



**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD AT  
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,  
WAITAKERE, ON FRIDAY, 8 JUNE 2007, COMMENCING AT 9.00 AM.**

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**TABLE OF CONTENTS**

<b><u>ITEM</u></b>		<b><u>PAGE NO.</u></b>
1	<b>APOLOGIES</b>	<b>1</b>
2	<b>URGENT BUSINESS</b>	<b>1</b>
3	<b>CONFIRMATION OF MINUTES</b>	<b>1</b>
4	<b>CONTRACT NO. EW06040A - INFRASTRUCTURE WORKS PROGRAMME RMA COMPLIANCE</b>	<b>2</b>
5	<b>CONTRACT NO. PK03600F - CEMETERY LANDSCAPE MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>6</b>
6	<b>CONTRACT NO. PK03623B - LEGAL WEED CONTROL - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>9</b>
7	<b>CONTRACT NO. PK05001B - ROADSIDE VEGETATION MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>11</b>
8	<b>CONTRACT NO. PK05001C - PLANT AND ANIMAL PEST MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>13</b>
9	<b>CONTRACT NO. PK 07005A - CLAUDE ABLE POND LILY REMOVAL</b>	<b>16</b>
10	<b>CONTRACT NO. TA04501B - SIGNS MAINTENANCE CONTRACT 2004/2005 - APPROVAL TO EXTEND</b>	<b>17</b>
11	<b>CONTRACT NO. TA06005B - STREETLIGHT MAINTENANCE AND RENEWAL 2006/2007 - APPROVAL TO EXTEND</b>	<b>19</b>
12	<b>CONTRACT NO. TA06036C - PEDESTRIAN CROSSING FLOODLIGHTS - PHYSICAL WORKS</b>	<b>22</b>
13	<b>CONTRACT NO. EW07004A - THREE WATERS ELECTRICAL INSPECTION AND MAINTENANCE</b>	<b>24</b>
14	<b>CONTRACT NO. PK03600C - CITY WIDE GRAFFITI MANAGEMENT - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>27</b>
15	<b>CONTRACT NO. PK05004A - LANDSCAPE PROGRAMMED MAINTENANCE - EXTENSION TO CONTRACT SUM</b>	<b>32</b>
16	<b>CONTRACT NO. PK05003A - SPORTS PARK PROGRAMMED MAINTENANCE - EXTENSION TO CONTRACT SUM</b>	<b>35</b>
17	<b>CONTRACT PK05002A - CITYWIDE ARBORICULTURAL MAINTENANCE - EXTENSION TO CONTRACT PERIOD AND SUM</b>	<b>38</b>
18	<b>CONTRACT NO. PK03600M - PARKS MINOR WORKS AND RENEWALS - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>42</b>
19	<b>CONTRACT NO. PK03600D - PARKS RESPONSE MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD</b>	<b>45</b>

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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 Chairman 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 - Friday, 25 May 2007

**RECOMMENDATION**

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 25 May 2007, as circulated, be taken as read and now be confirmed.



4 **CONTRACT NO. EW06040A - INFRASTRUCTURE WORKS PROGRAMME RMA COMPLIANCE**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award for a period of three (3) years (1 +1 +1) Contract No. EW06040A - Infrastructure Works Programme RMA Compliance.

**BACKGROUND**

A large number of Council projects require resource consent and ongoing monitoring of consent conditions. Project managers within Council are responsible for applying and adhering to the consent conditions. Failure to meet any condition or monitoring of consents can lead to prosecution and adverse publicity. As a Council, and regulator it is important that the Council complies with rules, regulations and conditions of consents which it holds.

To minimise the Council's exposure to risk it is desirable to have compliance monitored independently by an integrated system to track and manage compliance obligations associated with resource consents and other statutory approvals.

A pilot project was carried out in 2005/2006 to monitor RMA compliance of consents using the processes envisaged in this contract.

At the Tenders Subcommittee on 14 July 2006, a process was approved for the provision of professional services in the Asset Management Group, as follows:

- Registration of interest to be publicly advertised, including professional services for Project Twin Streams and work programmes for the Asset Management Group;
- All organisations that submit a Registration of interest will then be considered to invite tenders as appropriate;
- Tenders will be invited based on normal tendering procedures with acceptance in accordance with delegated authority and reporting to the Tenders Subcommittee when the value of contracts exceed the delegated authority;
- Tenders will generally be for fixed sum contracts, with the exception of projects where an hourly rate is more appropriate;
- Tenders will generally be evaluated using Land Transport New Zealand's Competitive Pricing Procedures Manual, with the exception that hourly rate contracts will be awarded to the lowest price complying tenderer;
- The Group Manager: Asset Management will maintain a register for providers of professional services. The Register will be updated on a regular basis to allow for new entrants and also record the performance of service providers and any issues that may arise.

The Tenders Subcommittee resolved as follows:

- “2. *That the Group Manager: Asset Management be delegated authority to maintain a register for providers of professional services and to implement the procurement process set out in the report.*”

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## SCOPE OF WORK

The scope of work includes the provision of:

- Automatic upload of consent and conditions from Auckland Regional Council;
- Identification and tracking compliance requirements;
- Storage and timely retrieval of consent and other relevant data;
- Archiving and closing-out completed consents;
- Records of compliance inspections;
- Records of fees paid where necessary;
- Keeping consent records safe, secure and updated in terms of technology;
- Storage of information off-site;
- Security in the event of a major disaster - part of Business Continuity Plan;
- Collection of data, inspections, consents compliance information;
- Physical inspection of conditions in the field;
- Exception reporting to relevant project manager;
- Appropriate escalation of any breaches/potential breaches;
- KPIs developed showing compliance;
- Ensuring that Council does not breach any consent conditions;
- Expertise in the training for Council staff and contractors.

## TENDERS RECEIVED

Tenders were invited from selected tenderers with 7 sets of documents being uplifted. One tender was received by the closing date of 2 May 2007. This is summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Andrew Stewart Limited	PO Box 911310 Auckland Mail Centre	\$235,950.00
<b>Pre-tender contract estimate</b>		\$250,000.00

**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".

These procedures require that where the tender includes Provisional Sums (work valued by the Principal and placed within the Schedule of Prices) they are deducted from the Tender Sum prior to evaluating each tender.

In this contract the value of Provisional Sums is nil.

A summary of the evaluation results is shown in Table 2:

Tender	Attributes	Exper.	Track	Tech.	Resour.	Manag.	Method.	Price	Contract Number EW06040A
Evaluation			Record	Skill		Skill			Total Weights
	Weights	25	20	30	0	5	10	10	100
Tenderer	Tender Sum	Grades							INDEX
Andrew Stewart	\$235,950.00	95	95	90	95	90	95	56	89
Engineer's Estimate	\$ 250,000.00								

**Table 2 - Summary of Tender Evaluation**

Andrew Stewart Limited is a multi-disciplinary resource management consultancy that has assisted with the delivery of new public and commercial infrastructure in the last five years and has previously delivered compliance monitoring for Council's 2005/2006 capital works programme. Andrew Stewart Limited has considerable experience in the implementation and operation of compliance monitoring service, via the industry leading on-line compliance management system, CS-VUE.

Andrew Stewart Limited has an excellent track record of developing the CS-VUE on-line compliance system. They have monitored compliance programmes for Auckland City Council and MetroWater Limited as well as Council.

Andrew Stewart Limited's resources include four key staff that are fully familiar with Council's requirements and have recently recruited a former compliance officer from Auckland Regional Council.

Andrew Stewart Limited's management team are capable of delivering the project and deliverables.

Andrew Stewart Limited propose to implement an environmental best practice programme called "Green Light", which will deliver both a high level of statutory consent compliance across all projects and encourage improved environmental performance amongst construction contractors for which the city is responsible. Goals of the "Green Light" programme will be to:

- Maintain a highly visible and accountable record of compliance across all new project consents;
- Increase the general level of environmental best practice performance amongst contractors working for Council;
- Develop positive working relationships and trust amongst regulators and project programme stakeholders;
- Promote the positive outcomes of the programme on behalf of the city and programme stakeholders.

**TAGS, ERRORS OR OMISSIONS**

Andrew Stewart Limited's tender includes no tags, errors or omissions.

## CREDIT CHECK

A credit check on Andrew Stewart Limited revealed no adverse information.

### excl. GST

Tender sum - Andrew Stewart Limited	\$235,950
Contingency	\$ 23,595
Engineering & Supervision	\$ NIL
Total	<u>\$ 259,545</u>

## SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
RMA Compliance Programme 2007/2008			866,515		
Wastewater	85-7350-25560		NIL	\$25,000	NIL
Stormwater	85-7420-22560	\$25,000	NIL	\$21,000	NIL
Parks	46-7610-27010	\$21,000	NIL	\$20,000	NIL
Stormwater Capital	85-9815-25560	\$20,000	NIL	\$31,000	NIL
		\$31,000			
RMA Compliance Programme 2008/2009					
Wastewater	85-7350-25560	\$71,000	NIL	\$20,000	\$51,000
Stormwater	85-7420-25560	\$55,000	NIL	\$20,000	\$35,000
Parks	46-7610-27010	\$20,000	NIL	\$20,000	NIL
Stormwater Capital	85-9815-25560	\$33,000	NIL	\$33,000	NIL
LTCCP 2009/2010					
Wastewater	85-7350-25560	\$78,000	NIL		
Stormwater	85-7420-25560	\$90,000	NIL	\$20,000	\$68,000
Parks	46-7610-27010	\$20,000	NIL	\$20,000	\$80,000
Stormwater Capital	85-9815-25560	\$34,000	NIL	\$34,000	NIL
<b>TOTAL</b>				<b>\$264,000</b>	

Table 4 - Source of Funding

## SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Andrew Stewart Limited achieved the highest index of 91. This is the sole tender for this contract.

The job costs are in line with similar contracts held with Andrew Stewart Limited.

The proposal to tender the works over three (3) years (1+1+1) period provides the following benefits to Council:

- Long term contracts provide the best basis for achieving a cost effective contract;
- It takes time to train staff in the process and gain efficiencies;
- Provides dedicated services from the consultants;
- Compliance is monitored independently of the Council;
- Extension of the contract is linked to performance.

As part of Council's contracting process "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.

### **RECOMMENDATIONS**

1. That the Contract No. EW06040A - Infrastructure Works Programme RMA Compliance report be received.
2. That the tender from Andrew Stewart Limited for the period of three (3) years (1+1+1) Contract No. EW06040A - Infrastructure Works Programme RMA Compliance in the sum of \$259,545.00 plus \$32,443.13 GST, totalling \$291,988.13 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. EW06040A - Infrastructure Works Programme RMA Compliance totalling \$86,515 plus GST be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. EW06040A - Infrastructure Works Programme RMA Compliance totalling \$86,515 plus GST be approved.
5. That the commitment to the 2009/2010 financial year for Contract No. EW06040A - Infrastructure Works Programme RMA Compliance totalling \$86,515 plus GST be approved.
6. That authority to enter into the Contract for the period of three (3) years (1+1+1) Contract No. EW06040A - Infrastructure Works Programme RMA Compliance on behalf of Council be delegated to the Group Manager: Asset Management and that approval for renewals be brought back to the Tender Subcommittee.

