## **Schedules To Poster Bollard Contract**

### SCHEDULE 1-Scope of Service

This Schedule elaborates on the routine services to be provided under three broad service categories, namely:

- Renewal, Installation, Removal and Relocation of Bollards
- Routine Advertising & Maintenance
- Administration & Promotion

The Company is to provide the following services:

#### New Bollards

- Renewal or replacement of all bollards to the Council design standards. This
  may include any new approved designs in accordance with the contract. A
  suitable programme of replacements is to be agreed with the Council at the
  outset of the contract.
- Installation, removal and relocation of bollards as initiated or agreed by the Council from time to time to facilitate projects or service gaps in the Bollard network.
- Research, consult on and evaluate proposed bollard sites
- Design and construct new Bollards
- Assist in identifying new sites for Bollards to assist the evolving needs of the Council and the Target market
- Provide asset information for the Council's data base for new installations
- Research, consult on and evaluate proposed bollard sites

#### Maintain bollards and sites

- Maintain the Bollards and the surrounding area in a tidy state at all times. In general this means
  - removing old posters/advertising after seven days or an event has passed
  - Before the overall thickness of old posters exceeds 20mm
  - All peeling and tattered posters removed
  - No glue or litter within the surrounds of the Bollard
- Maintain an area of 50m around a Bollard site free of illegal postering and graffiti
- Carry out any repairs required on bollards to maintain the asset and keep it in a safe condition.

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#### Renewal of Assets

- Replace or refurbish all Bollards in first 18month of commencing Contract: Completion date 30<sup>th</sup> June 2018
- Install 10 Resilience Bollards within 12month of commencing Contract: Completion date 30<sup>th</sup> January 2018
- Install 10 New Bollards within 24month of commencing Contract: Completion date 30<sup>th</sup> January 2019

#### **Administration and Promotion**

- Communicate, meet regularly with and provide reports to Council on Bollard activity
- Maintain appropriate records and provide reports to Council on the utilisation of the Bollards
- Provide Audit reports on performance and quality control
- Actively promote a free postering service through Community groups, entertainers and charity organisation to minimise illegal postering
- Provide an "eyes and ears" service for Council by reporting illegal postering and graffiti activity.
- Manage advertising on Bollards and the delivery of services to the target
   Market
- Manage business information poles

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## SCHEDULE 2-Reporting

#### Meetings

In order to facilitate the smooth functioning of the Contract and in order to ensure the closest cooperation between all the parties concerned, regular meetings will be held with the Council and the Company. The Company will be required to arrange for a senior representative of their organisation to be present at such meetings.

(a) Initial Meeting

Upon receipt of notification of Acceptance of Tender, the Company shall contact the Council Representative to arrange the initial contract meeting. The meeting shall be held at the Council office at an agreed time and date, within 10 Working Days of the Date of Acceptance.

(b) Quarterly Meetings

Contract meetings will be held Quarterly at either the Company's Office or Wellington City Council offices as agreed. The Company's Contract Representative with any other assistants as required, shall attend.

The meeting will cover the quarterly report and any other business the parties wish to raise together with the following:

- Review of any issues arising from the quarterly progress report
- Agreement of any changes to the schedules
- Progress with outstanding action points from previous meetings
- Discussion of any new issues arising during the quarter
- Feedback on any audits undertaken during the quarter

The Company needs to allow for such meetings and reports and manage them including preparation of the Agenda, taking and distributing meeting minutes.

#### Company's Communications

At all times during the Contract Term, the Company will be required to have a representative readily available and able to understand such activities as may be questioned by the Council. The Company shall maintain the following means of communication for the duration of the contract:

A manned cellular phone (24 hours a day, 7 days a week)

Email communication at an office within the Wellington City Limits.

#### **General Public Correspondence and Complaints**

The Company shall receive and respond to public correspondence and complaints regarding the Contract Works. The Company shall establish a system for logging all correspondence and complaints received with the date, time, details of complaints and action taken to resolve them. The logs shall be available to the Council on request and a summary provided in the quarterly report.

Any significant complaint shall be referred to the Council within four (4) hours of receipt of complaint.

#### **Publicity with General Public**

The Company shall advise, by a notice, residents and operators of commercial premises adjoining the site of any proposed Bollard installation, removal or relocation work at least 14 days in advance of the work being carried out. The Contractor shall prepare a draft of the notice and submit it to the Council for comment and approval. Following the approval by the Council, the Company shall then distribute notices to each property or premises directly affected by the works (adjacent to the site) via a direct letterbox or shop front drop. The Company shall provide a list of all properties to be contacted for approval by the Council's representative prior to the letters being sent.

