

# Request for Proposals (RFP)

## Trade Services Panel

Ref: MyPAL-2024-110

RFP Released:	12 July 2024
Deadline for Questions:	5:00pm 9 August 2024
Deadline for Proposals:	5:00pm 23 August 2024

Horowhenua District Council  
126 Oxford Street  
Levin 5510

[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

## Section 1: Key Information

### 1.1. Context

- a. This RFP signifies an opportunity for Horowhenua District Council to engage with local partners committed to delivering exceptional quality work on behalf of Horowhenua District Council.
- b. We are inviting contractors to submit a Proposal to join our Trade Services Panel. This Panel will play a crucial role in supporting Horowhenua District Councils Parks and Property Team in maintaining our facilities to a consistently high standard.
- c. Horowhenua District Council recognise the importance of exploring avenues for cost efficiencies and operational savings to ensure that our rate payers are getting the best possible value for money. This necessitates a diligent approach to market testing, ensuring that we secure the best value and optimal outcomes for our community. By fostering partnerships with local businesses, our aim extends beyond service provision; we aspire to empower business to contribute to broader community objectives, such as boosting local employment and supporting small businesses.
- d. Through this process, Horowhenua District Council also aims to include a Common Use Provision clause for our strategic partners when conducting work on behalf of Horowhenua District Council.

### 1.2. What is a Trade Services Panel?

- a. A Trade Services Panel is essentially a supplier directory that we rely on for addressing both urgent and non-urgent repairs and maintenance tasks as they arise. Contractors on this panel must be capable of promptly responding to Council requests on short notice. The panel consists of multiple companies specialising in various trades, each with designated call-out rates and response times, enabling us to efficiently prioritise and manage urgent and non-urgent ad hoc job requests.
- b. HDC are not, through this panel process, contracting full time contractors or promising a minimum workload for those successful to be on the panel.
- c. The panel is intended to comprise of, up to five, providers of each of the following trades:

• Builders	• Plumbers and Gasfitters	• Electricians
• Glaziers	• Painters and Decorators	• Sign Writers
• Flooring	• General Engineering	• Roofers
• Concreting		

### 1.3. Our timeline

Deadline for Questions:	<b>5:00pm 9 August 2024</b>
Deadline for us to answer questions:	16 August 2024
Deadline for Proposals:	<b>5:00pm 23 August 2024</b>
Outcome to Respondents notified:	Prior to 13 September 2024

### 1.4. How to contact us

- a. Contact us via email. Our Point of Contact is:

Name	Ben Blyton
Title/Role	Procurement Advisor / Evaluation Team Lead
Email address	<a href="mailto:procurement@horowhenua.govt.nz">procurement@horowhenua.govt.nz</a>

## **1.5. Developing and submitting your Proposal**

- a. This is an open, competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in Section 2 of this document.
- d. Take time to understand how your Proposal will be evaluated. See Section 3 of this document.
- e. If you have questions, these can be sent to our Point of Contact prior to the Deadline for Questions (see Sections 1.2 & 1.3 above).
- f. Complete your RFP response by either:
  - i. Filling out all of the sections within the RFP Response Form;  
*or*
  - ii. Recording a Video or Voice memo answering all of the sections within the RFP Response Form;  
*or*
  - iii. A combination of both (Section 1.6. para f. point's i. & ii. above).
- g. Submit your Proposal by either:
  - i. Email:
    - 1) To our Point of Contact prior to the Deadline for Proposals (see Sections 1.2 & 1.3 above); and
    - 2) Clearly mark your proposal: 'Proposal for Trade Services Panel ref: MyPAL-2024-110'  
Note: Due to IT restrictions, any email submitted can be no greater the 100MB.  
*or*
  - ii. Physical drop in:
    - 1) In a sealed envelope/package to the reception at the HDC Civic Building (126 Oxford Street, Levin) prior to the Deadline for Proposals (see Section 1.2 above); and
    - 2) Ensure the envelope/package is clearly marked: "Attn: Procurement Advisor - Proposal for Trade Services Panel ref: MyPAL-2024-110"  
Note: If a USB stick is provided:
      - (a) It will be security/virus checked by our IT team prior to the evaluation team viewing your proposal.
      - (b) It must be clear of any other material outside of your proposal.

## **1.6. Pricing information**

- a. Your Proposal must show a breakdown of all costs, fees, expenses and charges in NZ\$ and exclusive of GST.
- b. Document any assumptions that you have made about delivery of our requirements.
- c. Your pricing should be valid for agreement for a period of 90 days post the RFP close date. If this is any different, it is to be explicitly stated within the RFP submission.

