

Request for Expressions of Interest



* Parks and Community Facilities Emerging Supplier Programme



Important dates

Date of REOI Issue: 11 September 2023

Deadline for questions: 23 September 2023, 4pm (NZT)

Deadline for REOI responses: 29 September 2023, 2pm (NZT)



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REOI documents

This REOI is supported by the documents listed below. Please ensure you have read and understood all contents before submitting your response.

1. Small Business Bio Data – *Participant to complete*
2. HST218 Contractor Prequalification Declaration – *Participant to complete*
3. Ariba Supplier Guide – Registration
4. Ariba Supplier Guide_Responding to Bid Events

Emerging Supplier Definition

Our Definitions for majority Māori and Pasifika owned businesses (Emerging Suppliers) are set by Amotai:

- Māori are defined as people with Māori whakapapa and who identify as Māori.
- Pasifika peoples are people with whakapapa to, and identify as descendants of the indigenous Polynesian ethnic groups of Samoa, Cook Islands, Tonga, Niue, Fiji, Rotuma, Tokelau, Tuvalu, Kiribati, Papua New Guinea, Vanuatu, Solomon Islands, Tahiti, Nauru, Hawaii and the small island states of Micronesia and Melanesia.

Majority Māori and/or majority Pasifika-owned business are defined as enterprises where:

- For Partnerships: at least 50% of each class of partnership interest is owned by a Māori and/or Pasifika person(s) and such ownership must be reflected in the partnership agreement; OR
- For Corporations/companies: Māori and/or Pasifika person(s) own at least 50% of each class of ordinary voting shares issued and at least 50% of each class of all other shares issued; OR
- For Trusts: at least 50% owner(s) of securities or assets held in trust are Māori or Pasifika person(s); OR
- For Sole proprietorship/trader: 100% ownership by a Māori and/or Pasifika person

Our definitions for Social Enterprise have been adopted based on criteria set by the Akina Foundation:

- Social enterprises are purpose-driven businesses that trade to deliver positive social, cultural, economic and environmental outcomes where:
 - the majority of the business' revenue comes from selling goods and service; AND
 - the organisation can link their activities to their intended positive impact and provide evidence of reinvestment into their purpose.

The Opportunity



What we need

Auckland Council Parks and Community Facilities (PCF) regularly requires the services of construction contractors to deliver a range of small capex and renewal projects across the Auckland region.

Council wishes to set up the Parks and Community Facilities Physical Works Panel (PCF PW Panel) comprised of pre-qualified **Emerging Suppliers** for a range of physical works categories. The intent of this panel is to simplify and speed up the engagement of suppliers for the delivery of capex and renewal projects and provide Emerging Suppliers with the opportunity to contract with Auckland Council for work in the listed categories.

Categories of works:

- Boardwalks & Bridges
- Civil Works: Basic Civil Works, Comprehensive Civil Works, Courts Asphalt, Courts Concrete Specialised Concrete Works
- Electrical and Emergency Lighting
- Farm Fencing
- Fire Safety
- Heat Pump Hot Water
- HVAC
- LED Lighting Upgrades
- Renovations; Flooring, General, Interior Fitout, Painting, Plumbing & Drainage, Structural Remediation
- Retaining walls Timber
- Roofing
- Solar Installations; Bespoke, Prefabricated.

The final number of pre-qualified suppliers for the work category will be decided by the evaluation team and the supplier panel management team depending on the quality of submissions received and the work programme requirements.

The pre-qualified suppliers in the panel may be used by other Council Controlled Organisations (CCOs) for similar work category requirements.

All suppliers on this programme must meet our diverse supplier definition noted in this REOI document.

All suppliers must register in SAP Ariba.

All suppliers must be capable of providing service or services relevant to the above categories.

All suppliers must meet our health and safety, financial risk and capability requirements per category of work in minor capital works (to be assessed in more detail at the second stage of this registration).



What we don't want

- Professional consultancy or design services only
- Supply of goods only
- Suppliers that fully sub-contracts the works needed for the category



Why you should participate

- Opportunity to work for Auckland Council for 3 years as one of the pre-qualified suppliers in the panel with an option to extend for further 3 years at Council's sole discretion
 - Minimised tender process required once selected for the panel
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Section 1 – Key Information



Guidance

- If you intend to supply a response to this REOI, you need to register in Council's Procurement Platform which is SAP – ARIBA. Guidance notes for registration and response are provided with this REOI.
- All suppliers intending to reply must inform the Contact person confirming their intention and following information:
 - Company Name
 - Ariba Supplier Number
 - On receipt of confirmation by the contact person, you will receive an invitation to respond through SAP Ariba to this REOI.
 - If you encounter problems during the registration or submission stage, please email the Contact Person for assistance.
- Take time to read and understand the REOI. Develop a strong understanding of our requirements detailed in Section 1.
- In structuring your proposal, consider how it will be evaluated. Section 2 describes our evaluation approach.
- Suppliers will be ranked for each category and shortlisted based on rankings received. The number of suppliers shortlisted in any work category will be determined by Council based on responses received and type of work required.
- Where appropriate, a Request for Proposal (RFP) via written / supplier presentations or both maybe conducted as a 2nd stage for final selection at Council's discretion.
- Council retains the right to determine the number of pre-qualified suppliers in the work category and to determine further split in the work category, depending on the quality of response received from participants and the work required in the category.
- If anything is unclear or you have a question, ask us to explain on or before the deadline for questions **by emailing the REOI contact person**.
- You must use the accompanying "Small Business Bio Data" response template for your submission.
- Check you have provided all information requested, and in the format and order asked for.
- It is the responsibility of the suppliers to ensure that their proposal is successfully uploaded in Ariba before the deadline.