Report prepared by: Martin Glover, Services Delivery Manager: EcoWater.



## **5 CONTRACT NO. PK03600F - CEMETERY LANDSCAPE MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK03600F - Cemetery Landscape Maintenance for a further period of one (1) years from 1 July 2007 to 30 June 2008 as stipulated in the contact documents and increase the contract sum.

### **BACKGROUND**

Techscape Ltd were awarded Contract No. PK03600F - Cemetery Landscape Maintenance for a period of twenty seven (27) months for the sum of \$475,585.97 from 1 March 2003 to 30 May 2005. This contract was awarded with a right of renewal of one (1), plus one (1), plus one (1) years. Techscape Ltd were awarded the contract based on their competitive pricing rates established through a public tendering process.

## SCOPE OF WORK

The purpose of this contract is to provide quality landscape maintenance within Waikumete Cemetery and Swanson Cemetery. The contract works include:

- Planning and programming of services;
- Preparation and compliance with a quality plan;
- Attendance of fortnightly contract meetings;
- Litter collection;
- Turf maintenance;
- Garden maintenance;
- Cleaning and minor maintenance of toilets;
- Cemetery fixtures maintenance;
- Car park and drive way maintenance.

Additional maintenance work required to be carried out at Waikumete Cemetery has been included into the scope of works. This maintenance work was previously paid for as variations to the original scope of works.

## ISSUES

Due to increases in the current levels of Consumer Price Index, Techscape Ltd were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK03600F - Cemetery Landscape Maintenance. Techscape Ltd management has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

The current contract with Techscape Ltd is working well with good results in quality, performance and service delivery. It is considered that there is benefit for Council in extending the contract term for Contract No. PK03600F - Cemetery Landscape Maintenance as they have consistently met the contract performance measures to date, carried out contract works to a high standard and the works are competitively priced.

The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

## JOB COSTS

	<b>excl. GST</b>
2006/2007 Tender sum - Techscape Ltd	\$323,948.66
Additional scope of work	\$ 7,959.00
Negotiated increase (4.0% CPI)	\$ 13,276.89
Contingency	\$ 815.45
	-----
Total Job Cost	\$346,000.00

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Techscape - Contracts	\$346,000.00	\$0.00	\$346,000.00	\$0.00

The following funding commitments are required:

- A commitment to fund the cemetery landscape maintenance estimated at \$346,000 plus \$43,250 GST totalling \$389,250 is requested from the 2007/2008 Annual Plan.

## SUMMARY

Techscape Ltd have performed extremely well and quality standards have been met in the delivery of the Contract No. PK03600F - Cemetery Landscape Maintenance.

Accordingly, it is recommended that the contract period be extended for 1 further year until 30 June 2008 and that the contract sum be increased for the 2007/2008 to a new annual contract sum of \$345,184.55 plus \$43,148.06 GST totalling \$388,332.61.

## RECOMMENDATIONS

1. That the Contract No. PK03600F - Cemetery Landscape Maintenance - Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK03600F - Cemetery Landscape Maintenance to the sum of \$345,184.55 plus \$43,148.06 GST totalling \$388,332.61 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK03600F - Cemetery Landscape Maintenance for the sum of \$346,000.00 plus \$43,250.00 GST totalling \$389,250.00 be approved.
4. That the authority to extend Contract No. PK03600F - Cemetery Landscape Maintenance, as recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Helen Biffin, Parks Contracts Officer, Environmental.



6 **CONTRACT NO. PK03623B - LEGAL WEED CONTROL - EXTENSION TO CONTRACT SUM AND PERIOD**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK03623B - Legal Weed Control for a further period of one (1) year from 1 July 2007 to 30 June 2008 as stipulated in the contact documents and increase the contract sum.

**BACKGROUND**

Techscape Ltd were awarded Contract No. PK03623B - Legal Weed Control for a period of two (2) years for the annual sum of \$189,589.00 for the first two years from 1 July 2003 to 30 June 2005.

This contract was awarded with a right of renewal of two (2), plus one (1), plus one (1), plus one (1) years. Techscape Ltd were awarded the contract based on their competitive pricing rates established through a public tendering process.

**SCOPE OF WORK**

This contract forms part of Council's weed management programme. The purpose of this contract is to meet Waitakere City Council's legal obligations as a land owner under the Auckland Regional Pest Management Strategy by controlling the following weed species:

Containment Pest Plants (removal)

- Bathurst bur (*Xanthium spinosum*);
- Bushy asparagus (*Asparagus densiflorus*);
- Evergreen buckthorn (*Rhamnus alaternus*);
- Kahili ginger (*Hedychium gardnerianum*) (WRWCZ);
- Mignonette vine (*Anredera cordifolia*);
- Moth plant (*Araujia sericifera*);
- Nodding thistle (*Carduus nutans*);
- Smilax (*Asparagus asparagoides*);
- Variegated thistle (*Silybum marianum*);
- Woolly nightshade (*Solanum mauritianum*) (WRWCZ);
- Yellow ginger (*Hedychium flavescens*) (WRWCZ).

Containment Pest Plants (boundary control)

- Australian sedge (*Carex longebrachiata*);
- Gorse (*Ulex europaeus*);
- Ragwort (*Senecio jacobaea*).

**ISSUES**

Due to increases in the current levels of Consumer Price Index, Techscape Ltd were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK03623B - Legal Weed Control. Techscape Ltd management has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

The current Contract No. PK03623B - Legal Weed Control is working well with good results in quality and performance. It is considered that there is benefit for Council in extending the contract term for Contract No. PK03623B - Legal Weed Control as they have consistently met the contract performance measures to date, carried out the contract works to a high standard and the works are competitively priced.

The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

### JOB COSTS

	excl. GST
2006/2007 Tender sum - Techscape Ltd	\$199,715.54
Negotiated increase (4.0% CPI)	\$ 7,988.62
Contingency	\$ 22,295.84
	-----
Total Job Cost	\$230,000.00

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

### SOURCE OF FUNDING

#### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed & Pest Maintenance	\$830,000.00	\$600,000.00	\$230,000.00	\$0.00

The following funding commitments are required:

- A commitment to fund the legal weed control programme estimated at \$230,000 is requested from the 2007/2008 Annual Plan.

### SUMMARY

Techscape Ltd have performed extremely well and quality standards have been met in the delivery of the Contract No. PK03623B - Legal Weed Control.

Accordingly, it is recommended that the contract period be extended for a further one (1) year until 30 June 2008 and that the contract sum be increased for the 2007/2008 financial year to a new contract sum of \$207,704.16 plus \$25,963.02 GST totalling \$233,667.18.

## **RECOMMENDATIONS**

1. That the Contract No. PK03623B - Legal Weed Control - Extension to Contract Sum and Period report be received.
2. That the renewal Contract No. PK03623B - Legal Weed Control to the sum of \$207,704.16 plus \$25,963.02 GST totalling \$233,667.18, be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK03623B - Legal Weed Control for the sum of \$230,000.00 plus \$28,750.00 GST totalling \$258,750.00 be approved.
4. That the authority to extend Contract No. PK03623B - Legal Weed Control, as recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Helen Biffin, Parks Contracts Officer: Environmental.



## **7 CONTRACT NO. PK05001B - ROADSIDE VEGETATION MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK05001B - Roadside Vegetation Maintenance for a further period of two (2) years from 1 July 2007 to 30 June 2009 as stipulated in the contract documents and increase the contract sum.

### **BACKGROUND**

Aspin Weed Control Ltd were awarded Contract No. PK05001B - Roadside Vegetation Maintenance for a period of two (2) years for the annual sum of \$221,239.60 from 1 July 2005 to 30 June 2007.

This contract was awarded with a right of renewal of two (2), plus two (2) years. Aspin Weed Control Ltd were awarded the contract based on their competitive pricing rates established through a public tendering process.

### **SCOPE OF WORK**

This Contract is for the control of roadside vegetation by scheduled works within Henderson Ward, Massey Ward, New Lynn Ward, and Waitakere Ward. It also incorporates the major commercial centres and associated car parks. The contract includes a combination of chemical spraying and manual control methods as required. All new roads where vegetation control is required have now been included into the scope of works. The vegetation control of these new roads was previously paid for as variations to the original scope of works.

This contract is a continuation of Council's routine maintenance programme for the control of roadside vegetation. The principal objectives of the programme are to maintain or improve Council's assets through prevention of damage to built assets (seal edges, footpaths, kerbs and damage from slips); reduction of flooding; and reduction of threats to the environment both within and surrounding the road reserve (erosion, silt control and damage to habitat).

## ISSUES

Due to increases in the current levels of Consumer Price Index, Aspin Weed Control Ltd were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK05001B - Roadside Vegetation Maintenance. Aspin Weed Control Ltd management has agreed that their tender price market fluctuation for labour and material costs would be 3.0%.

The current Contract No. PK05001B - Roadside Vegetation Maintenance is working well with good results in quality, performance and service delivery. It is considered that there is benefit for Council in extending the contract term for Contract No. PK05001B - Roadside Vegetation Maintenance as they have consistently met contract performance targets.

The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

## JOB COSTS

	excl. GST
Tender Sum with Aspin Weed Control Ltd 2006/2007 12 month period contract sum	\$221,239.60
Additional Works	\$ 860.00
3.0% increase	\$ 6,662.88
Contingency	\$ 21,000.00
	-----
Total Job Costs	\$249,762.48

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Roadside Vegetation Control	\$289,000.00	\$39,337.42	\$249,662.58	\$0.00

The following funding commitments are required:

- A commitment to fund the roadside vegetation maintenance estimated at \$249,762.48 plus \$31,220.31 GST totalling \$280,982.79 is requested from the 2007/2008 Annual Plan;
- A commitment to fund the roadside vegetation maintenance estimated at \$249,762.48 plus \$31,220.31 GST totalling \$280,982.79 is requested from the 2008/2009 Annual Plan.

## SUMMARY

Aspin Weed Control Ltd have performed extremely well and quality standards have been met in the delivery of the Contract No. PK05001B - Roadside Vegetation Maintenance.

Accordingly, it is recommended that the contract period be extended for a further two (2) years until 30 June 2009 and that the contract sum be increased for the 2007/2008 and 2008/2009 financial years to a new contract sum of \$228,762.48 plus \$28,595.31 GST totalling \$257,357.79 per year.

## RECOMMENDATIONS

1. That the Contract No. PK05001B - Roadside Vegetation Maintenance - Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK05001B - Roadside Vegetation Maintenance to the sum of \$228,762.48 plus \$28,595.31 GST totalling \$257,357.79, be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK05001B - Roadside Vegetation Maintenance for the sum of \$249,762.48 plus \$31,230.31 GST totalling \$280,982.79 be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. PK05001B - Roadside Vegetation Maintenance for the sum of \$249,762.48 plus \$31,220.31 GST totalling \$280,982.79 be approved.
5. That the authority to extend Contract No. PK05001B - Roadside Vegetation Maintenance, as in recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Helen Biffin, Parks Contracts Officer: Environmental.