## **Section 2: Our Requirements**

### **2.1. Background**

- a. HDC own a wide range of facilities and properties to serve the Horowhenua community which require regular maintenance and repairs. As HDC do not have in-house maintainers and repairers, we rely on contractors who are qualified within their respective trades.
- b. HDC have not approached the market to compile a 'panel' of contractors since 2016. Our new Procurement Framework was adopted in September 2022 which encourages best public value that a new, refreshed panel aims to provide. As part of this initiative, the establishment of a new, refreshed panel is intended to facilitate regular reviews and price testing, ensuring that we continuously obtain optimal value and service quality for our maintenance and repair requirements.

### **2.2. What we require from a Respondent**

- a. At HDC, we strive to provide the Horowhenua community with the best possible outcomes and public value across all of the many services we provide and are responsible for as a Local Government organisation.
- b. Given the above, it is our responsibility to ensure that the providers we engage with are working toward the same goal. HDC would like a proposal outlining how you are the best fit to help us achieve this. Additionally, when expressing interest in joining our Trade Services Panel, we encourage respondents to provide feedback on their past engagements with HDC. We value insights on potential cost-saving opportunities through innovative approaches or operational efficiencies. Your proposal should not only demonstrate alignment with our goals and community outcomes but also showcase how your expertise can contribute to enhancing public value and achieving optimal outcomes for the community.

### **2.3. Key deliverables**

- a. A list of proposed key deliverables are listed in Appendix A. These will be the basis for agreement to be a part of the panel and show obligations from both HDC (as the Client) and the Provider.

### **2.4. Proposed Agreement**

- a. It is proposed that HDC will use Service Level Agreements with Panel providers.

## Section 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals.

### 3.1. Evaluation model

- a. The evaluation model is Weighted Attributes. The Proposals that score the highest will likely be selected to be part of the panel.
- b. Scores will assist in deciding the Successful Respondents, but ultimately the decision will be based on which Proposals we consider will provide the best overall public value.

### 3.2. Evaluation Panel

Name	Role	Evaluation Role
Ben Blyton	Procurement Advisor	Evaluation Team Lead
Lacey Winiata	Parks and Property Manager	Evaluation Team Member
Nikita Roe	Facilities and Fleet Officer	Evaluation Team Member
Brent Harvey	Group Manager Community Experience and Services	Substitute Evaluation Team Member

- a. The members of this evaluation panel may be subject to change at any point during or after the RFP. Should any change occur then an advisory email will be sent to prospective respondents.
- b. Where a member of the evaluation panel has a conflict of interest, the decision to 'substitute' the individual for another evaluator is made by the Group Manager Community Experience and Services and para 3.2.a may apply.

### 3.3. Evaluation criteria

- a. Proposals submitted must meet the following pre-conditions prior to being evaluated. If a proposal does not meet the pre-conditions listed, an evaluation against the proposal will not occur.

No.	Pre-condition	Definition	Meets
1.	Health and Safety	Tenderers and sub-contractors who are already health and safety prequalified with SiteWise 75% and over, send through SiteWise certificate and current insurance evidence. If you have been prequalified by Totika providers SHE Pre-qual, Qualify365, IMPAC Prequal, Avetta, or ISO 45001 (other H&S prequalification) please provide us with your current Prequalification certificate, report (if available) and your current insurances. If we are satisfied that you are suitably qualified with the above providers, you will not be required to complete the SiteWise prequalification process. Tenderers and sub-contractors not yet SiteWise approved must submit evidence that they have started the pre-qualification process and provide evidence of the current status of that process. See Appendix B	Pass/Fail
2.	Trade Qualified	Tenderers must provide evidence of any trade specific qualification associated with the services being offered.	Pass/Fail
3.	Conflicts of Interest	Tenderers must declare any conflicts of interest that may arise from working for/with HDC. Note: By declaring a conflict, this does not necessarily prevent a tenderer from working for/with HDC.	Pass/Fail
4.	Insurance	Tenderers must provide evidence of personal and/or public liability insurance of no less than \$1M or the minimum required according to your respective trade association - the greater of the two.	Pass/Fail

b. We will evaluate Proposals according to the following criteria and weightings. Failure to answer the criteria will result in an 'Unacceptable' rating as per Section 3.4.

