

**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD AT
WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON FRIDAY, 2 MAY 2008, COMMENCING AT 9.00 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFLICTS OF INTEREST	1
4	CONFIRMATION OF MINUTES	1
5	CONTRACT NO. EW04135C - ON-SITE WASTEWATER MANAGEMENT SYSTEMS - INSPECTION AND CLEANING - EXTENSION TO CONTRACT	2
6	CONTRACT NO. PY06046D - RESPONSE MAINTENANCE - PLUMBING	4
7	CONTRACT NO. PY06046F - CITYWIDE LIFT AND ESCALATOR MAINTENANCE	6
8	CONTRACT NO. PY06046G - CITYWIDE EXTERIOR BUILDING WASH	9
9	CONTRACT NO. PY07001J - CITYWIDE HYGIENE SERVICES - PUBLIC TENDER	13
10	CONTRACT NO. PY07001K - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - DOORS - PUBLIC TENDER	14
11	CONTRACT NO. PY07001L - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - HEATING VENTILATION AIR CONDITIONING - PUBLIC TENDER	15
12	CONTRACT NO. PY07001M - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - GLASS - PUBLIC TENDER	17

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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 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



4 CONFIRMATION OF MINUTES

Meeting Minutes - 11 April 2008

RECOMMENDATION

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 11 April 2008, as circulated, be taken as read and now be confirmed.



5 **CONTRACT NO. EW04135C - ON-SITE WASTEWATER MANAGEMENT SYSTEMS - INSPECTION AND CLEANING - EXTENSION TO CONTRACT**

GLOSSARY

Interclean Liquid Waste Disposal (ILWD)

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. EW04135C - On Site Wastewater Management Systems - Inspection and Cleaning for a further three years until 31 March 2011.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. EW04135C - On Site Wastewater Management Systems - Inspection and Cleaning - Extension to Contract report.
2. **Approve** the Group Manager: Asset Management be given authority to enter into negotiations with Interclean Liquid Waste Disposal to extend Contract No. EW04135C - On Site Wastewater Management Systems - Inspection and Cleaning for a further three years until 31 March 2011.
3. **Defer** the decision to extend Contract No. EW04135C - On Site Wastewater Management Systems - Inspection and Cleaning be extended with Interclean Liquid Waste Disposal for a further three years until the outcome of negotiations between the Group Manager: Asset Management and Interclean Liquid Waste Disposal are reported back to the Tenders Subcommittee.
4. **Approve** the extension of Contract No. EW04135C - On Site Wastewater Management Systems - Inspection and Cleaning with Interclean Liquid Waste Disposal on a month by month basis.

BACKGROUND

1. The contract is for pumping out of on-site wastewater treatment systems including septic tanks. This also includes long drops and grease traps together with an inspection of, and reporting of, the condition on the on-site wastewater treatment systems over a three year cycle. High-tech systems are not included in this contract. Council has a duty to monitor the environmental effects of wastewater in rural areas of the City.
2. A report "Assessment of Pump-Out Frequencies for On-Site Wastewater Systems" was carried out in May 2005 by URS New Zealand Ltd. The purpose of this report was to assess the pump-out frequencies for the various on-site wastewater systems employed in Waitakere. This report confirmed that the current three year pump-out frequency for septic tanks in Waitakere is within the range recommended by system manufacturers, on-site wastewater experts and pump-out contractors.
3. The cost of this service is recovered by means of a Rate called the Rural Sewerage Charge. The Rural Sewerage Charge is collected as an annual Rate charged on the property and the service is delivered every three years. The current contractor Interclean Liquid Waste Disposal (ILWD) has been cleaning and inspecting the septic tanks for the last 12 years and has gained local knowledge which significantly contributes to the efficiency and effectiveness of the programme

4. The contract is currently awarded to ILWD who took over the original company Liquid Waste Disposal in December 2006 and who had been pumping out septic tanks in Waitakere since 1996. The new company ILWD has successfully retained key staff which, is seen as critical to the success of the relationship between the Principal and Customers. Since January 2007 the performance has seen sustained improvement. Customer feedback from satisfaction surveys have been received showing the work has been completed to a satisfactory standard. Contract Key Performance Indicators have been met satisfactorily. The current contractor has achieved satisfactory Health and safety performance.
5. The current contract specifically allows at the Principals sole discretion to renew the contract for a further three year term subject to satisfactory performance criteria set out in the contract. The contract details how any cost fluctuations are to be managed. At the Tenders Subcommittee meeting dated 12 November 2004 it was resolved:

- “1. That the Septic Tank Pump Out and Inspection Contract report be received.
2. That approval be given to invite tenders for a three-year contract, with option for extension for a further three years, for the Septic Tank Pump Out and Inspection Contract.”