## 8 CONTRACT NO. PK05001C - PLANT AND ANIMAL PEST MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tender Subcommittee to extend the Contract No. PK05001C - Plant and Animal Pest Maintenance for a further period of two (2) years from 1 July 2007 to 30 June 2009 as stipulated in the contract documents and negotiate the contract sum for 2007/2008 and 2008/2009.

### BACKGROUND

Techscape Ltd were awarded Contract No. PK05001C - Plant and Animal Pest Maintenance for a period of two (2) years for the annual sum of \$434,440.58 totalling \$828,881.17 for the first two years from 1 July 2005 to 30 June 2007.

This contract was awarded with a right of renewal of two (2), plus two (2) years. Techscape Ltd were awarded the contract based on their competitive pricing rates established through a public tendering process.

## SCOPE OF WORK

The scope of work for the Plant and Animal Pest Maintenance contract 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.

This contract is a continuation of Council's routine maintenance programme for the control of plant and animal pests. The principal objectives of the programme are to maintain or improve the ecological integrity of Council's park and road reserve through the control of environmental weeds, possums, wasps and wild bees.

## ISSUES

Due to increases in the current levels of Consumer Price Index, Techscape Ltd were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK05001C - Plant and Animal Pest Maintenance. Techscape Ltd has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

Small adjustments were made to the scope of work to move parks previously requiring extensive weed control into a low density follow up phase of weed control.

The current contract with Techscape Ltd is working well with good results in quality, performance and service delivery. It is considered that there is benefit for Council in extending the contract term for Contract No. PK05001C - Plant and Animal Pest Maintenance as they have consistently met the contract performance measures to date, carried out the contract works to a high standard and the works are competitively priced.

The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

## JOB COSTS

	<b>EXCL GST</b>
Negotiated tender price for 2007/2008 & 2008/2009 24 month period contract sum	\$387,276.46
Contingency	\$ 38,700.00
	-----
Total Job Costs	\$425,976.46

Funds have also been provided for the extension to the contract within the draft 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed & Pest Maintenance	\$830,000.00	\$451,784.03	\$378,215.97	\$0.00
Quarry Revegetation	\$10,982.25	\$0.00	\$10,982.25	\$0.00
Kay Rd Revegetation	\$8,541.72	\$0.00	\$8,541.72	\$0.00
Waikumete Weed Control	\$36,000.00	\$7,763.48	\$28,236.52	\$0.00
<b>TOTAL</b>	<b>\$885,523.97</b>	<b>\$459,547.51</b>	<b>\$425,976.46</b>	<b>\$0.00</b>

The following funding commitments are required:

- A commitment to fund plant and animal pest maintenance estimated at \$425,976.46 plus \$53,247.05 GST totalling \$479,223.51 is requested from the 2007/2008 Annual Plan.
- A commitment to fund plant and animal pest maintenance estimated at \$425,976.46 plus \$53,247.05 GST totalling \$479,223.51 is requested from the 2008/2009 Annual Plan.

## SUMMARY

Techscape Ltd have performed well and quality standards have been met in the delivery of the Contract No. PK05001C - Plant and Animal Pest Maintenance. Accordingly, it is recommended that the contract period be extended for a further two (2) years until 30 June 2009 and that the negotiated contract sum be accepted for the 2007/2008 and 2008/2009 financial years to a new contract sum of \$387,275.46 plus \$48,409.43 GST totalling \$435,684.89 per year.

## RECOMMENDATIONS

1. That the Contract No. PK05001C - Plant and Animal Pest Maintenance Contract - Extension to Contract Sum and Period report be received.
2. That Contract No. PK05001C - Plant and Animal Pest Maintenance to the sum of \$387,275.46 plus \$48,409.43 GST totalling \$435,684.89 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK05001C - Plant and Animal Pest Maintenance to the sum of \$425,976.46 plus \$53,247.05 GST totalling \$479,223.51 be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. PK05001C - Plant and Animal Pest Maintenance to the sum of \$425,976.46 plus \$53,247.05 GST totalling \$479,223.51 be approved.
5. That authority to extend Contract No. PK05001C - Plant and Animal Pest Maintenance, as in recommendation 2 above, on behalf of Council be delegated to Group Manager: Asset Management.

Report prepared by: Helen Biffin, Parks Contracts Officer: Environmental.



## 9 CONTRACT NO. PK 07005A - CLAUDE ABLE POND LILY REMOVAL

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to publicly tender for the physicals works for Contract No. PK07005A - Claude Abel Pond Lily Removal for works to be undertaken in 2007/2008.

### BACKGROUND

Claude Abel Scenic Reserve on Garden Road, Piha is owned and managed by Waitakere City Council. The pond at Claude Abel Scenic Reserve is the only large body of fresh water present at Piha and contributes significantly to the history of the area. Claude Abel Scenic Reserve on Garden Road, Piha is classified as a Scenic Reserve under the Reserves Act 1977. This is one of the highest classifications for ecological values.

The reserve has the following significant values:

- Ecological values as part of the Eco-City Green Network;
- Cultural values attributed to the location and history of the reserve;
- Recreational values, providing opportunities for passive recreation on a City-wide scale.

An invasive species of lily has steadily been reducing the area of open water. At the October 2006 meeting of the City Development Committee the Committee resolved the following:

*“That the mechanical removal using a barge and excavator is the preferred method for removal of the lilies from the pond in Claude Abel Reserve”*

2198/2006

Following the resolution by the City Development Committee a resource consent application for the mechanical removal of the lilies from Claude Abel Reserve was lodged with the Auckland Regional Council and Waitakere City Council in November 2006.

### SCOPE OF WORK

This tender is for the physical works associated with the mechanical removal of the lilies from the pond in Claude Abel Reserve, Piha.

The lilies will be removed from the pond using the methodology approved by the City Development Committee; an excavator mounted on a barge. The expected area of lilies to be removed will be 2,500m<sup>2</sup>. A local land owner has given consent for the use of his property for the disposal of the removed organic material.

### PROPOSAL

It is proposed to publicly tender Contract No. PK07005A - Claude Abel Pond Lily Removal prior to the 2007/2008 Financial Year when funding is confirmed to minimise the risk of machinery not being available during February/March 2008.

The estimate of cost of works is \$110,000.00.

A public tendering process is required for the following reasons:

- The cost estimate for the contract works will exceed \$50,000.

## RESOURCES

Funding for this contract has been included in the draft 2007/2008 Annual Plan.

Budget Description (draft 2007/2008 Annual Plan)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed & Pest Maintenance	\$830,000	\$705,000	\$125,000	Nil
<b>TOTAL</b>			<b>\$125,000</b>	

## SUMMARY

It is proposed to publicly tender Contract No. PK07005A Claude Abel Pond Lily Removal for works to be undertaken in 2007/2008.

## RECOMMENDATIONS

1. That Contract No. PK07005A - Claude Abel Pond Lily Removal report be received.
2. That approval be given to publicly tender for Contract No. PK07005A - Claude Abel Pond Lily Removal for works to be undertaken in 2007/2008.

Report prepared by: Tracey Hamilton, Parks Project Development Officer.



## 10 CONTRACT NO. TA04501B - SIGNS MAINTENANCE CONTRACT 2004/2005 - APPROVAL TO EXTEND

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. TA04501B - Signs Maintenance Contract 2004/2005 for the first of two one-year extensions for the 2007/2008 financial year.

### BACKGROUND

Waitakere City Council currently has an asset of 14,500 road signs. This contract provides maintenance of these assets plus renewal of fading, damaged or outdated signs and installation of new signs as required.

The contract was awarded by Tenders Subcommittee in June 2004 with an initial approval period to 30 June 2007 with the following recommendation:

5. *That authority to extend Contract TA04501B - Sealed Road Maintenance 2004 beyond 30 June 2007 on an annual basis until 30 June 2009 based on the satisfactory performance by the contractor be delegated to the Director of City Services.*

1032/2004

Since that time Audit New Zealand have commented that for contracts of significant sums that a preferred practice is that the relevant Council committee approve any extensions. This is considered to be such a contract and hence Tenders subcommittee approval is being requested.

## SCOPE OF WORK

This contract provides for the maintenance and installation of road signs on public roads and car parks within Waitakere.

The extent of the contract works includes, but is not limited to, the following:

- A comprehensive maintenance and installation service, covering traffic signs, hazard markers, and miscellaneous amenity and information signs within the legal road reserve, and on nominated Council Car Parks within the City, following inspection reports (by others), and following Request for Service (RFS) and other action requests;
- Safety surveys;
- The maintenance of computerised inventory and activity to Road Asset Management and Maintenance and other systems.

## CONTRACTOR PERFORMANCE

Directions Limited has confirmed that they will carry out the contract for a further 12 months if offered the opportunity.

An evaluation of Directions Limited's performance to date contains the following features:

- Their response times to work requests meet our requirements;
- They have developed good working relationships with Council staff;
- They are quick to react to urgent requests and have adequate level of resource for the works;
- Good technical ability and their quality of workmanship of completed jobs is to a good standard;
- No complaints regarding workmanship received from public;
- No complaints relevant to health and safety or environmental issues.

## JOB COSTS

Tender sum for 12 months	\$ 440,000.00
Engineering and supervision	<u>\$ 50,000.00</u>
Total Job Cost	\$ 490,000.00

## SOURCE OF FUNDING

2007/2008 Draft Annual Plan	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Professional services	46-7150-24360	\$ 285,000	\$245,000	\$ 40,000	Nil
Signs Maintenance	46-7150-24540	\$ 328,000	\$8,000	\$ 320,000	Nil
Signs database	46-7166-49700	\$ 25,000	\$ 0	\$ 10,000	\$ 15,000
Traffic Facilities Renewal	75-9860-43330	\$ 636,000	\$ 117,000	\$ 120,000	\$ 399,000
	<b>Subtotal</b>			<b>\$ 490,000</b>	

## SUMMARY

Generally longer term contracts provide significant advantages such as continuity of work, development of working relationships, "Ownership" of Network", and forward programming which give cost and quality benefits.

Directions Limited has carried out their contractual obligations during the last three years to a very good standard and the satisfaction of the Council.

It is therefore recommended that Directions Limited be granted the first contract extension for the Contract No: TA04501B - Signs Maintenance 2004/2005 for the period 1 July 2007 to 30 June 2008.

## RECOMMENDATIONS

1. That the Contract No. TA04501B - Signs Maintenance 2004/2005 - Approval to Extend report be received.
2. That approval be granted to extend Contract No. TA04501B - Signs Maintenance 2004/2005 to Directions Limited in the sum of \$440,000.00 plus \$55,000.00 GST totalling \$495,000.00 for the annual period 1 July 2007 to 30 June 2008.
3. That the total commitment of \$490,000.00 excluding GST to the 2007/2008 Annual Plan for Contract No. TA04501B - Signs Maintenance 2004/2005 be approved.
4. That authority to extend Contract No. TA04501B - Signs Maintenance 2004/2005 for the annual period 1 July 2007 to 30 June 2008, on behalf of Council, be delegated to the Group Manager: Project Services.