Criteria	Definition	Weighting
Relevant Skills and Experience	A provider who has relevant skills and experience in areas that relate to their trade.	25%
Relevant Capability and Capacity	A provider who has the capability to provide a service in the areas described above by way of having adequately experienced and qualified personnel within their organisation with the capacity to take on HDC as clients.	20%
Reputation and Track Record	A provider who has a positive reputation of delivering a high caliber of work in the areas listed above is key. A provider who has a positive reputation in providing excellent communication and response to queries and work requests.	25%
Broader Outcomes	A provider who is operated by using local personal, supports other local businesses and/or offers training and development for the future of the industry.	15%
Price	A provider who can guarantee rates within a reasonable range of expected within the industry and experience.	15%
	<b>Total weightings</b>	<b>100%</b>

### 3.4. Scoring

Rating	Definition	Score
Excellent <i>significantly exceeds the criterion</i>	Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
Good <i>exceeds the criterion in some aspects</i>	Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	7-8
Acceptable <i>meets the criterion in full, but at a minimal level</i>	Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resources, and quality measures required to meet the criterion, with supporting evidence.	5-6
Minor Reservations <i>marginally deficient</i>	Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
Serious Reservations <i>significant issues that need to be addressed</i>	Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
Unacceptable <i>significant issues not capable of being resolved</i>	Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

### **3.5. Due diligence**

- a. For shortlisted Respondents, we may:
  - i. Reference check the Respondent
  - ii. Make other checks against the Respondent e.g. a search of the Companies Office or NZBN
  - iii. Interview Respondents
  - iv. Inspect audited accounts for the last three financial years
  - v. Undertake a credit check
  - vi. Undertake a Police check for all named personnel

## **Section 4: Terms and Conditions**

The following government standard terms and conditions apply to the RFP and the RFP process:

- a. You must bear all of your own costs in preparing and submitting your proposal.
- b. You present and warrant that all information provided to us is complete and accurate.
- c. We may rely upon all statements made in your proposal.
- d. We may amend, suspend, cancel and/or re-issue the RFP at any time.
- e. We may change the RFP, but will give suppliers a reasonable time to respond to the change.
- f. We are not bound to accept the lowest priced conforming proposal, or any proposal.
- g. If none of the proposals are acceptable to us we may enter into negotiations with one or more suppliers for a satisfactory offer.
- h. We both agree to take reasonable steps to protect the other's confidential information.
- i. Our obligation to protect your confidential information is subject to the Official Information Act 1982 and other legal, parliamentary and constitutional conventions.
- j. There is no binding legal relationship between us, and your proposal is only accepted if we both sign a contract or if we issue a purchase order to you.
- k. Our RFP comprises this document, and any subsequent information we provide to suppliers.
- l. The laws of New Zealand shall govern the RFP and RFP process.
- m. In submitting your proposal you are deemed to have read, understood and agree to be bound by these terms and conditions.



## Appendix A: Key Deliverables (proposed)

Management of the deliverables below are between the Client and Provider point of contacts. Any disputes between either party meeting these deliverables are to be managed by the Client and Providers key agreement point of contacts.

Deliverable		Responsibility of Client (HDC)	Responsibility of Provider
1. Service Request	1.1	Provide a Request for Quotation (RFQ) when requesting a service. The RFQ is to be filled out correctly and with the required detail for the Provider to give an accurate estimated duration and costs for the service. The Client is required to confirm both a primary and secondary point of contact.	Upon receipt of a RFQ, the Provider shall provide acknowledgement of receiving the RFQ within 2 working days and provide an estimated timeframe to respond as well as a primary and secondary point of contact.
	1.2	Upon receipt of a completed RFQ, the Client shall provide acknowledgement of receiving the completed RFQ within 2 working days with an acceptance or decline for service or an estimated timeframe for response. The Client is expected to respond to any clarification requests from the Provider within 2 working days of receiving the request.	The RFQ are expected to be provided at no cost to the Client. If for whatever reason further clarifications regarding the RFQ are required and costs to the Client are to be incurred, the Provider must clearly state this and receive acceptance of this from the Client before proceeding.
2. Service commencement	2.1	The Client is expected to acknowledge the costs provided within the RFQ by means of providing a Purchase Order to the Provider prior to the service commencing.	The Provider holds the responsibility to not commence the requested service until a Purchase Order has been received from the Client. Any costs incurred prior to or without this may not be acknowledged by the Client.
	2.2	Both the Client and the Provider are expected to mutually agree to a commencement timeframe.	
3. Service Delivery	3.1	Both the Client and the Provider are expected to mutually agree to a service delivery timeframe.	
	3.2	Both the Client and the Provider are expected to respond to the other for any correspondence related to the delivery of the service within 2 working days.	
	3.3	The Client is expected to meet any obligations agreed within the service delivery period.	The Provider is expected to deliver the service within the mutually agreed service delivery timeframe and with the costs provided in the RFQ response agreed via purchase order from the Client.