1928/2004

6. The preferred option is for negotiating the contract extension for three years with the current contractor ILWD.

SCOPE OF WORK

7. The scope of work is for pumping out of on-site wastewater treatment systems including septic tanks. This also includes long drops and grease traps together with an inspection of, and reporting of, the condition on the on-site wastewater treatment systems over a three year cycle.
8. The scope of work includes the transport and disposal of the septage and also includes the compliance with existing Resource Consents and Trade Waste Discharge permits with Watercare.

TENDERS RECEIVED

9. It is proposed to negotiate with the current contractor, ILWD, under conditions specified in the current contract.

TENDER EVALUATION

10. It is proposed to negotiate with the current contractor, ILWD, and report back on the outcome of these discussions.

CREDIT CHECK

11. A credit check will be undertaken as part of the negotiation process.

JOB COSTS

12. It is proposed to negotiate with the current contractor, ILWD, and report back on the outcome of these discussions.

SOURCE OF FUNDING

13. Funding for this activity is detailed in the 2006-2016 Long Term Council Community Plan in the chart below:-

	Budget name	SAP Code	Budget	Committed to other projects	Allocation to this project	Non allocated Balance
Year 1 2008/2009	Rural Septic tank pump out management	6600	\$822,000	-	\$822,000	-
Year 2 2009/2010	Rural Septic tank pump out management	6600	\$862,000	-	\$862,000	-
Year 3 2010/2011	Rural Septic tank pump out management	6600	\$902,000	-	\$902,000	-
		Total	\$2,586,000	-	\$2,586,000	-

IMPLEMENTATION ISSUES

14. Issues involved in implementing the recommended decision are:
- The time necessary to undertake negotiations will mean the contract period will expire.
 - A month by month extension of the current contract is required by means of variation to the existing to the current contract.
 - The decision to extend the contract will need to be deferred until the outcome of the negotiations is known.
 - The current Rural Sewerage Charge is \$154 per annum, equivalent to \$462 every three years. Any increase in costs will directly affect this charge. Over 5,498 tanks are currently serviced every three years.

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



6 CONTRACT NO. PY06046D - RESPONSE MAINTENANCE - PLUMBING

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PY06046D - Response Maintenance - Plumbing, for a term of 1+1+1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

- Receive** the Contract No. PY06046D - Response Maintenance - Plumbing report.
- Approve** that the tender from AllWest Plumbing Ltd for Contract No. PY06046D - Response Maintenance - Plumbing in the sum of \$540,000.00 plus \$67,500.00 GST, totalling \$607,500.00 be accepted for a term of 1+1+1 years.
- Approve** committing \$180,000.00 plus GST against the 2008/2009 Annual Plan for Contract No. PY06046D - Response Maintenance - Plumbing.

4. **Approve** committing \$180,000.00 plus GST against the 2009/2010 Annual Plan for Contract No. PY06046D - Response Maintenance - Plumbing.
5. **Approve** committing \$180,000.00 plus GST against the 2010/2011 Annual Plan for Contract No. PY06046D - Response Maintenance - Plumbing.
6. **Agree** that renewals be brought back to this committee for approval.
7. **Approve** that authority to enter into Contract No. PY06046D - Response Maintenance -Plumbing on behalf of Council be delegated to the Group Manager: Asset Management.