Report prepared by: Neil Prendiville, Roading Projects Manager.



## 11 CONTRACT NO. TA06005B - STREETLIGHT MAINTENANCE AND RENEWAL 2006/2007 - APPROVAL TO EXTEND

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 for the first of two one-year extensions for the 2007/2008 financial year.

### BACKGROUND

Waitakere City Council currently has an asset of 12,500 streetlights and 31 Belisha beacon pedestrian crossings. This contract provides maintenance of these assets plus renewal of aging products and installation of new streetlights following accident damage.

The contract was awarded by Tenders Subcommittee in September 2006 with an initial approval period to 30 June 2007 with the following recommendations:

- "2. That the tender from Electrix Limited for Option 1 (nine months), for Contract No. TA06005B – Streetlight Maintenance and Renewal 2006/2007 in the sum of \$672,864.51 plus \$84,108.06 GST, totalling \$756,972.57 be accepted.
3. That any extension for Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 be reported back to the Tenders Subcommittee for approval."

1796/2006

## SCOPE OF WORK

This contract provides for the maintenance of streetlights on public roads within Waitakere City.

The work includes but is not limited to:

- Maintenance and renewal of existing streetlights and pedestrian crossing lighting;
- Regular patrols to locate faults;
- Twenty - four hour, seven days per week reception services for emergency callouts;
- Supply and installation of new streetlights, components and pedestrian crossing lighting as required where accident damage occurs;
- Following up with Vector for resolution of area supply faults;
- Updating council database and asset management software.

## CONTRACTOR PERFORMANCE

Electrix Limited has confirmed that they will carry out the contract for a further 12 months if offered the opportunity.

An evaluation of Electrix Limited's performance to date contains the following features:

- Following an initial bedding in period their response times to work requests has reached Council's expectations;
- They have developed good working relationships with Council, Vector staff and Vector's sub contractor;
- They are quick to react to urgent requests and have adequate level of resource for the works;
- Good technical ability and their quality of workmanship of completed jobs is to a good standard;
- No complaints regarding workmanship received from public;
- No complaints relevant to health and safety or environmental issues;
- They are being proactive on service improvements.

## JOB COSTS

Contract sum for 12 months	\$ 843,153.00
Cost escalation allowance (3%)	\$ 25,294.00
Engineering and supervision	<u>\$ 52,000.00</u>
Total Job Cost	\$ 920,447.00

## SOURCE OF FUNDING

2007/2008 Draft Annual Plan	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Professional services	46-7158-24360	\$ 52,000	\$ 0	\$ 52,000	Nil
Streetlight Maintenance	46-7158-24580	\$ 736,000	\$ 0	\$ 736,000	Nil
Pedestrian Crossings	46-7150-24520	\$ 15,000	\$ 0	\$ 15,000	Nil
Streetlight Facilities Renewal	75-9860-43330	\$ 636,000	\$ 0	\$ 118,000	\$ 518,000
	<b>Subtotal</b>			<b>\$ 921,000</b>	

## SUMMARY

Generally longer term contracts provide significant advantages such as continuity of work, development of working relationships, "Ownership" of Network", and forward programming which give cost and quality benefits.

Electrix Limited has carried out their contractual obligations during the last six months to the satisfaction of the Council.

It is therefore recommended that Electrix Limited be granted the first contract extension for the Contract No: TA06005 B - Streetlight Maintenance and Renewal 2006/2007 for the period 1 July 2007 to 30 June 2008.

## RECOMMENDATIONS

1. That the Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 - Approval to Extend report be received.
2. That approval be granted to extend Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 to Electrix Limited in the sum of \$868,447.00 plus \$108,555.88 GST totalling \$977,002.88 for the annual period 1 July 2007 to 30 June 2008.
3. That the total commitment of \$921,000.00 excluding GST to the 2007/2008 Annual Plan for Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 be approved.
4. That authority to extend Contract No. TA06005B - Streetlight Maintenance and Renewal 2006/2007 for the annual period 1 July 2007 to 30 June 2008, on behalf of Council, be delegated to the Group Manager: Project Services.

Report prepared by: Jayantha Rajasooriya, Roding Engineer: Project Services.



12 **CONTRACT NO. TA06036C - PEDESTRIAN CROSSING FLOODLIGHTS - PHYSICAL WORKS**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. TA06036C - Pedestrian Crossing Floodlights - Physical Works.

**BACKGROUND**

There are a total of 76 pedestrian crossings on public roads in Waitakere. Of these 76 crossings 23 have some form of dedicated flood lighting. The remaining 53 are illuminated by nearby street lights only.

Funds have been provided in the 2006-2016 Long Term Council Community Plan to install floodlighting at all pedestrian crossings in the City. A priority list has been produced for installation of flood lighting based on road hierarchy, traffic volumes, historical public requests and known trouble spots.

**SCOPE OF WORK**

The contract comprises the installation of approximately 30 new pedestrian crossing floodlighting sets and the removal or renewal of existing lights on five existing sites. This contract is for the supply of all plant, labour, materials and incidentals necessary for the construction, livening, and handover to the maintenance contractor of the works.

The final amount of sites awarded and constructed is dependent on the tender prices submitted and may be increased or decreased by the Council to match the project budget.

**TENDERS RECEIVED**

Tenders were publicly advertised with four sets of documents being uplifted. Two tenders were received by the closing date of 21 May 2007. These are summarised in Table 1 below:

<b>TENDERER</b>	<b>REG OFFICE</b>	<b>TENDER PRICE (excl.GST)</b>
Stages Civil & Electrical Limited	PO Box 10084, Rotorua	\$160,24.00
Traffic Systems Limited	PO Box 55-052, Mission Bay, Auckland	\$209,316.02
<b>Pre-tender contract estimate</b>		\$168,949.00

**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".

The "Two envelope process" as described in Section 2.7 of the above manual was followed. Under this method, only the first tender envelope is opened and the non-price attributes evaluated for all tenders before the second envelope containing the tender price is opened, and the tender prices duly included in the evaluation.

A summary of the evaluation results is shown in Table 2:

Tender Evaluation	Attributes	Exper.	Track Record	Tech Skills	Re-source	Man-agement	Method	Price	Total Weight
Tenderer	Weight	5	5	5	5	5	5	70	100
	Tender Sum	Grades							Index
Stages Civil & Electrical Limited	\$160,247.00	61	54	60	54	46	59	63	61
Traffic Systems Limited	\$209,816.02	75	78	78	80	78	85	37	49
Median Tender Price	\$185,031.51								

**Table 2 - Summary of Tender Evaluation**

Stages Civil & Electrical Limited have a current contract covering the street lighting maintenance contract for Rotorua District Council as well as working as a sub-contractor for North Power on a Vector Overhead maintenance and capital upgrade contract. Concern has been raised by North Power covering their ability to self project manage and that additional resources were needed by North Power to manage them on site. Council obtained a commitment in writing from Stages Civil & Electrical Limited that they will perform the work to agreed Council standards, timeframes and budget.

Traffic Systems Limited have a current street lighting contract with Auckland City Council and traffic signal installation projects with Waitakere City Council and are performing very well. They have previously undertaken work for Waitakere City Council and do deliver a quality, on-time and to budget.

### TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in either tender.

### CREDIT CHECK

A credit check on Stages Civil & Electrical Limited has been requested.

### JOB COSTS

	excl. GST
Tender sum - Stages Civil & Electrical Limited	\$160,247.00
Contingency	\$ 15,953.00
Engineering & Supervision	\$ 13,800.00
Total Job Cost	\$190,000.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Lighting Improvements	75-9872-45970	\$120,000	\$62,000	\$58,000	Nil
Improved illumination to local lights	75-9885-53760	\$505,000	\$379,000	\$126,000	Nil

## SUMMARY

The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Stages Civil & Electrical Limited achieved the highest index of 61. This tender is also the lowest conforming priced tender.

Stages Civil & Electrical Limited is an experienced streetlight contractor that has previously undertaken similar projects for Rotorua City Council to a good standard.

As part of Council's contracting process "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.

## RECOMMENDATIONS

1. That the Contract No. TA06036C - Pedestrian Crossing Floodlights - Physical Works report be received.
2. That subject to a satisfactory credit check, the tender from Stages Civil & Electrical Limited for Contract No. TA06036C - Pedestrian Crossing Floodlights - Physical Works in the sum of \$160,247.00 plus \$20,030.88 GST, totalling \$180,277.88 be approved.
3. That authority to enter into Contract No. TA06036C - Pedestrian Crossing Floodlights - Physical Works on behalf of the Council be delegated to the Group Manager: Asset Management.

Report prepared by: Ara Ovanessoff, Services Manager, Transport Assets.



## 13 CONTRACT NO. EW07004A - THREE WATERS ELECTRICAL INSPECTION AND MAINTENANCE

### PURPOSE OF THE REPORT

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. EW07004A - Three Waters Electrical Inspection and Maintenance.

### BACKGROUND

R H Jacobsen Ltd, trading as Riteway Electrical Services has carried out electrical inspection, testing, maintenance and upgrading work associated with Council's wastewater pump stations (47), water pump stations (11), water reservoirs (11) and approximately 50 telemetry monitoring stations over the last 20 years, and during this time the company has developed an intricate knowledge of the electrical componentry of these facilities. This includes knowledge of the operational risks and likely faults which occur at these facilities, thus enabling Riteway Electrical Services to provide a very effective response to faults and emergency callouts. The work also involves routine electrical inspections and testing of the main facilities. Riteway Electrical Services currently carries out this work under a subcontractor arrangement with Eco City Services (formerly Techscape Ltd).

A five-year term maintenance contract commencing 1 July 2007 for water supply, wastewater and stormwater drainage services was let during 2006 to Bilfinger Berger Services Ltd by Council in conjunction with the sale of Techscope Ltd. The electrical maintenance work for the three waters facilities was excluded from this term maintenance contract on the basis that it was in the best interests of Council to retain this work with a contractor who had the intellectual knowledge of the main facilities and a successful track record.

At the Tenders Subcommittee meeting, 15 December 2006, it was resolved that:

- “2. That approval be given to the Assets and Network Manager to enter into negotiations with Riteway Electrical Limited for two-year contract, with an option for extension for a further two years, for Three waters Electrical Inspection and Maintenance Work in the City
3. That the outcome of contract negotiations for Three Waters Electrical Inspection and Maintenance Work with Riteway Electrical Limited be reported back to the Tenders Subcommittee for approval.”

2542/2006

### SCOPE OF WORK

This contract is for the provision of ongoing electrical inspection and maintenance services for all Three Waters electrically powered sites, including the backup generator at Civil Defence Headquarters in Elcoat Avenue. The contractor will maintain the necessary support and resources in order to provide; a 24hr on call reactive maintenance service, regular preventative maintenance inspections, minor renewal and upgrade services, operation manuals, wiring diagrams, supply and installation of components and materials as necessary.