#### Reporting

The Company shall:

Prepare and submit reports in accordance with this section;

Where instructed by the Council provide additional information or change the format of the report from time to time;

Undertake all work required by this section in accordance with contract specification

Further to the contract Specification and the requirements of this section, the Company shall submit the following reports within the times and in the format specified below:

The Reports are:

- (a) Initial Report
- (b) Quarterly Reports
- (c) Final Report
- (d) Maintenance Reports
- (e) Incident Reports
- (f) RIMMS and RAMM Data Reports
- (g) Financial Report
- (h) Site Safety Report

#### **Quarterly Report**

The Quarterly Report shall be submitted so that it is received by the Engineer no later than 9.00am on the fourth calendar day of the following month to the quarter end.

The Report shall comprise the following for the reported quarter:

- Update on Bollard renewal Programme, showing both the current and baseline programme;
- Financial Report, providing advertising fees and summary of licence fees for the quarter to be invoiced by the Council;
- A summary of postering activity for the quarter including
  - Number of posters installed by target market class
  - Number of free posters pasted
  - Extent of illegal postering and graffiti removal

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- Site Safety Report, in accordance with Contract Specification;
- A list of all non-conformance and corrective action taken,
- Updated General Public Correspondence and Complaints Log
- Any additional information either required by the Contract Documents and/or instructed to be submitted by the Council as part of the Quarterly Report.

#### **Final Report**

Within seven (7) days of expiry or earlier termination of this Contract the Company shall provide to Council a Final Report. The report shall be in the same format as the Quarterly Report but also contain all the details as to the current position of all Bollards, a detailed description of the condition of each Bollard, and any other information regarding such Bollards reasonably required by Council as directed by Council's Representative

#### Audits

Any audits carried out by the Company shall be submitted as an audit report with the Quarterly report. An audit should be conducted at least twice a year covering the various services under the contract.

From time to time, Council may undertake an audit of the services being performed. This will be based on self-audits carried out by the Company. If there are significant differences between Company audits and Council conducted audits then the Company may be asked to carry out more frequent audits to ensure quality standards are being met.

Council will advise when audits are to be carried out which may cover a range of possible dates and locations, from which the actual audit will be selected at random. The audits will generally check the various services covered by this contract, including erection of new poster bollards or holders, routine application of advertising material and maintenance of the sites, or administrative functions such as health and safety or training of personnel.

Council will observe the services being carried out and complete an audit report.

Council will provide the Company with the outcome of the audit prior to the next Quarterly administration meeting. The audit report will highlight compliance with the contract, minor non-compliances that are to be addressed or substantial non-compliances that need to be discussed at the contract administration meeting and addressed in order to ensure continued compliance with the contract.

## **SCHEDULE 3-Target Market**

#### **Target Market**

- The Arts
- Entetainment
- Sport
- Cultural activities

#### **Target Market for free space**

- Special Events where the company is not entitled to claim payment for advertising on the bollard (see clause 11.6)
- Community based groups and Charitable Organisations
- Promotion of events or issues by persons where there is no commercial outcome intended (exclude political advertising in the course of electioneering)
- Groups where it discourages illegal postering and promotes compliance with the Bylaws.

Note: The Council has an exclusive contract for third party commercial advertising on Street furniture. This contract is not to breach that agreement in any way. If there is any doubt then Council at its sole discretion may ask for advertising that breaches that agreement to be removed. The Company will not be reimbursed for any loss in revenue.

## SCHEDULE 4-Design Specifications

The following pages show the Wellington City standard Bollard Designs which allow for different situations in the network.

The designs may be updated or changed with the prior agreement of The Council to fit evolving needs or satisfy urban design initiatives.

Business information poles have not been included as these are under development but in the interim can be considered similar the pole poster holders.



## FPB10 Poster bollard

Description: A free-standing concrete pipe with steel lid for the use of displaying posters.

Application: Note. When installing new poster bollards use movable poster bollard on page F223

For use on sites throughout the central city that have been approved by the Council.

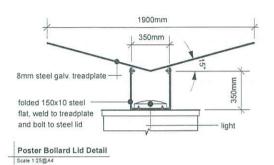
Supplier: Wellington City Council.

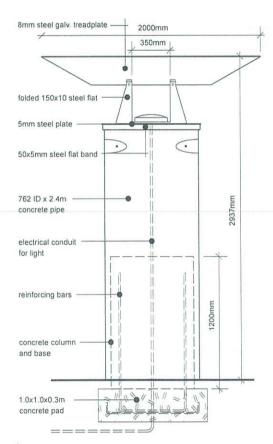
Finish: All steel to be hot-dipped galvanized

Installation: Wellington City Council has the details of the construction and installation of the Poster Bollard. All sites to be approved by Urban Design Unit before installation is to occur. All bollards to be installed with electrical conduit, and a draw wire is to be provided if a electrical cable is not installed at time of bollard installation. For existing asphalt surfaces, back-fill with asphalt to match. For existing paved areas remove area of 1050x1050 and back-fill with exposed aggregate.