BACKGROUND

1. This contract is recommendations designed to meet the service needs of our clients in terms of their plumbing requirements, this includes but is not limited to:
 - response maintenance;
 - planned maintenance.
2. Historical data of the 2006/2007 financial year shows that the existing plumbing response maintenance contract responded to an average of 62 service requests per month with an average cost of \$200 per job.
3. Resolution 4011/2007 gave authority to the Chief Executive Officer to negotiate Contract No. PY06046D - Response Maintenance - Plumbing including the contract sum, period, and scope and report back on the outcomes of negotiations to the Tenders Subcommittee. Historically the hourly rates attached to this contract have risen from \$28 per hour in 2003 to \$39 per hour for the 2006/2007 financial year.
4. The increase as indicated in Table 1. remains below current market rates:

Contract Sum	Contract Period	Hourly Rate	Mark up on Materials
\$540,000.00	36 Months	\$42.00	10%

Table 1

SCOPE OF WORK

5. The supply of plumbing repair and maintenance services and minor works as required for a range of Waitakere City Council sites. Response maintenance services include emergency and out of hours works to plumbing / sanitary fittings, gutter and roofing works and general leak detection / repair as required.
6. Response maintenance works are charged out on a time and materials basis up to \$500, minor works and work projected to be in excess of \$500 require a written quote to be authorised by the Council Representative.

CONTRACTORS PERFORMANCE

7. Allwest Plumbing Ltd continue to provide an excellent service to Waitakere City Council, their knowledge of the buildings and systems is unparalleled.
8. 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.

CREDIT CHECK

9. A credit check carried out on 18 March 2008 revealed no adverse information.

JOB COSTS

10. **excl. GST**

Tender sum - Allwest Plumbing Limited	\$540,000.00
Total Job Cost	\$540,000.00 - 36 months
Total Annual Cost	<u>\$180,000.00</u>

SOURCE OF FUNDING

11. Source of funding is shown in Table 2 below:

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
2008/2009 Response Maintenance	*Various	\$297,000.00	\$117,000.00	\$180,000.00	-
2009/2010 Response Maintenance	*Various	\$309,000.00	\$129,000.00	\$180,000.00	-
2010/2011 Response Maintenance	*Various	\$312,000.00	\$132,000.00	\$180,000.00	-

Table 2

IMPLEMENTATION ISSUES

12. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



7 CONTRACT NO. PY06046F - CITYWIDE LIFT AND ESCALATOR MAINTENANCE

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PY06046F - Citywide Lift and Escalator Maintenance for a term of 1+1+1 years..

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY06046F - Citywide Lift and Escalator Maintenance report.
2. **Approve** the tender from Otis Elevator Company Pty Limited for Contract No. PY06046F - Citywide Lift and Escalator Maintenance in the sum of \$140,313.00 plus \$17,539.13 GST, totalling \$157,852.13 be accepted for a term of 1+1+1 years.

3. **Approve** committing \$46,771.00 plus GST against the 2008/2009 Annual Plan for Contract No. PY06046F - Citywide Lift and Escalator Maintenance.
4. **Approve** committing \$46,771.00 plus GST against the 2009/2010 Annual Plan for Contract No. PY06046F - Citywide Lift and Escalator Maintenance.
5. **Approve** committing \$46,771.00 plus GST against the 2010/2011 Annual Plan for Contract No. PY06046F - Citywide Lift and Escalator Maintenance.
6. **Agree** that renewals be brought back to this committee for approval.
7. **Approve** that authority to enter into Contract No. PY06046F - Citywide Lift and Escalator Maintenance on behalf of Council be delegated to the Group Manager: Asset Management.

BACKGROUND

1. This contract is designed to meet the service requirements of Council's lifts and escalators in terms of statutory testing, and to ensure continued service and reliability.
2. The contract will include planned and response maintenance.
3. Council's various lifts and escalators are currently being serviced by a variety of contractors.

CONTRACTORS PERFORMANCE

4. Otis Elevator Company Pty Ltd currently maintain the lift that services Lopdell House, and as such have formed a good working relationship with Council.
5. 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.

SCOPE OF WORK

6. The contract is for the provision of planned and response maintenance for lifts and escalators installed at Waitakere City Council sites, the work will include all statutory testing and will be carried out to the appropriate standard.
7. The proposed contract is to be awarded for a 36 month term.