### TENDER RECEIVED

One tender was received, as follows:

TENDERER	REG OFFICE	QUOTATION PRICE excl. (GST)
Riteway Electrical Services	2 Waikura Drive, Te Atatu Peninsula	\$66,026
<b>Pre-tender estimate</b>	<b>contract</b>	<b>\$65,000</b>

Table 1 - Summary of Prices

### TENDER EVALUATION

In accordance with the Tenders Subcommittee resolution only one tender has been invited from Riteway Electrical Services, as sole supplier for the work required.

- The rates submitted by Riteway Electrical Services are very competitive with current market rates;
- To date, Riteway Electrical Services has a proven record of satisfactorily performing similar work as subcontractor to Eco City Services;
- For the purposes of continuity and minimising the risk to the affected services, it is preferred that the same company performs the ongoing maintenance of these sites;
- The scope of work includes after-hours response and it is known that this contractor has the necessary resources to carry out the work within the required time frame;
- Council staff do not have the requisite specialist skills necessary to carry out the scope of works, and it is not considered feasible to develop these skills within Council.

### TAGS, ERRORS OR OMISSIONS

There were no tags, errors or omissions in the tender received.

### CREDIT CHECK

A credit check dated 24 May 2007 for R H Jacobsen Ltd revealed no adverse information.

### JOB COST

**excl. GST**

Tender Sum Riteway Electrical Services (2 year contract)	\$132,052.00
Contingency	\$ 0.00
	-----
Total Job Cost	\$132,052.00

### SOURCE OF FUNDING

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Year 2007/2008 (12 months)					
Wastewater maintenance	85-7340-26790	\$29,000.00	\$0	\$29,000.00	\$0
Stormwater maintenance	85-7440-61990	\$28,000.00	\$0	\$6,026.00	\$21,974.00
Water Supply maintenance	85-7540-33680	\$1,924,000.00	\$1,893,000.00	\$31,000.00	\$0
Year 2008/2009 (12 months)					
Wastewater maintenance	85-7340-26790	\$31,000.00	\$0	\$29,000.00	\$2,000.00
Stormwater maintenance	85-7440-61990	\$31,000.00	\$0	\$6,026.00	\$24,974.00
Water Supply maintenance	85-7540-33680	\$2,061,000.00	\$2,030,000.00	\$31,000.00	\$0
Total				\$132,052.00	

### SUMMARY

Riteway Electrical Services has been selected as the preferred provider for this contract work due to their specialist knowledge of the facilities covered by this contract and the firm's proven track record. The quoted rates are regarded as very competitive, and Riteway Electrical Services is considered to have the necessary skills and resources to satisfactorily carry out the works.

## **RECOMMENDATIONS**

1. That the Contract No. EW07004A - Three Waters Electrical Inspection and Maintenance report be received.
2. That the tender from Riteway Electrical Services for Contract No EW07004A - Three Waters Electrical Inspection and Maintenance in the sum of \$132,052.00 plus \$16,506.50 GST, totalling \$148,558.50 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. EW07004A - Three Waters Electrical Inspection and Maintenance totalling \$66,026.00 plus GST be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. EW07004A - Three Waters Electrical Inspection and Maintenance totalling \$66,026.00 plus GST be approved.
5. That authority to enter into Contract No. EW07004A - Three Waters Electrical Inspection and Maintenance on behalf of Council be delegated to the Assets and Network Manager.

Report prepared by: Brendon Harkness, Water Engineer.



## **14 CONTRACT NO. PK03600C – CITY WIDE GRAFFITI MANAGEMENT – EXTENSION TO CONTRACT SUM AND PERIOD**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK03600C - City Wide Graffiti Management for a further period of one (1) year from 1 July 2007 to 30 June 2008 as stipulated in the contract documents and to increase the contract sum.

### **BACKGROUND**

The Waitakere Tag Out Trust were awarded Contract No. PK03600C - City Wide Graffiti Management for a term of two years from 1 July 2003 to 30 June 2005 for an annual sum of \$450,000, totalling \$900,000.

This contract was awarded with a right of renewal of one (1), plus one (1), plus one (1) year. The Waitakere Tag Out Trust were awarded the contract following the recommendation of the Tenders Subcommittee on 7 March 2003, for approval to negotiate a price from the Waitakere Tag Out Trust.

Two (2) of the three (3) right of renewals will be completed by 30th June 2007.

A report was presented to Tenders Subcommittee on 30 May 2003 to award the contract to Waitakere Tag Out Trust. It was resolved:

- “1. That the Contract No. PK03600D - Parks Response Maintenance Contract - Extension to Contract Sum report be received.
2. That the tender from the Tag Out Trust for Contract PK 03600C City wide Graffiti Management in the sum of \$450,000 plus \$56,250 GST, totalling \$506,250 be accepted.
3. That approval be given to committing \$450,000 plus \$56,250 GST, totalling \$506,250 against the 2003/2004 Annual Plan.
4. That approval be given to committing \$450,000 plus \$56,250 GST, totalling \$506,250 against the 2004/2005 Annual Plan.
5. That authority to enter into Contract PK03600C City Wide Graffiti management on behalf of Council be delegated to the Director of 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 of City services, subject to Council providing the budget for each of these years, and the quality of the contractors performance being acceptable to Council.”

1010/2003

A report was presented to Tenders Subcommittee on 22 July 2005 to extend the contract sum and period. It was resolved:

- “1. That the Contract No. PK03600C - City Wide Graffiti Management Extension report be received.
2. That Contract No. PK03600C - City Wide Graffiti Management contract sum is increased to \$495,962.88, plus GST, for 11 months in 2005/2006, and increased to \$541,050.20, plus GST, for 2006/2007.
3. That the commitment to the 2006/2007 financial year for Contract No. PK03600C - City Wide Graffiti Management, in the sum of \$572,000, plus \$71,500 GST, totalling \$643,500, be approved.
4. That the commitment to the 2007/2008 financial year for Contract No. PK03600C - City Wide Graffiti Management, in the sum of \$572,000, plus \$71,500 GST, totalling \$643,500, be approved.
5. That the commitment to the 2008/2009 financial year for Contract No. PK03600C City Wide Graffiti Management, in the sum of \$572,000, plus \$71,500 GST, totalling \$643,500, be approved.
6. That the commitment to the 2009/2010 financial year for Contract No. PK03600C City Wide Graffiti Management, in the sum of \$572,000, plus \$71,500 GST, totalling \$643,500, be approved.
7. That authority to extend the term of Contract No. PK03600C City Wide Graffiti Management for 2007/2008, 2008/2009, 2009/2010 on behalf of Council be delegated the Director: City Services.
8. That the Group Manager: Asset Management be authorised to vary the contract as necessary to cover graffiti on buildings in commercial centres and high profile areas.“

1382/2005

## SCOPE OF WORK

The contract forms part of the Council's landscape maintenance programme. The purpose of the contract is to implement the Graffiti Control Strategy established in 1999. The objectives of that strategy are:

- To significantly reduce the incidence of graffiti within Waitakere;
- To reduce the number of complaints or establish a 'no complaints' target;
- Establish and run a successful Tag Free Programme for recidivist taggers;
- Establish and run a successful Community Service for reducing re-offending;
- Communicate with Police to catch and charge repetitive taggers.

As part of the Annual Plan process in 1999, the Waitakere Tag Out Trust suggested that Council could implement the Graffiti Control Strategy more cost effectively through a mix of community and other initiatives. The outcome of investigations and reports was a partnership agreement between Council and the Waitakere Tag Out Trust in 1999.

Both the graffiti control strategy and the partnership agreement between Council and the Waitakere Tag Out Trust act as the foundation to Contract No. PK03600C - City Wide Graffiti Management.

The Contract has focussed on two elements: prevention and removal. The extent of work performed by the Waitakere Tag Out Trust has included:

- Youth education;
- Community Service programmes;
- Community awareness;
- Self-help removal assistance for residents and business;
- Adopt a Spot volunteer scheme;
- The employment of six operators for the quick removal of tagging.

The scope has increased over the past year with the addition of the new Council building, relocation and the increase and change in the layout of the Japanese garden and upgrades to the civic areas in New Lynn and Henderson. Although these areas were managed previously within the contract, the volume and extent of works now required to treat these areas has increased.

## ISSUES

The requirements of this contract involve two elements:

- 1) Prevention - visits to schools, graffiti ranger education programmes; adopt a spot, self help programmes.
- 2) Removal - the works includes the supply of all management, supervision, labour materials, plans and incidental requirements necessary to maintain the following areas and assets in a clean and graffiti free condition:
  - Major commercial centres;
  - Minor commercial centres;
  - Major arterial routes;
  - Parks, including clubrooms;
  - Waikumete Cemetery;

- Toilets;
- Bus shelters;
- Street lights and traffic poles;
- City entry signs;
- Art work.

The Waitakere Tag Out Trust employ six teams of operators to remove graffiti and one community services supervisor. These operators carry out work in a professional manner and are dedicated in keeping the City graffiti clean. Agreed targets for the prevention and education programmes have been met by the Waitakere Tag Out Trust. Regular audits of the graffiti removal programme have highlighted the ongoing quality of workmanship relating to the methodology employed by the operators.

The recommendation to extend the contract is for the following reasons:

- Known Performance in service delivery;
- The Waitakere Tag Out Trust are recognised as leaders in their field by other local authorities and the Regional Graffiti Group and they regularly provide advice and information and give presentations on the success of their preventative and treatment programmes;
- For specialist methods of removing graffiti, The Waitakere Tag Out Trust has a close working relationship with another graffiti removal specialist - "Graffiti Protecta" and "Graffiti Solutions";
- The Waitakere Tag Out Trust initiates non contract work on a 'more for less basis'. Walkways, fences, private and commercial properties are a few of the areas that the Trusts maintain on a non contractual basis. Other contractors are less likely to provide this extra free service;
- The partnering agreement between Council and the Waitakere Tag Out Trust is effective and benefits both parties in the removal and treatment of graffiti;
- A familiarity with Waitakere City and an understanding of the strategic platforms of Council;
- To continue a positive working relationship with Council and providing advice on graffiti prevention methods for new infrastructure.

This is the third extension to the contract. Further extensions will be required for 2008/2009 and 2009/2010.

### JOB COSTS

	<u>Excl. GST</u>
2006/2007 Tender sum – Waitakere Tag Out Trust	\$ 541,050.20
Negotiated increase to scope of works	\$ 139,210.66
Contingency	\$ 41,739.14
	-----
Total Job Cost	\$ 722,000.00

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual Budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Graffiti Control	\$722,000	\$0	\$722,000	\$0.00
<b>Totals</b>	<b>\$722,000</b>	<b>\$0</b>	<b>\$722,000</b>	<b>\$0.00</b>

The following funding commitments are required:

- A commitment to fund the City Wide Graffiti Management contract for \$722,000 plus \$90,250 GST totalling \$812,250.00 is requested from the 2007/2008 Annual Plan.

## SUMMARY

Waitakere Tag Out Trust have performed extremely well and quality standards have been met in the delivery of the City Wide Graffiti Management Contract.