	3.4	The Client is expected to provide an updated RFQ if additional services are required directly relating to the original service request. The Client is expected to provide acknowledgement or decline of extra costs/services from the Provider within 2 working days. An updated or additional purchase order is to be submitted to the Provider.	The Provider is expected to provide an update Quote if any costs are expected to be incurred from unexpected events and/or additional requests from the Client. The Provider is expected to not commence work prior to acceptance from the Client via an updated or new purchase order. Any costs incurred prior to or without this may not be acknowledged by the Client.
4. Payment	4.1	The Client is expected to ensure the Purchase Order has been receipted and invoice has been processed promptly after the service has been completed, and/or a progress payment has been received.	The Provider is expected to provide an invoice for the services provided. The invoice must contain the correct Purchase Order number and include a full broken down list of services and charges provided.
	4.2	The Client is expected to confirm the invoice is correct and raise any concerns no later than 2 working days before the expected payment date otherwise the invoice is accepted as true and correct by default. Once any concerns are mutually agreed/accepted then payment is expected be processed promptly.	The Provider should respond to any invoice concerns in a timely manner. Any disputed invoices are not subjected to payment until mutually agreed/accepted.
5. Meetings	5.1	The Client is expected to arrange monthly meetings with the Provider and provide no fewer than 10 working days notice (unless otherwise agreed by the provider) and provide a basic outline on what will be discussed. The Client is expected to have monthly reporting completed to discuss with the provider. The meeting time/date is to be mutually agreed.	The Provider is expected to attend a monthly meeting with the Client and provide the Client with any topics they wish to discuss within these meetings.
		Both the Client and Provider are to advise of any changes to the time/date of any scheduled meeting as soon as practical.	

## Appendix B: SiteWise Health and Safety Prequalification

To work for us, we need to know you work safely.

We are all committed to providing a workplace that is healthy and safe. We must ensure that persons working for us on our sites and/or supplying us with products or services have effective health and safety systems in place which protect workers and others in the workplace.

The SiteWise prequalification currently includes questions on the below topics where you will need to upload evidence and outline your health and safety processes.

- Insurance information
- Site Specific Safety Plans
- Safety meetings/Tool box talks
- Accident/incident reporting and investigation
- Hazard Management
- Inspection check lists
- Training & Competency
- Subcontractor engagement
- Hazardous substance management
- Health monitoring and performance.

The questionnaires are assessed by SiteWise's qualified health and safety professionals. Your assessment results are graded (green, amber, red) and a detailed report is available online to you along with suggestions for improvement if required.

If you need assistance with the SiteWise process, you can make contact with them directly. Contractors are required to reach the intended grading of 75% or more within the timeframe outlined below:

There will be a cost to you of \$210.00 + GST per annum. This cost includes up to three assessments from SiteWise in the first 12 months. We encourage you to make use of the three assessments to get your grading as high as possible.

If you are already registered and assessed on SiteWise there is no need to do anything other than to advise us of your current status, and keep your SiteWise prequalification current moving forward.

If you have been prequalified by SHE, IMPAC Prequal, ISO 45001, Totika or IS Network (third-party prequalification providers) you will be pleased to know we do not expect you to also go through the SiteWise process. Please provide us with your current Prequalification certificate, report (if available) and your current insurances.

If we are satisfied that you are suitably qualified with the above providers, you will not be required to complete the SiteWise prequalification process.

Further information on SiteWise is available at the links below:

Sitewise Information Video: <https://www.youtube.com/watch?v=0xyYYEInG8>  
Brochure: <https://www.sitesafe.org.nz/products-and-services/sitewise/>  
Questionnaire help guide: <http://sitewise.co.nz/help/assessment-help/>

Have questions or need help with SiteWise?

SiteWise Email: [sitewise@sitesafe.org.nz](mailto:sitewise@sitesafe.org.nz)  
SiteWise Phone: 04 8159180  
Sitewise Coordinator (Sarah): 021 717586  
Sitewise Manager (Nigel): 021 324923