3) selected tenderers. Two (2) tenders were received by the closing date of Tuesday, 24 January 2006, one from North Shore Glass Co Limited and one from Smith & Smith Glass. The reason for the delay is that Property Assets required time to develop an alternative pricing matrix and tenderers were then requested to resubmit their prices on this matrix. The desired outcome was to have tenders that were comparable and this was achieved. Prices are summarised in Table 1 as follows:

Item	Description	Unit	Quantity	North Shore Glass Co Ltd	Smith & Smith Glass
1.0	3mm	m ²	1	\$102.00	\$128.25
2.0	4mm	m ²	1	\$108.00	\$137.70
3.0	5mm	m ²	1	\$124.00	\$164.05
4.0	6mm	m ²	1	\$129.00	\$164.05
5.0	Laminated Safety Glass	m ²	1	\$200.00	\$266.90
6.0	Toughened Glass	m ²	1	\$198.00	\$242.25
7.0	Full Door Panels	m ²	1	\$232.00	\$266.90
8.0	After Hours Callout	-	1	\$70.00	\$75.00

Table 1 - Summary of Tender Prices includes all sundry items and travel

Note(1): Bronze tinting inclusive in Smith & Smith Glass pricing. Bronze tinting add 20% for North Shore Glass Co Limited.

Note(2): 20% discount provided by Smith & Smith Glass on second and subsequent work at same time and location.

TENDER EVALUATION

In accordance with the conditions of tendering, tenders were evaluated in line with the Lowest Price Conforming Tender Method contained in Transfund New Zealand's 'Competitive Pricing Procedures Manual'.

TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions.

CREDIT CHECK

A credit check was undertaken for North Shore Glass Co Limited and the report dated 26 January 2006 revealed no adverse information.

SUMMARY

The tender received from North Shore Glass Co Limited is recommended for award. They are the incumbent service provider for Waitakere City glazing requirements and this will enable them to provide continuity of service. They have provided a good level of service to date, have the appropriate equipment, experienced staff on the ground, and the company director is a proactive manager who is receptive to Property Assets immediate and future expectations.

To monitor contractor performance going forward Property Assets will implement a formal contractor performance procedure to be documented via monthly reports. Key performance indicators will be developed from this information and formal six monthly contractor performance reviews will be undertaken.

The contract term is initially for three months with a right of renewal for two further one year terms, at the Council's discretion, and this has been pre-approved by the Tenders Subcommittee. This enables the contract to be reviewed at the end of each year. If the contractor does not perform adequately the contract will not be extended and contractor performance reports will support this decision.

SOURCE OF FUNDING

BUDGET DESCRIPTION (from Annual Budget line item)	CODES (Various, dependent on the site that glass work is undertaken at)	BUDGET 2005/2006	BUDGET 2006/2007	BUDGET 2007/2008
Response Maintenance - Glass	XX-XXXX-XXXXX-428	\$5,000.00	\$20,000.00	\$20,000.00

RECOMMENDATIONS

1. That the Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass report be received.
2. That the tender from North Shore Glass Co Limited for Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass in the sum of \$45,000.00 plus \$5,625.00 GST, totalling \$50,625.00 be accepted.
3. That approval for Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass is given to committing \$20,000.00 against the 2006/2007 Annual Plan.
4. That approval for Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass is given to committing \$20,000.00 against the 2007/2008 Annual Plan.
5. That the authority to enter into Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass on behalf of Council be delegated to the Group Manager: Asset Management.
6. That the renewal for Contract No. PY05017E - Waitakere City Council Response Maintenance - Glass for the 2006/2007 and 2007/2008 financial years be reported back to the Tenders Subcommittee for approval.

Report prepared by: Brenda Hoskins, Property Assets Unit: Asset Management.



PUBLIC EXCLUDED MATTER

6 CONTRACT SP02503I - WAITAKERE CENTRAL LIBRARY/UNITEC - CONTRACTUAL APPROVALS

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 SP02503I - Waitakere Central Library/Unitec - Contractual Approvals.

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.
<ul style="list-style-type: none"> • Contract SP02503I - Waitakere Central Library/Unitec - Contractual Approvals; 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); 	<p>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.</p>

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.*