TENDERS RECEIVED

8. Tenders were publicly advertised with four (4) sets of documents being uplifted. Three (3) tenders were received by the closing date of Tuesday, 22 January. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Otis Elevator Company Pty Ltd	60 Stanley Street, Auckland	\$46,771.00
Schindler Lifts NZ Ltd	25 Nugent Street, Auckland	\$78,532.00
Kone Elevators Pty Ltd	97 Mt Eden Road, Auckland	\$68,880.00
Pre-tender contract estimate		\$60,000.00

Table 1 - Summary of Tender Prices

TENDER EVALUATION

9. 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".
10. A summary of the evaluation results is shown in Table 2 below:

Tender Evaluation	Attributes	Exper.	Track Record	Tech. Skill	Resour.	Manag. Skill	Method.	Price	Contract Number PY06046G
	Weights	10	10	10	5	5	10	50	Total Weights
Tenderer	Tender Sum	Grades							INDEX
Otis Elevator Company Pty Ltd	\$46,771.00	63	70	67	70	57	57	82	73
Schindler Lifts NZ Ltd	\$78,532.00	77	77	73	83	60	57	36	53
Kone Elevators Pty Ltd	\$68,880.00	77	77	70	63	67	60	50	60
Med.n Tender Price	\$68,880.00								

* Attribute grading as defined by Transit NZ in their CPP Tender Evaluation Manual Effective 1 March 1997

Table 2 - Summary of Tender Evaluation

11. The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Otis Elevator Company Pty Ltd achieved the highest index of 73. This tender is also the lowest priced tender.

TAGS, ERRORS OR OMISSIONS

12. Otis Elevator Company Pty Ltd proposes changes be made to Council's contract termination clauses, which will be negotiated at award.
13. Schindler Lifts NZ Ltd proposes changes be made to Council's contract termination clauses, and negotiation be made on contractors bond. These tags have no impact on the tender evaluation.
14. Kone Elevators Pty Ltd have not mentioned tags.

CREDIT CHECK

15. A credit check carried out on 9 April 2008 revealed no adverse information.

JOB COSTS

16.		excl. GST
	Tender sum - Otis Elevator Company Pty Ltd	\$140,313.00 - 36 months
	Contingency	\$ 30,000.00

	Total Contract Value	\$170,313.00

SOURCE OF FUNDING

17. Source of Funding is shown in Table 3 below:

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
2008/2009 Building Compliance	*Various	\$111,000.00	\$54,229.00	\$56,771.00	-
2009/2010 Building Compliance	*Various	\$114,000.00	\$57,229.00	\$56,771.00	-
2010/2011 Building Compliance	*Various	\$115,000.00	\$58,229.00	\$56,771.00	-

Table 3 - Summary of Tender Evaluation

IMPLEMENTATION ISSUES

18. There are a number of existing service contracts in place for the various lifts and escalators installed at Waitakere City Council sites, this contract will be implemented in stages based on the notice period of the existing contracts.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



8 CONTRACT NO. PY06046G - CITYWIDE EXTERIOR BUILDING WASH

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Tenders Subcommittee to award Contract No. PY06046G - Citywide Exterior Building Wash for a term of 1+1+1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY06046G - Citywide Exterior Building Wash report.
2. **Approve** that the tender from Milestone Group Limited for Contract No. PY06046G -Citywide Exterior Building Wash in the sum of \$211,921.00 plus \$26,490.13 GST, totalling \$238,411.13 be accepted for a term of 1+1+1 years.
3. **Approve** that the tender for Contract No. PY06046G - Citywide Exterior Building Wash be awarded to other than the lowest priced tender, because the weighted attributes tender evaluation method requires the tendering authority to enter into a contract only with the tender that scores the highest overall index.
4. **Approve** committing \$67,223.00 plus GST against the 2008/2009 Annual Plan for Contract No. PY06046G - Citywide Exterior Building Wash.
5. **Approve** committing \$70,584.00 plus GST against the 2009/2010 Annual Plan for Contract No. PY06046G - Citywide Exterior Building Wash.
6. **Approve** committing \$74,114.00 plus GST against the 2010/2011 Annual Plan for Contract No. PY06046G - Citywide Exterior Building Wash.