Accordingly, it is recommended that the contract period be extended for 1 further year until 30 June 2008 and that the contract sum be increased for the 2007/2008 financial year to a new annual contract sum of \$680,260.86 plus \$85,032.61 GST totalling \$765,293.47.

## RECOMMENDATIONS

1. That the Contract No. PK03600C - Citywide Graffiti Management - Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK03600C - Citywide Graffiti Management for 2007/2008 to the Tag Out Trust for the sum of \$680,260.86 plus \$85,032.61 GST totalling \$765,293.47 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK03600C - Citywide Graffiti Management for the sum of \$722,000.00 plus \$90,250.00 GST totalling \$812,250.00 be approved.
4. That authority to extend the contract sum and period for Contract No. PK03600C - Citywide Graffiti Management, as in recommendation 2 above, on behalf of Council be delegated to Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.



15 **CONTRACT NO. PK05004A - LANDSCAPE PROGRAMMED MAINTENANCE - EXTENSION TO CONTRACT SUM**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to increase the contract sum of Contract No. PK05004A - Landscape Programmed Maintenance for 2007/2008.

**BACKGROUND**

Approval was granted by the Tenders Subcommittee at the 29 April 2005 meeting to award Contract No. PK05004A - Landscape Programmed Maintenance to Eco City Services (Techscape Limited) for a contract period of 3 years from 1 July 2005 to 30 June 2008.

This contract was awarded with a right of renewal of one (1) plus one (1) plus one (1) year. Eco City Services (Techscape Ltd) were awarded the contract based on their competitive contract rates established through a public tendering process.

A report was presented to Tenders Subcommittee on 16 June 2006 to extend the contract sum. It was resolved:

- “1. That the Contract No. PK05004A - Landscape Programmed Maintenance - Extension to Contract Sum report be received.
2. That the contract sum for Contract No. PK05004A - Landscape Programmed Maintenance be increased to \$2,797,107.13 plus \$349,638.39 GST totalling \$3,146,745.52 for 2006/2007.
3. That the commitment to the 2006/2007 financial year for Contract No. PK05004A - Landscape Programmed Maintenance for the sum of \$2,923,723.13 plus \$365,465.39 GST totalling \$3,289,188.52 be approved.
4. That the authority to extend Contract No. PK05004A - Landscape Programmed Maintenance be delegated to the Group Manager: Asset Management.”

1029/2006

**SCOPE OF WORK**

The contract works involve the programmed maintenance of the City's passive and neighbourhood parks, streetscape and town centres which includes mowing, toilet cleaning, litter collection, flail mowing, paths and track maintenance, fixtures and fittings maintenance and garden maintenance.

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

For 2006/2007 the increased scope of works involves ongoing variations for landscape installations around Waitakere Central and for installation and maintenance of new assets which are primarily grassed areas and gardens.

Significant new assets items which were constructed in 2006/2007 now require ongoing maintenance. These items include assets associated with the Waitakere Central Development, the Henderson revitalisation project, Henderson library and the New Lynn library and New Lynn revitalisation project.

Also, due to increased incidences of vandalism and deviant behaviour there are also additional costs associated with programmed security checks over sites which include Tui Glen, Rush Creek, and Harbourview Reserve. This also includes locking and unlocking gates and toilet facilities.

The ongoing costs for these items have been included in the new negotiated contract sum.

## ISSUES

The current contract with Eco City Services (Techscape Limited) is working extremely well with good results in quality, performance and service delivery. In the 2006/2007 contract period Eco City Services (Techscape Limited) have consistently met contract key performance targets.

Eco City Services (Techscape Limited) have demonstrated:

- Performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

Due to increases in the current levels of Consumer Price Index, Eco City Services (Techscape Limited) were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK05004A - Landscape Programmed Maintenance. Eco City Services (Techscape Limited) has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

This is for the third year of the initial 3 year contract period.

## JOB COSTS

	<u>Excl. GST</u>
2006/2007 Tender sum – Eco City Services (Techscape Ltd)	\$ 2,797,107.13
Negotiated increase (4.0% CPI and increases to scope)	\$ 300,389.49
Contingency	\$ 174,000.00
	-----
Total Job Cost	\$ 3,271,496.62

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Fixtures and Furniture Maintenance	\$274,000	\$161,000	\$113,000	\$0
Litter Control	\$616,000	\$307,000	\$349,000	\$0
Passive Grass Maintenance	\$1,218,000	\$65,000	\$1,153,000	\$0
Planting Maintenance	\$860,000	\$200,000	\$730,000	\$0
Structure Maintenance	\$133,000	\$86,450	\$46,500	\$0
Building Maintenance	\$702,000	\$434,000	\$318,000	\$0
Car Park and Driveways Maintenance	\$138,000	\$112,000	\$28,000	\$0
Services Maintenance	\$215,000	\$161,000	\$54,000	\$0
Paths Tracks and Walkway Maintenance	\$162,000	\$129,000	\$47,000	\$0
Roadside Vegetation Control	\$321,000	\$211,000	\$110,000	\$0
Flail Mowing (Subsidied)	\$141,000	\$0	\$141,000	\$0
Plantings Parks Renewals	\$247,000	\$65,000	\$182,000	\$0
<b>Totals</b>	<b>\$5,027,000</b>	<b>\$1,931,450</b>	<b>\$3,271,500</b>	<b>\$0</b>

The following funding commitments are required:

- A commitment to fund the Landscape Programmed Maintenance contract for \$3,271,500.00 plus \$408,937.50 GST totalling \$3,680,437.50 is requested from the 2007/2008 Annual Plan.

## SUMMARY

Eco City Services (Techscope Limited) has performed extremely well and quality standards have been met in the delivery of service to Contract No. PK05004A - Landscape Programmed Maintenance.

Accordingly, it is recommended that the contract sum be increased for the 2007/2008 financial year to a new annual contract sum of \$3,097,496.62 plus \$387,187.08 totalling \$3,484,683.69.

It is considered that there is benefit for Council in extending the contract sum for 2006/2007 with Eco City Services (Techscope Limited) as they have carried out the contract works to a high standard in a timely manner and the works are competitively priced.

## **RECOMMENDATIONS**

1. That the Contract No. PK05004A - Landscape Programmed Maintenance - Extension to Contract Sum report be received.
2. That the contract sum for Contract No. PK05004A - Landscape Programmed Maintenance to Eco City Services (Techscape Limited) be increased to \$3,097,496.62 plus \$387,187.08 totalling \$3,484,683.69 for 2007/2008.
3. That the commitment to the 2007/2008 financial year for Contract No. PK 05004A Landscape Programmed Maintenance for the sum of \$3,271,500.00 plus \$408,937.50 GST totalling \$3,680,437.50 be approved.
4. That the authority to extend Contract No. PK 05004A Landscape Programmed Maintenance, as in recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.



## **16 CONTRACT NO. PK05003A - SPORTS PARK PROGRAMMED MAINTENANCE - EXTENSION TO CONTRACT SUM**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to increase the contract sum of Contract No. PK05003A - Sports Park Programmed Maintenance for 2007/2008.

### **BACKGROUND**

Approval was granted by the Tenders Subcommittee at the 13 May 2005 meeting to award Contract No. PK05003A - Sports Park Programmed Maintenance to Eco City Services (Techscape Limited) for a contract period of three years from 1 July 2005 to 30 June 2008.

This contract was awarded with a right of renewal of one (1) plus one (1) plus one (1) year. Eco City Services (Techscape Ltd) were awarded the contract based on their competitive contract rates established through a public tendering process. A report was presented to Tenders Subcommittee on 16 June 2006 to extend the contract sum. It was resolved:

- “1. That the Contract No. PK05004A – Sports Park Programmed Maintenance - Extension to Contract Sum report be received.
2. That the contract sum for Contract No. PK05004A - Sports Park Programmed Maintenance be increased to \$1,774,063.96 plus \$221,757.99 GST totalling \$1,995,821.95 for 2006/2007.
3. That the commitment to the 2006/2007 financial year for Contract No. PK05004A - Sports Park Programmed Maintenance for the sum of \$1,861,632.51 plus \$232,704.06 GST totalling \$2,094,336.57 be approved.
4. That the authority to extend Contract No. PK05004A - Sports Park Programmed Maintenance be delegated to the Group Manager: Asset Management.”

## SCOPE OF WORK

The contract works involve the programmed maintenance of the City's sports parks which includes sports facilities maintenance, mowing, toilet cleaning, litter collection, fixtures and fittings maintenance and garden maintenance.

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

For the 2006/2007 period the increased scope of works involves ongoing variations and maintenance associated with new assets which are primarily grassed areas and gardens.

Significant new maintenance items which come on line in 2006/2007 include asset maintenance associated with the Waitakere Trusts Stadium changing rooms and toilets and assets associated within the Olympic Park development project.

## ISSUES

The current contract with Eco City Services (Techscape Limited) is working extremely well with good results in quality, performance and service delivery. In the 2006/2007 contract period, Eco City Services (Techscape Limited) have consistently met contract key performance targets.

Eco City Services (Techscape Limited) have demonstrated:

- Performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere City Parks and Community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

Due to increases in the current levels of Consumer Price Index, Eco City Services (Techscape Limited) were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK05003A - Sports Park Programmed Maintenance. Eco City Services (Techscape Limited) has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

This is for the third year of the initial 3 year contract period.

## JOB COSTS

	<u>Excl. GST</u>
2006/2007 Tender sum – Eco City Services (Techscape Ltd)	\$ 1,774,063.96
Negotiated increase (4.0% CPI and increases to scope)	\$ 75,478.20
Contingency	\$ 180,457.84
	-----
Total Job Cost	\$ 2,030,000.00

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Sports Facilities Maintenance	\$329,000	\$0	\$329,000	\$0
Fixtures and Furniture Maintenance	\$274,000	\$244,000	\$30,000	\$0
Litter Control	\$616,000	\$516,000	\$100,000	\$0
Planting Maintenance	\$860,000	\$760,000	\$100,000	\$0
Building Maintenance	\$702,000	\$592,000	\$110,000	\$0
Car Park and Driveways Maintenance	\$138,000	\$28,000	\$110,000	\$0
Services Maintenance	\$215,000	\$175,000	\$40,000	\$0
Sportfield Maintenance	\$1,074,000	\$0	\$1,074,000	\$0
Paths Tracks and Walkway Maintenance	\$162,000	\$147,000	\$15,000	\$0
The Trusts Stadium Events Setup	\$11,000	\$5,000	\$6,000	\$0
Plantings Parks Renewals	\$247,000	\$217,000	\$30,000	\$0
Sand Sports Field Renewals	\$568,000	\$528,000	\$40,000	\$0
Sports Facilities Renewals	\$71,000	\$25,000	\$46,000	\$0
<b>Totals</b>	<b>\$5,267,000</b>	<b>\$3,237,000</b>	<b>\$2,030,000</b>	<b>\$0</b>

The following funding commitments are required:

- A commitment to fund the Sports Park Programmed Maintenance contract for \$2,030,000 plus \$253,750.00 GST totalling \$2,283,750 is requested from the 2007/2008 Annual Plan.

