



Timaru District Council

# Call for Registrations of Interest



## Social Housing Ventilation Compliance Contract 2462

ROI released: 26 June 2020

Deadline for Questions: Midday 9 July 2020

Deadline for Registrations: Midday 16 July 2020

Timaru District Council  
2 King George Place  
Timaru



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# This opportunity in a nutshell

The Timaru District Council (TDC) is upgrading the kitchen and bathroom ventilation systems in approximately 220 social housing units located throughout the district. TDC wishes to utilise local tradespeople to do this work in a safe working environment and for it to be completed by 30<sup>th</sup> June 2021.

## What we need

TDC is seeking to appoint several local building contractors who are capable of installing kitchen rangehoods and bathroom extractor fans of various configurations in approximately 220 social housing units. The units are located in Geraldine, Pareora, Pleasant Point, Temuka and Timaru. Work will be carried out in strict compliance with appropriate and approved site specific Health and Safety plans. This work is required to meet new Government legislative requirements and is to be completed prior to 30<sup>th</sup> June 2021. It is anticipated that TDC will supply the fans and rangehoods which will be made available for pickup from a warehouse in Timaru.

## What's important to us

TDC is looking for competent building contractors who have a great health and safety culture, are highly professional and accurate, who will look after the tenants during the installation phase and who will meet agreed deadlines. These attributes, along with the invoicing methodology, are key factors that will be taken into consideration during the selection and appointment process.

## Why should you bid?

TDC will appoint several local building contractors who are able to complete the work in accordance with agreed terms and conditions and who will support TDC initiatives to re-ignite the local economy post the COVID 19 pandemic. The appointed building contractors will engage all subcontractors required to complete the work.

## A bit about us

TDC is a passionate about providing improved living conditions for its social housing tenants. The ventilation upgrade and compliance project supports this objective and will be well managed by an internal contract supervisor.

# SECTION 1: Key information

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## 1.1 Context

- a. This is an invitation to suitably qualified building contractors to submit a Registration of Interest for Contract 2462 Social Housing Ventilation Compliance contract opportunity.
  - b. This ROI is the only step in the procurement process. Local building contractors will be selected based on their submission to this request, including all supporting information provided.
  - c. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means ‘a person, organisation, business or other entity that submits a Registration in response to the ROI. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Registration.’
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## 1.2 Our timeline

- a. Here is our timeline for this ROI.

**Step in ROI process:**

**Date:**

Deadline for Questions from suppliers: 9<sup>th</sup> July 2020

Deadline for TDC to answer supplier’s questions: 13<sup>th</sup> July 2020

**Deadline for Registrations: Midday 16<sup>th</sup> July 2020**

- b. All dates and times are dates and times in New Zealand.
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## 1.3 How to contact us

- a. All enquiries must be directed to our single Point of Contact. We will manage all external communications through this Point of Contact.

- b. **Our Point of Contact**

**Name:** Phillipa Steans,

**Title/role:** Property Maintenance Officer

**Email address:** [phillipa.steans@timdc.govt.nz](mailto:phillipa.steans@timdc.govt.nz)

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## 1.4 Developing and submitting your Registration

- a. This is an open Registration of Interest process. The ROI sets out the step-by-step process and conditions that apply. Take time to read and understand the ROI. In particular note the specific headings in the registration form.
  - b. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our [Point of Contact](mailto:phillipa.steans@timdc.govt.nz) [phillipa.steans@timdc.govt.nz](mailto:phillipa.steans@timdc.govt.nz)
  - c. In submitting your Registration you must use the Response Form provided attached to this document. This is a Microsoft Word document that you can download.
  - d. You must also complete and sign the declaration at the end of the Response Form.
  - e. Submissions should generally be less than 5 pages, however, there is no strict page limit.
  - f. Check you have provided all information requested, and in the format and order asked for.
  - g. Having done the work don’t be late – please ensure you get your Registration to us before the Deadline for Registration!
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### **1.5 Address for submitting your Registration**

- a. Registrations must be submitted by email to:  
Phillipa.steans@timdc.govt.nz
  - b. Registrations sent by post or fax, or hard copy delivered to our office, will not be accepted.
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### **1.6 Later changes to the ROI or ROI process**

- a. If, after publishing the ROIs, we need to change anything about the ROIs, or ROI process, or want to provide suppliers with additional information we will let all suppliers know by sending an email to those that have requested the ROI document.
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## SECTION 2: Our Requirements

TDC is installing kitchen rangehoods and bathroom extractor fans in approximately 220 social housing units in Geraldine, Pleasant Point, Pareora, Temuka and Timaru.

The units will be ordered in bulk by the Timaru District Council and delivered to a warehouse in Timaru. The building contractor will uplift the units and arrange for their installation in full compliance with all legislative requirements.

We anticipate that there will be approximately 10 bundles of work available. Many of the social housing units are in blocks of two or three units, however in Clyde Carr Crescent, Timaru, there is one block of 8 units. Often there are several blocks of units on one site. It is anticipated that suitable building contractors will be appointed to carry out work on a 'site by site' basis. Further engagements on this project will depend on performance of previous work under this project. Such performance will be assessed in relation to Health and Safety, timeliness, quality of workmanship, tenants satisfaction and costs invoiced.

The appointed building contractors will be required to engage and manage all subcontractors such as painters, plumbers, tilers, roofers, glaziers and electricians. Such subcontractors are also required to comply with all the building contractors obligations under the primary contract with TDC.

A full Health and Safety plan specific to each site will be required to be submitted and approved before work commences. The safety and well-being of tenants is really important to TDC and any building contractor proposing to work on this project will need to demonstrate suitable processes and systems (including communications with tenants) to ensure that all tenancy obligations are fully met.

It should be noted that the tenants are from a wide cross section of society and cover most of the full range of the demographic makeup of the people within the Timaru District.

It is unknown if any material containing asbestos will be found during this work, therefore we require you to inspect each soffit, ceiling, tile roof and any other surface for asbestos. Building contractors will need to identify how they propose to manage the work should asbestos be found or suspected.

It is expected that multiple contractors will be engaged through until 30 June 2021 to ensure that all work is completed prior to this date.

Generally there are 3 types of kitchen and bathroom extractor fan arrangements. These are via the ceiling, via the soffit or via a window. Given the various combinations and the unknown complexity of the work it is proposed to pay for the work on a time and materials basis. However, to ensure that good value is achieved this Registration of Interest process requires building contractors to identify an estimate of costs for each type of installation, margins and also contractors supervision/coordination/communication costs.

# SECTION 3: Our Evaluation Approach

The evaluation of registrations will be based on information provided within the Registration of Interest submission. The evaluation criteria will cover:

1. Site Specific Health and Safety proposals including processes to manage asbestos material.
2. Track record of completing work within residential tenancy units including proposed communication methodology.
3. Quality of workmanship, including qualifications of staff involved.
4. Capacity and availability to carry out the work in the required timeframes.
5. Proposed billing methodology, including an estimate of hours per unit, identification of supervision and coordination costs, margins on both materials and subcontractors costs.
6. Proposed Project Management methodology including management of subcontractors.

The above factors are in no particular order as they are all important to the successful completion of this project.

Once the evaluation is complete Registrants will be advised if they are successful in joining the panel to be used for the work programme. Joining the panel does not guarantee that work will be allocated to the business, however it does indicate that the business will be considered for carrying out work as and when it becomes available.