7. **Agree** that renewals be brought back to this committee for approval.
8. **Approve** that authority to enter into Contract No. PY06046G - Citywide Exterior Building Wash on behalf of Council be delegated to the Group Manager: Asset Management.

BACKGROUND

1. Council owns or manages a number of large commercial buildings which require regular cleaning.
2. The buildings to be covered by this contract are:
 - Community Centres;
 - Libraries;
 - Council Offices;
 - Council Direct Service Units.
3. This contract is for exterior and gutter cleaning of all of Council's non-residential buildings. The contract includes both programmed maintenance and response maintenance services, to be carried out in accordance with the appropriate New Zealand standards.

CONTRACTORS PERFORMANCE

4. The Milestone Group Limited currently sub contract to a number of large cleaning companies, by directly employing this tenderer, the cost to Council will be reduced.
5. 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.

SCOPE OF WORK

6. The Contract is for the provision of service to carry out exterior building washes and general gutter cleaning of 33 Waitakere City Council commercial buildings in accordance with the contract specifications.
7. The proposed contract is to be awarded for a 36 month term, each building will receive one clean per annum.

TENDERS RECEIVED

8. Tenders were publicly advertised with 13 sets of documents being uplifted. Six (6) tenders were received by the closing date of Tuesday, 22 January 2008. These are summarised in Table 1 below:

TENDERER	REG OFFICE	TENDER PRICE (excl. GST)
Interclean Industrial Services	East Tamaki	\$145,066.41
Milestone Group Ltd	Auckland City	\$211,921.00
Masta Blasta	Blockhouse Bay	\$232,309.05
Softwash Ltd	Hamilton	\$239,587.50
Masta Maintenance Services	Wellington	\$264,900.00
OCS	Auckland City	\$636,680.39
Pre-tender contract estimate		\$150,000.00

Table 1 - Summary of Tender Prices

TENDER EVALUATION

9. 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".
10. A summary of the evaluation results is shown in Table 2 below:

Tender Evaluation	Attributes	Exper.	Track Record	Tech. Skill	Resour.	Manag. Skill	Method.	Price	Contract Number PY06046G
									Total Weights
	Weights	10	10	10	5	5	10	50	100
Tenderer	Tender Sum	Grades							INDEX
Interclean Industrial Services	\$145,066.41	47	33	37	65	13	27	89	Disqualified
Milestone Group Ltd	\$211,921.00	44	37	46	65	66	37	60	53
Masta Blasta Services Ltd	\$232,309.05	32	31	37	48	48	32	52	Disqualified
Softwash Ltd	\$239,587.50	39	37	35	26	71	28	48	Disqualified
Masta Maintenance Services Ltd	\$264,900.00	43	25	41	73	63	28	38	Disqualified
OCS Ltd	\$636,680.39	41	37	45	52	53	38	-120	-39
Med.n Tender Price	\$235,948.28								

* Attribute grading as defined by Transit NZ in their CPP Tender Evaluation Manual Effective 1 March 1997

Table 2 - Summary of Tender Evaluation

11. During the tender evaluation process it was decided by the evaluation panel that clarification was required in regards to methodology, a request for additional information was sent out to all submitted tenderers.
12. Interclean Industrial Services failed to respond to the request for clarification, and further requests have gone unanswered, which has resulted in their disqualification.
13. Masta Blasta Services Ltd where disqualified based on the tender panels review of the stated methodology in relation to the age and condition of the buildings being cleaned, and their track record with working on multi storey buildings.
14. Softwash Ltd where disqualified based on information supplied regarding their resources to carry out the contract works, this was to be sub contracted out and managed from Hamilton.
15. Masta Maintenance Services Ltd where disqualified based on the tender panels review of the stated chemical usage, and lack of health and safety data.
16. The results of the tender evaluation as summarised in Table 2 shows that the tender submitted by Milestone Group Limited achieved the highest index of 53. This tender is also the second lowest priced tender.

TAGS, ERRORS OR OMISSIONS

17. Interclean Industrial Services tender made no mention of commercial building or window cleaning experience. No tags mentioned.