### SUMMARY

Eco City Services (Techscope Limited) has performed extremely well and quality standards have been met in the delivery of service to Contract No. PK05003A - Sports Park Programmed Maintenance.

Accordingly, it is recommended that the contract sum be increased for the 2007/2008 financial year to a new annual contract sum of \$1,849,542.16 plus \$231,192.77 GST totalling \$2,080,734.93.

It is considered that there is benefit for Council in extending the contract sum for 2006/2007 with Eco City Services (Techscope Limited) as they have carried out the contract works to a high standard in a timely manner and the works are competitively priced.

## **RECOMMENDATIONS**

1. That the Contract No. PK05003A - Sports Park Programmed Maintenance - Extension to Contract Sum report be received.
2. That the contract sum for Contract No. PK05003A - Sports Park Programmed Maintenance to Eco City Services (Techscape Limited) be increased to \$1,849,542.16 plus \$231,192.77 GST totalling \$2,080,734.93 for 2006/2007 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK05003A - Sports Park Programmed Maintenance for the sum of \$2,030,000.00 plus \$253,750.00 GST totalling \$2,283,750.00 be approved.
4. That the authority to extend Contract No. PK05003A - Sports Park Programmed Maintenance, as in recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.



## **17 CONTRACT PK05002A - CITYWIDE ARBORICULTURAL MAINTENANCE - EXTENSION TO CONTRACT PERIOD AND SUM**

### **PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK05002A - Citywide Arboricultural Maintenance for a further period of two (2) years from 1 July 2007 to 30 June 2009 as stipulated in the contract documents and increase the contract sum.

### **BACKGROUND**

Approval was granted by the Tenders Subcommittee at the 4 March 2005 meeting to award Contract No. PK 05002A Citywide Arboricultural Maintenance roadside vegetation for two (2) years with extensions of two (2) plus two (2) years, to Treescape Limited:

- “1. That the tender from Treescape Limited for Contract No. PK 05002 - Citywide Arboricultural Maintenance for the period 2005/2006 - 2006/2007 in the sum of \$1,283,552.00 plus \$160,444.00 GST, totalling \$1,443,996.00 be approved.
2. That the commitment to the 2005/2006 financial year for Contract No. PK 05002 - Citywide Arboricultural Maintenance in the sum of \$792,250.00 plus \$99,031.00 GST, totalling \$891,281.00 be approved.
3. That the commitment to the 2006/2007 financial year for Contract No. PK 05002 - Citywide Arboricultural Maintenance in the sum of \$792,250.00 plus \$99,031.00 GST, totalling \$891,281.00 be approved.
4. That authority to extend Contract No. PK 05002 - Citywide Arboricultural Maintenance for a further two (2) plus two (2) years be delegated to the Group Manager: Asset Management.
5. That authority to enter into Contract No. PK 05002 - Citywide Arboricultural Maintenance on behalf of Council be delegated to the Group Manager: Asset Management.”

A report was presented to Tenders Subcommittee on 16 June 2006 to extend the contract sum to allow for cost fluctuations and ongoing variations. It was resolved:

- “1. That the Contract No. PK05002A - Citywide Arboricultural Maintenance - Extension to Contract Sum report be received.
2. That an increase in the contract sum of Contract No. PK05002A - Citywide Arboricultural Maintenance to the sum of \$937,940.00 plus \$117,242.50 GST totalling \$1,055,182.50 be accepted.
3. That the commitment to the 2006/2007 financial year for Contract No. PK05002A - Citywide Arboricultural Maintenance to the sum of \$937,940.00 plus \$117,242.50 GST totalling \$1,055,182.50 be approved.
4. That the authority to extend Contract No. PK05002A - Citywide Arboricultural Maintenance be delegated to the Group Manager: Asset Management.”

1030/2006

This contract is a continuation of Council's routine citywide tree maintenance programme. The works are required in order to ensure the continued health, safety and general integrity of the City's tree asset. Works required within the contract also meet Council's other statutory obligations including those under the Electricity (Hazards from Trees) Regulations 2003.

#### SCOPE OF WORK

The scope of work includes:

- a) Formative pruning;
- b) Tree removal;
- c) Stump grinding and removal;
- d) Line clearing around overhead services;
- e) Control of vegetation along carriageways;
- f) Updating of the City's Street Tree Asset Inventory;
- g) Provision of a 24 hour emergency response service;
- h) Tree planting;
- i) Aftercare of newly planted trees;
- j) Management of roadside, track and walkway vegetation;
- k) Tree maintenance throughout Waikumete Cemetery.

The Contractor is required to maintain the tree assets within Town Centres and High Profile Areas in a defect free condition. This requires weekly inspections of the High Profile Areas and to treat any works required within these areas as a high priority and action immediately.

The Contractor is also required to provide adequate resources to manage tree maintenance works at Waikumete Cemetery and overhanging track, walkway and roadside vegetation.

In accordance with the Electricity (Hazards from Trees) Regulations 2003, the Contractor has, on behalf of Council, become responsible for the clearance of trees from overhead power and telecommunications cables. The scope of this work has grown on an incremental basis, in line with the utilities progress on the First Cut or Trim programmes. Following the First Cut or Trim, undertaken at no cost by the utility, tree owners become legally responsible for their tree asset in relation to power cables. Funding for the tree trimming works has been identified as a provisional sum within the contract.

The Contractor also provides services such as staff relief, specialist tree assessments and reports, resource consent applications and project co-ordination (eg. tree planting projects).

## ISSUES

Due to increases in the current levels of Consumer Price Index, Treescape Limited were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK05002A - Citywide Arboricultural Maintenance. Treescape Limited has agreed that their tender price market fluctuation for labour and material costs would be 4.0%.

The current contract with Treescape Limited is working extremely well with good results in quality, performance and service delivery. In the 2005/2006 and 2006/2007 contract period Treescape Limited have consistently met contract performance rating KPI targets.

Treescape Limited has demonstrated:

- Performance in service delivery;
- Improvements in the quality of work;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to provide innovative ideas and solutions.

## JOB COSTS

	<u>Excl. GST</u>
2006/2007 Tender sum – Treescape Ltd	\$ 937,940.00
Negotiated increase (4.0% CPI and increases to scope)	\$ 37,517.60
Contingency	\$ 97,500.00
	-----
Total Job Cost	\$ 1,072,957.60

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

## SOURCE OF FUNDING

### 2007/2008 and 2008/2009

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Arboricultural Maintenance	\$924,000.00	\$137,042.40	\$786,957.60	\$0.00
Arboriculture Renewals	\$72,000.00	\$2,000.00	\$70,000.00	\$0.00
Tree Maintenance under Power Lines	\$216,000.00	\$0.00	\$216,000.00	\$0.00
Trees Establishment Programme	\$23,000.00	\$23,000.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$1,235,000.00</b>	<b>\$162,042.40</b>	<b>\$1,072,957.60</b>	<b>\$0.00</b>

The following funding commitments are required:

- A commitment to fund the Contract No. PK05002A - Citywide Arboricultural Maintenance for \$1,072,957.60 plus \$134,119.70 GST totalling \$1,207,077.30 is requested from the 2007/2008 Annual Plan.
- A commitment to fund the Contract No. PK05002A - Citywide Arboricultural Maintenance for \$1,072,957.60 plus \$134,119.70 GST totalling \$1,207,077.30 is requested from the 2008/2009 Annual Plan.

### **SUMMARY**

It is considered that there is benefit for Council in extending the contract period for the 2006/2007 and 2008/2009 financial years with Treescape Limited as they have carried out the contract works to a high standard in a timely manner and the works remain competitively priced.

Accordingly, it is recommended that the contract period be extended for a further period of two (2) years from 1 July 2007 to 30 June 2009 and that the contract sum be increased for the 2007/2008 and 2008/2009 financial years to a new annual contract sum of \$975,457.60 plus \$121,932.20 GST totalling \$1,097,389.80.

### **RECOMMENDATIONS**

1. That the Contract No. PK05002A - Citywide Arboricultural Maintenance - Extension to Contract Period and Sum report be received.
2. That the renewal of Contract No. PK05002A - Citywide Arboricultural Maintenance for 2007/2008 and 2008/2009 to Treescape Limited for the sum of \$1,950,915.20 plus \$243,864.40 GST totalling \$2,194,779.60 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK05002A - Citywide Arboricultural Maintenance to the sum of \$1,072,957.60 plus \$134,119.70 GST totalling \$1,207,077.30 be approved.
4. That the commitment to the 2008/2009 financial year for Contract No. PK05002A - Citywide Arboricultural Maintenance to the sum of \$1,072,957.60 plus \$134,119.70 GST totalling \$1,207,077.30 be approved.
5. That the authority to extend Contract No. PK05002A - Citywide Arboricultural Maintenance, as in recommendation 2 above, be delegated to the Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.



18 **CONTRACT NO. PK03600M - PARKS MINOR WORKS AND RENEWALS -  
EXTENSION TO CONTRACT SUM AND PERIOD**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK 03600M - Parks Minor Works and Renewals for a further period of one (1) year from 1 July 2007 to 30 June 2008 as stipulated in the contract documents and increase the contract sum.

**BACKGROUND**

Parks and Maintenance Services Limited were awarded Contract No. PK03600M - Parks Minor Works and Renewals for a period of two years for an annual sum of \$495,842.50, totalling \$991,685.00 for the first two years from July 2003 to June 2005. The contract term and value was extended by Tenders Subcommittee from 1 July 2005 to 30<sup>th</sup> June 2006 for an annual sum of \$1,128,895.50.

This contract was awarded with a right of renewal of one (1), plus one (1), plus one (1) year. Parks and Maintenance Services Limited were awarded the contract based on their competitive contract rates established through a public tendering process.

Two (2) of the three (3) right of renewals will be completed by 30 June 2007.

A report was presented to Tenders Subcommittee on 16 June 2006 to extend the contract sum and the contract period. It was resolved:

- “1. That the Contract No. PK03600M - Parks Minor Works and Renewals – Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK03600M - Parks Minor Works and Renewals for 2006/2007 to Parks and Maintenance Services for the sum of \$1,211,329.00 plus \$151,416.12 GST, totalling \$1,362,745.12 be accepted subject to finalisation of the draft Annual Plan 2006/2007.
3. That the commitment to the 2006/2007 financial year for Contract No. PK03600M - Parks Minor Works and Renewals for the sum of \$1,211,329.00 plus \$151,416.12 GST, totalling \$1,362,745.12 be approved.
4. That authority to extend Contract No. PK03600M - Parks Minor Works and Renewals on behalf of Council be delegated to the Group Manager: Asset Management.”

1031/2006

**SCOPE OF WORK**

This contract forms part of Council's Asset Renewal Programme and covers the replacement and installation of new parks minor assets. Works under the contract include installation of new furniture, fencing, barriers, footpaths, signs as well as the upgrading of existing assets such as toilets.

**ISSUES**

Due to increases in the current levels of Consumer Price Index, Parks and Maintenance Services Limited were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK03600M - Parks Minor Works and Renewals. Parks and Maintenance Services Limited has agreed that their tender price market fluctuation for labour and material costs would be 3.0%.

