**Parks, Playgrounds and Reserves Maintenance Contracts**

**Early Market Engagement**

**Supplier Workshop Feedback**

Thank you for your participation at our Early Market Engagement workshop on 1 August 2025. We are very pleased with the level of interest this event received.

Thanks also to Emma Rankin, council’s Economic Development Advisor for providing information on Takitini, WDC’s economic development initiative (for more detail refer to the webpage here: <https://www.takitini.com/>).

Three questions were included on the slides to seek feedback from attendees. While we had a good open discussion at the workshop, Council suggested that written responses could be helpful as well. Specifically, we noted that:

* Packaging into a single contract may create efficiencies, but we want to hear ideas from you on what the optimal approach could be.
* We’re interested in understanding:
	+ Scope suppliers can deliver themselves or as a collective, and the size and location of areas they could cover;
	+ Specialty services that could be separated to contract directly with council
	+ Innovative approaches you can bring to providing quality asset information, reporting and monitoring

Your feedback and questions from the workshop requested the following additional information:

* A link to the Recreation NZ guidelines for maintenance standards – refer Attachments;
* Clarity on what council would like to receive from Suppliers to inform the options for contracting the services – refer Questionnaire;
* Data on the location and details of the assets to inform their feedback – refer Attachments;
* Ability to indicate interest in being included on a register of suppliers to be shared on GETS to enable networking and for suppliers to reach out to others for subcontracting/partnering opportunities – refer Questionnaire;

We also confirmed a few more details in addition to information on our slides (refer Attachments):

* WDC’s asset management database is currently managed through SPM;
* At this stage we are unsure whether Alternative Tenders (a non-conforming tender alongside a conforming tender) will be accepted. This will be decided once the Procurement Plan is developed later this year.
* In regard to suppliers finding it difficult to meet minimum requirements, eg by naming key personnel, WDC will look to share high-level requirements relating to the procurement on GETS prior to issuing the RFT.
* That council will follow a fair and transparent process for procuring the services, in accordance with Government Procurement Guidelines. In addition, an external Probity auditor will oversee the process;
* In regard to WDCs criteria around condition assessments of assets – this will be provided with the RFT package.

In addition to this engagement for Parks, Playgrounds and Reserves, the Open Spaces team currently has a tender out to market for Pest Management Services across the district. Refer to the GETS tender here: [GETS | Waikato District Council - Pest Management Services for the Waikato District Council](https://www.gets.govt.nz/WaikDC/ExternalTenderDetails.htm?id=32148394)

**Attachments:**

1. Supplier Questionnaire – refer below – for response by **4pm Thursday 14th August 2025**.
2. Recreation NZ Guide reference: [Open Spaces Maintenance Specifications 2018 by Recreation Aotearoa - Te Whai Oranga - Issuu](https://issuu.com/newzealandrecreationassociation/docs/open_space_maintenance_specificatio)
3. PDF of slides from the workshop – refer Addendum
4. Data package – spreadsheet of Open Spaces Asset Data Extract - refer Addendum

**Supplier Questionnaire**

The purpose of this questionnaire is to gather direct market feedback on key aspects of our future procurement planning to assist in decision making. The information you provide will not be used in tender evaluation, and no response will be provided from Council.

Your feedback may be used to make an informed decision on the method for procurement and delivery model. However, council reserves the right, at its discretion, to make a decision based on their own assessment of the best Public Value option available that their Open Spaces team can reasonably manage.

**Questions** (responses must be **no more than 3 pages long**, no attachments permitted):

1. What services can you deliver as an individual supplier, and what size and location of areas could you cover?
2. If council were to package specialist services separately, or all services together but split into several areas, how could this work for you?
3. What term/tenure of contract will bring best value for money outcome to both council and suppliers? And why.

(eg shorter term with opportunity for extending for up to 5 years (1year +1+1+1+1) or longer initial term with one or two opportunities for extension (3 years +2 +2) or another option)

1. Are there any lessons you’ve experienced lately that council can learn from to improve tendering conditions?
2. Would you be comfortable with council adding your contact details to a register of interested suppliers to be shared on this GETS Advanced Notice for yourselves and other interested parties to access? If yes, please advise contact details.

Yes/No

Name and Title:

Company:

Email address:

Phone:

1. Any other comments? (limited to half a page)
2. Would you like an opportunity to present/discuss this response in person? 15 minute slots will be offered on Monday 25 August 2025.

Yes/No

Please provide your response to this Questionnaire to OpenSpacesContract@waidc.govt.nz by **4pm Thursday 14th August 2025**.

Your response will be treated as confidential for the purpose noted above.