18. Milestone Group Ltd method of discharge or removal of wastewater was not mentioned, and deemed acceptable by the evaluation panel. The tenderer tagged the process around access to the escalator canopy as being Council responsibility, which has been deemed acceptable.
19. Masta Blasta Services Ltd detailed a brief tender with no mention of discharge or removal of wastewater. No tags mentioned.
20. Softwash Ltd showed no significant tags, errors or omissions:
21. Masta Maintenance Services Ltd tender showed little detail around chemical usage, comprehensive health and safety details not enclosed. No tags mentioned.
22. OCS Ltd tagged the removal of wastewater from site as requiring a variation to the contract.

CREDIT CHECK

23. A credit check carried out on 10 March 2008 revealed no adverse information.

JOB COSTS

24.	excl. GST
Tender sum - Milestone Group Limited	\$211,921.00
Contingency	\$ 30,079.00

Total Contract Value	\$242,000.00

SOURCE OF FUNDING

25. Source of Funding is shown in Table 3 below:

Budget Description (from Annual Budget line item)	Codes	Budget	Committed to Other Projects	Allocation to This Project	Unallocated Balance
2008/2009 Property Maintenance	*Various	\$377,000.00	\$289,777.00	\$67,223.00	\$20,000.00
2009/2010 Property Maintenance	*Various	\$206,000.00	\$115,416.00	\$70,584.00	\$20,000.00
2010/2011 Property Maintenance	*Various	\$793,000	\$698,886.00	\$74,114.00	\$20,000.00

IMPLEMENTATION ISSUES

26. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



9 CONTRACT NO. PY07001J - CITYWIDE HYGIENE SERVICES - PUBLIC TENDER

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY07001J - Citywide Hygiene Services for a term of 1 +1 +1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY07001J - Citywide Hygiene Services - Public Tender report.
2. **Approve** the request to publicly call for tenders for Contract No. PY07001J - Citywide Hygiene Services for a term of 1 +1 +1 years.
3. **Approve** that the results of the tender evaluation for Contract No. PY07001J - Citywide Hygiene Services be reported back to the Tenders Subcommittee.

BACKGROUND

1. Council has a large number of buildings which require hygiene services. This contract will cover supply and maintenance of hygiene services for these buildings:
 - Community Centres;
 - Libraries;
 - Council Offices.
2. This contract includes both programmed and response maintenance services.

DECISION MAKING

Issues

3. It is proposed to let the contract for a term of 1 +1 +1 years. The estimated contract value is \$200,000 plus GST per annum.
4. The request for a term of 1 +1 +1 years is in line with Council's Procurement Policy and based on the following:
 - The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;
 - The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;
 - The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

Preferred Option

5. A term of 1 +1 +1 years for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering. It provides a platform for competitive pricing and allows Council the flexibility to continue for the full term, if the contractor performs to expected standards.

SOURCE OF FUNDING

6. As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan 2006-2016.

IMPLEMENTATION ISSUES

7. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



10 CONTRACT NO. PY07001K - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - DOORS - PUBLIC TENDER

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY07001K - Citywide Planned and Response Maintenance - Doors for a term of 1 +1 +1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY07001K - Citywide Planned and Response Maintenance - Doors - Public Tender report.
2. **Approve** the request to publicly call for tenders for Contract No. PY07001K - Citywide Planned and Response Maintenance - Doors for a term of 1 +1 +1 years.
3. **Approve** that the results of the tender evaluation for Contract No. PY07001K - Citywide Planned and Response Maintenance - Doors be reported back to the Tenders Subcommittee.

BACKGROUND

1. Council is responsible for maintaining a large number of buildings and their associated doors which include Independent Qualified Person checks. This contract will cover 24 hour response maintenance, all planned maintenance, and all statutory testing of door systems for Waitakere City Council.

DECISION MAKING

Issues

2. It is proposed to let the contract for a term of 1 +1 +1 years. The estimated contract value is \$50,000 plus GST per annum.
3. The request for a term of 1 +1 +1 years is in line with Council's Procurement Policy and based on the following:
 - The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;

- The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;
- The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

Preferred Option

4. A term of 1 +1 +1 years for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering. It provides a platform for competitive pricing and allows Council the flexibility to continue for the full term, if the contractor performs to expected standards.