REOI contact person

All enquiries must be directed to our contact person. We will manage all external communications through this person.

Name: Sandra Fonseca

Position: Procurement Coordinator

Email address: sandra.fonseca@aucklandcouncil.govt.nz



Submitting your response

Responses must be submitted electronically to the Ariba Bid Event:

Doc1610606555 - REOI for Emerging Supplier Physical Works Panel

If you have difficulty submitting your response to Ariba, please refer to the attached *Ariba Supplier Guide - Responding to Bid Events* in the first instance and email the contact person before the deadline for proposals for assistance.

If you need to submit supporting material that cannot be transmitted electronically, please email the contact person before the deadline for proposals to discuss delivery. Your response document must still be submitted through Ariba.



Format of submission

Submissions must be made using the accompanying “Small Business Bio Data” response form.

Documents should be uploaded to Ariba following the format outlined below.

- File names should include your company name
- One (1) PDF file containing completed Response Form
- One (1) PDF file containing completed HST218, H&S company policy and other H&S supporting documents

The maximum allowable upload size is 100MB per file.



Timeline

Milestone	Anticipated Date
Last date for questions	23 September 2023
REOI closing date	2pm, 29 September 2023
Evaluation period commences	05 October 2023
Evaluation period ends	TBC
Notification of REOI outcome	TBC
Anticipated panel start date	TBC



Changes and clarifications

If, after publishing the REOI, we need to change anything about the REOI, or REOI process, or want to provide suppliers with additional information we will let all suppliers know by placing a notice on Ariba. If you accepted the Prerequisites in Ariba, you will automatically be sent notifications of any changes by email.



REOI terms and conditions

In submitting a response, you agree that your offer will remain open for acceptance for three calendar months from the deadline for proposals.

The REOI is subject to the REOI Process, Terms and Conditions available from the following link: <https://www.aucklandcouncil.govt.nz/about-auckland-council/how-we-buy-products-and-services/Documents/terms-conditions-for-suppliers-060418.pdf>

By submitting a response to this REOI, you acknowledge that you have read and agree to these terms and conditions.

Section 2 – Evaluation approach



Evaluation model

Subject to REOI conditions.

Responses will be evaluated by using:

- Stage 1 (REOI) – Ranking methodology (with pre-conditions)

Where appropriate, an RFP maybe conducted as a 2nd stage for final selection. Only shortlisted suppliers will be invited for Stage 2 and further information about Stage 2 will be provided at a later stage.

Note: If a response does not meet the pre-conditions specified below, they will not be evaluated in full.



Evaluation criteria

Proposals will be evaluated on their merits according to the following evaluation criteria and measure.

Pre-Condition	Measure
New Zealand registered and operating company in New Zealand	Yes or No
Appropriate resources based in New Zealand (staff and equipment)	Yes or No
Commitment to social and sustainable outcomes and will have a “broader outcome” policy in place - Māori Outcomes - Diversity & Social Outcomes	Yes or No
Commitment to Auckland Council’s insurance requirements (general defaults): - \$5m Public Liability - Plant / Machineries / Equipment over market value of \$50k - Vehicle	Yes or No
Health and Safety (HST218)	Pass or Fail
Relevant Experience in the Category Provide up to 3 examples demonstrating your relevant experience in this category, working as either a “main” contractor with other sub-contractors and / or as a “sub-contractor” under a main contractor.	Pass or Fail

Note:

- Suppliers will be selected based on the overall ranking score for the above attributes. If the submission fails to receive the minimum requirement for any of the attributes, further attributes will not be evaluated.
- A risk assessment may be carried out during the evaluation period which will factor in the results of financial due diligence, supplier interviews / presentations, internal and external reference checks, as applicable to enable the final selection.

**Evaluation and due diligence**

We may undertake the following process and due diligence in relation to shortlisted / pre-qualified participants. The findings will be taken into account in the evaluation process. Should we decide to undertake any of these we will give shortlisted / pre-qualified participants reasonable notice.

- internal and/or external reference checks
 - other checks against the participant e.g. Companies Office
 - request participant make a presentation
 - undertake a credit check
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Section 3 – Requirements



Overview

We are looking for a panel of quality suppliers who can perform the works required for the work categories detailed in the REOI.

The intention is to have pre-qualified suppliers for this work category conforming to the definition of “Emerging Supplier”.

Competitive tension will be maintained by inviting panel suppliers to quote on individual pieces of work in the future.

There is no guarantee of work or minimum spend by Council for pre-qualified suppliers who are in the panel. Depending on the project requirements, you may be engaged as a main contractor and/or as a sub-contractor under the panel.

Supplier performance review and panel management will be put in place to ensure we only have quality pre-qualified suppliers on the list. Council retains the right to remove suppliers from the panel if there are on ongoing performance issues even after addressing these through supplier performance reviews and panel management.



PCF PW Panel arrangements

Anticipated Start Date

As soon as successful pre-qualified suppliers have been notified.

Duration

3 years with the option to extend for a further 3 years.

No contracts will be set up between the council and the pre-qualified suppliers at this time. Pre-qualified suppliers will be notified that they have been successful and the categories in which they have been pre-qualified.

For future work packages pre-qualified suppliers will be requested to submit a quotation or proposal based on the work package requirements, and, if successful engaged to deliver these under an appropriate Council contract. We have provided the current council templates, **for information only**. Agreement on the terms will occur at the time of actual engagement to provide services required.