The current Contract No. PK03600M - Parks Minor Works and Renewals with Parks and Maintenance Services Limited is working well with good results in quality and performance. It is considered that there is benefit for Council in extending the contract term for Contract No. PK03600M - Parks Minor Works and Renewals with Parks and Maintenance Services Limited as they have consistently met the contract performance measures to date, carried out the contract works to a high standard and the works are competitively priced

The recommendation to extend the contract is for the following reasons:

- Known performance in service delivery;
- Improvements in the quality of work;
- Familiarity with the Waitakere City Parks and Community;
- A close working relationship with Council;
- Shared technology platforms.

This is the final extension for this contract and it is proposed to publicly tender this contract later this year in readiness for a start in July 2008.

### JOB COSTS

#### Excl. GST

2006/2007 Tender sum – Parks and Maintenance Services Ltd	\$ 1,211,329.00
Negotiated increase (3.0% CPI)	\$ 36,339.87
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Total Job Cost	\$ 1,247,668.87

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

### SOURCE OF FUNDING

#### 2007/2008

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Weed & Pest Maintenance	\$910,000	\$890,000	\$20,000	\$0
Services Maintenance	\$215,000	\$209,000	\$6,000	\$0
The Trusts Stadium Events Setup	\$11,000	\$6,000	\$5,000	\$0
Events support in parks	\$21,000	\$0	\$21,000	\$0
Roadside Vegetation Control	\$321,000	\$221,000	\$100,000	\$0
Building Renewals (Toilet & Changing Rooms Renewals)	\$570,000	\$444,000	\$126,000	\$0
Fixtures Renewals	\$639,000	\$291,000	\$348,000	\$0
Paving Renewals	\$481,000	\$201,000	\$280,000	\$0
Services Renewals	\$206,000	\$191,000	\$15,000	\$0
Sports Facilities Renewals	\$71,000	\$61,000	\$10,000	\$0

Budget Description (from draft Annual budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Structures Renewals	\$847,000	\$807,000	\$43,000	\$0
Asset Improvements - Fixtures, Furniture and Pathways	\$210,000	\$60,000	\$150,000	\$0
Community Board Projects	\$124,000	\$0	\$124,000	\$0
<b>Totals</b>	<b>\$4,626,000</b>	<b>\$3,381,000</b>	<b>\$1,248,000</b>	<b>\$0.00</b>

The following funding commitments are required:

- A commitment to fund the Parks Minor Asset Renewals for \$1,247,668.87 plus \$155,958.61 GST totalling \$1,403,627.48 is requested from the 2007/2008 Annual Plan.

### **SUMMARY**

Parks and Maintenance Services Limited have performed extremely well and quality standards have been met in the delivery of the Contract No. PK03600M - Parks Minor Works and Renewals.

Accordingly, it is recommended that the contract period be extended for 1 further year until 30 June 2008 and that the contract sum be increased for the 2007/2008 financial year to a new annual contract sum of \$1,247,668.87 plus \$155,958.61 GST totalling \$1,403,627.48.

### **RECOMMENDATIONS**

1. That the Contract No. PK03600M - Parks Minor Works and Renewals - Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK03600M - Parks Minor Works and Renewals for 2007/2008 to Parks and Maintenance Services Limited for the sum of \$1,247,668.87 plus \$155,958.61 GST totalling \$1,403,627.48 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK03600M - Parks Minor Works and Renewals for the sum of \$1,247,668.87 plus \$155,958.61 GST totalling \$1,403,627.48 be approved.
4. That authority to extend the contract sum and period for Contract No. PK03600M - Parks Minor Works and Renewals, as in recommendation 2 above, on behalf of Council be delegated to Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.



19 **CONTRACT NO. PK03600D - PARKS RESPONSE MAINTENANCE - EXTENSION TO CONTRACT SUM AND PERIOD**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. PK03600D - Parks Response Maintenance for a further period of one (1) year from 1 July 2007 to 30 June 2008 as stipulated in the contract documents and increase the contract sum.

**BACKGROUND**

Parks and Maintenance Services Limited were awarded Contract No. PK03600D - Parks Response Maintenance for a period of two years commencing in 1 July 2003. This contract was awarded with a right of renewal of one (1), plus one (1), plus one (1) year, subject to satisfactory performance by the contractor and availability and approval of adequate funds. They were awarded the contract based on their competitive contract rates established through a public tendering process.

Two (2) of the three (3) right of renewals will be completed by 30th June 2007.

The contract scope was changed in 2006 to accommodate resources to undertake the increase in service requests and a report was presented to Tenders Subcommittee on 16 June 2006 to extend the contract sum and the contract period.

At the Tenders Subcommittee meeting on 16 June 2006 it was resolved:

- “1. That the Contract No. PK03600D - Parks Response Maintenance Contract - Extension to Contract Sum report be received.
2. That the Contract No. PK03600D - Parks Response Maintenance contract sum be increased to \$1,068,045.80 plus \$133,505.73 GST totalling \$1,201,551.53 for 2006/2007.
3. That the Contract No. PK03600D - Parks Response Maintenance contract sum be increased to \$1,068,045.80 plus \$133,505.73 GST totalling \$1,201,551.53 for 2007/2008.
4. That the commitment to the 2006/2007 financial year for Contract No. PK03600D - Parks Response Maintenance for the sum of \$1,118,045.80 plus \$139,755.72 GST totalling \$1,257,801.52 be approved.
5. That the commitment to the 2007/2008 financial year for Contract No. PK03600D - Parks Response Maintenance for the sum of \$1,118,045.80 plus \$139,755.72 GST totalling \$1,257,801.52 be approved subject to contractor performance and funding availability.
6. That authority to extend Contract No. PK03600D - Parks Response Maintenance on behalf of the Council be delegated to the Group Manager: Asset Management.”

1028/2006

## ISSUES

The scope of works for this contract was for the contractor to:

- establish teams to respond to customer requests in parks, civic areas and town centres;
- undertake the repairs themselves or arrange for specialists or subcontractors to carry out the works;
- carry out inspections of hazard areas and facilities;
- manage the supply of materials for the Periodic Detention programme and oversee works;
- undertake asset condition auditing.

The response work within the Contract No. PK03600D - Parks Response Maintenance also includes responding to maintenance and call outs for Parks stand alone waste water systems and pump systems.

Parks and Maintenance Services Limited have demonstrated:

- Performance in service delivery;
- Improvements in the quality of work;
- The ability to develop processes and systems to improve the project management of works;
- A familiarity with Waitakere parks and community;
- A close working relationship with Council;
- The ability to produce innovative ideas and solutions.

The original contract was competitively priced and through discussions with the existing contractor, Parks and Maintenance Services Limited, regarding the extension to the contract they have agreed that the only increase on the contract rates will be labour and petrol. All other material costs and subcontractor rates will remain the same as per the renegotiated rates in 2005.

This is the final extension for this contract and it is proposed to publicly tender this contract later this year in readiness for a start in July 2008.

### **Benefits to Council to extend this contract for a further one (1) year:**

- Long term savings in quality works, reducing maintenance costs;
- Detailed safety record reduces risk to Council.

Due to increases in the current levels of Consumer Price Index, Parks and Maintenance Services Limited were invited to submit percentage cost fluctuation adjustments by indexation for Contract No. PK03600D - Parks Response Maintenance. Parks and Maintenance Services Limited have agreed that their tender price market fluctuation for labour and material costs would be 3.0%.

## JOB COSTS

	<u>Excl. GST</u>
2006/2007 Tender sum – Parks and Maintenance Services Ltd	\$ 1,068,045.80
Negotiated increase (3.0% CPI and increases to scope)	\$ 112,041.20
Contingency	\$ 288,000.00
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Total Job Cost	\$ 1,468,087.00

Funds have been provided for the extension to the contract within the 2006-2016 Long Term Council Community Plan.

### SOURCE OF FUNDING

#### 2007/2008

Budget Description (from draft Annual Budget)	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
Arboricultural Maintenance	\$924,000	\$904,000	\$20,000	\$0.00
Fixtures and Furniture Maintenance	\$274,000	\$143,000	\$131,000	\$0.00
Litter Control	\$616,000	\$449,000	\$167,000	\$0.00
Passive Grass Maintenance	\$1,218,000	\$1,153,000	\$65,000	\$0.00
Planting Maintenance	\$860,000	\$830,000	\$30,000	\$0.00
Structure Maintenance	\$133,000	\$46,550	\$86,450	\$0.00
Building Maintenance	\$702,000	\$428,000	\$274,000	\$0.00
Weed & Pest Maintenance	\$910,000	\$772,363	\$137,637	\$0.00
Safety & Emergency Works	\$170,000	\$0	\$170,000	\$0.00
Services Maintenance	\$215,000	\$192,000	\$103,000	\$0.00
Roadside Vegetation Control	\$321,000	\$245,000	\$76,000	\$0.00
Building Renewals (Toilet & Changing Rooms Renewals)	\$570,000	\$541,000	\$29,000	\$0.00
Car Parks Renewals	\$456,000	\$436,000	\$20,000	\$0.00
Fixtures Renewals	\$639,000	\$580,000	\$59,000	\$0.00
Paving Renewals	\$481,000	\$456,000	\$25,000	\$0.00
Plantings Parks Renewals	\$247,000	\$212,000	\$35,000	\$0.00
Services Renewals	\$206,000	\$181,000	\$25,000	\$0.00
Sports Facilities Renewals	\$71,000	\$56,000	\$15,000	\$0.00
<b>Totals</b>	<b>\$9,013,000</b>	<b>\$7,624,913</b>	<b>\$1,468,087</b>	<b>\$0</b>

The following funding commitments are required:

- A commitment to fund the Parks Response Maintenance Contract for \$1,468,087 plus \$183,510.88 GST totalling \$1,651,597.88 is requested from the 2007/2008 Annual Plan.

## SUMMARY

Parks and Maintenance Services Limited have performed extremely well and quality standards have been met in the delivery of the Parks Response Maintenance contract.

Accordingly, it is recommended that the contract period be extended for 1 further year until 30 June 2008 and that the contract sum be increased for the 2007/2008 financial year to a new annual contract sum of \$1,180,087 plus \$147,510.88 GST totalling \$1,327,597.88.

## RECOMMENDATIONS

1. That the Contract No. PK03600D - Parks Response Maintenance - Extension to Contract Sum and Period report be received.
2. That the renewal of Contract No. PK03600D - Parks Response Maintenance for 2007/2008 to Parks and Maintenance Services for the sum of \$1,180,087.00 plus \$147,510.88 GST totalling \$1,327,597.88 be approved.
3. That the commitment to the 2007/2008 financial year for Contract No. PK03600D - Parks Response Maintenance for the sum of \$1,468,087.00 plus \$183,510.88 GST totalling \$1,651,597.88 be approved.
4. That authority to extend the contract sum and period for Contract No. PK03600D - Parks Response Maintenance, as in recommendation 2 above, on behalf of Council be delegated to Group Manager: Asset Management.

Report prepared by: Grant Jennings, Parks & Open Spaces Asset Manager.