SOURCE OF FUNDING

5. As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan 2006-2016.

IMPLEMENTATION ISSUES

6. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



11 CONTRACT NO. PY07001L - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - HEATING VENTILATION AIR CONDITIONING - PUBLIC TENDER

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY07001L - Citywide Planned and Response Maintenance - Heating, Ventilation, Air Conditioning for a term of 1 +1 +1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY07001L - Citywide Planned and Response Maintenance - Heating, Ventilation, Air Conditioning - Public Tender report.
2. **Approve** the request to publicly call for tenders for Contract No. PY07001L - Citywide Planned and Response Maintenance - Heating, Ventilation, Air Conditioning for a term of 1 +1 +1 years.
3. **Approve** that the results of the tender evaluation for Contract No. PY07001L - Citywide Planned and Response Maintenance - Heating, Ventilation, Air Conditioning be reported back to the Tenders Subcommittee.

BACKGROUND

1. Council is responsible for maintaining a large number of building air conditioning systems in terms of planned and response maintenance and Independent Qualified Person checks. This contract will cover 24 hour response maintenance, all planned maintenance, and all statutory testing of Heating, Ventilation, Air Conditioning systems for Waitakere City Council.

DECISION MAKING

Issues

2. It is proposed to let the contract for a term of 1 +1 +1 years. The estimated contract value is \$70,000 plus GST per annum.
3. The request for a term of 1 +1 +1 years is in line with Council's Procurement Policy and based on the following:
 - The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;
 - The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;
 - The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

Preferred Option

4. A term of 1 +1 +1 years for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering. It provides a platform for competitive pricing and allows Council the flexibility to continue for the full term, if the contractor performs to expected standards.

SOURCE OF FUNDING

5. As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan 2006-2016.

IMPLEMENTATION ISSUES

6. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.



12 **CONTRACT NO. PY07001M - CITYWIDE PLANNED AND RESPONSE MAINTENANCE - GLASS - PUBLIC TENDER**

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from Tenders Subcommittee to publicly call for tenders for Contract No. PY07001M - Citywide Planned and Response Maintenance - Glass for a term of 1 +1 +1 years.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY07001M - Citywide Planned and Response Maintenance - Glass - Public Tender report.
2. **Approve** the request to publicly call for tenders for Contract No. PY07001M - Citywide Planned and Response Maintenance - Glass for a term of 1 +1 +1 years.
3. **Approve** that the results of the tender evaluation for Contract No. PY07001M - Citywide Planned and Response Maintenance be reported back to the Tenders Subcommittee.

BACKGROUND

1. Council is responsible for maintaining a large number of buildings the windows of which are subject to vandalism and accidental breakage. This contract will cover 24 hour planned and response maintenance of glass for Waitakere City Council.

DECISION MAKING

Issues

2. It is proposed to let the contract for a term of 1 +1 +1 years. The estimated contract value is \$50,000 plus GST per annum.
3. The request for a term of 1 +1 +1 years is in line with Council's Procurement Policy and based on the following:
 - The longer term will promote value for money setting a platform for competitive pricing due to the volume of work over this period;
 - The longer term allows the prospective Contractor to become established and gain specific property knowledge to operate the contract efficiently;
 - The risk to Council is minimised through the inclusion of performance criteria within the terms and conditions of the contract, which allow for early termination for non-performance.

Preferred Option

4. A term of 1 +1 +1 years for the contract allows economies to be achieved by the contractor in regards to amortising capital costs and reduces the internal cost to Council associated with annual tendering. It provides a platform for competitive pricing and allows Council the flexibility to continue for the full term, if the contractor performs to expected standards.

SOURCE OF FUNDING

5. As this contract has the potential to commit funding from future annual budgets the approval of the Tenders Subcommittee is sought prior to tendering. The costs associated with this contract are provided for in the Long Term Council Community Plan 2006-2016.

IMPLEMENTATION ISSUES

6. There are no implementation issues for this report.

Report prepared by: Rory Chacko, Facilities Manager, Property Assets.