Maintenance: Remove rust and other stains from the lid when required. If rust is very bad remove from site, sand blast and re-galvanized. Replace light when required.







Poster Bollard Elevation



# FPB11 Lamp post poster bollard

Description: An aluminium sleeved poster bollard that attaches to existing lamp posts and trolley bus poles. Posters are then stuck to the cladding.

Application: For use on sites throughout the central city that have been approved by the Council.

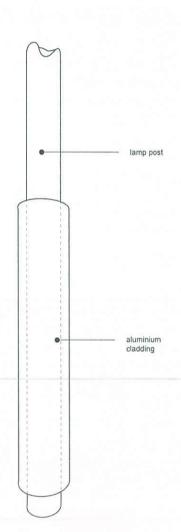
Supplier: Phampton.

Finish: Aluminium Treadplate

Installation: The Council has the details of the construction and installation of the Poster Bollard. All sites to be approved by Urban Design Unit before installation is to occur.

Maintenance: Phampton Signs maintain all citywide poster bollards.





Lamppost Poster Bollard
Scale NTS



# FPB20 Moveable poster bollard

**Description:** A free-standing movable poster bollard.

Application: For use on sites throughout the central city that have been approved by the Council.

Supplier: Phampton Signs.

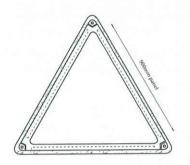
Finish: Blast Grey frame refer to: 'Paint specifications for elements' on page G248.

Exposed aggregate base refer to mix ratio 'G150 Exposed aggregate' on page E137.

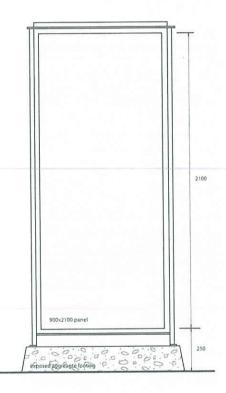
Installation: Position where there is least impediment to pedestrian traffic. Adjust level using washers as spacers between foot and concrete footing. All sites to be approved by Urban Design Unit before installation is to occur.

Maintenance: Phampton Signs maintain all citywide poster bollards.





Plan View of Movable Bollard
Scale 1:10@A4



Front View of Movable Bollard

Street Furniture - Advertising Assets - Poster Bollards

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Specific Location	North of Whitmore Street	Cnr Balance Street	Cnr Stout Street	Btw Johnston and Waring Taylor Streets   WCC	Cnr Grey Street	Cnr Hunter Street	Cnr Bond Street	Cnr Manners Street	Cnr Victoria Street	Cnr Cuba Street	Cnr Dixon Street	By YWCA	North of Dixon Street	By Opera House	South of Dixon Street	Left Bank	Cnr Ghuznee Street by Amcal	Cnr Ghuznee Street	Cnr. Garret Street	Cor Marion Street	Cnr Abel Smith Street	Cnr Tory Street	Cnr Ebor Street	Btw Allen and Blair Streets	Cnr Allen Street	Cnr Blair Street	Cnr Blair Street	Cnr Allen Street	Cnr.Tory Street	Southern side of Salamanca Road	Cnr Hawkestone Street	Cnr May Street	Opp Mulgrave and Lambton Interchange	Cnr Moore Street (north)	Opposite Davis Street	East of Victoria Street opp Walter Street PBL awaiting reinstatement	Cnr Vivian Street
Street Location	Featherston Street	Featherston Street	Lambton Quay	Lambton Quay	Lambton Quay	Victoria Street	Willis Street	Victoria Street	Manners Mall	Manners Mall	Victoria Street	Willis Street	Cuba Mall	Manners Street	Cuba Mall	Cuba Mall	Cuba Mall	Victoria Street	Cuba Street	Ghuznee Street	Cuba Street	Vivian Street	Tory Street	Courtenay Place	Courtenay Place	Courtenay Place	Wakefield Street	Wakefield Street	Cable Street	The Terrace	Molesworth Street	Murphy Street	Thorndon Quay	Thorndon Quay	Thorndon Quay	Vivian Street	Taranaki Street
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POSTER BOLLARD PB038	PB038		Cambridge Terrace	By Wakefield Street	wcc		
POSTER BOLLARD PB039	PB039		Riddiford Street	Cnr Constable Street	wcc		
POSTER BOLLARD PB040	PB040		Riddiford Street	Cnr Rintoul Street	wcc		-
POSTER BOLLARD PB041	PB041		Taurima Street	Cnr Moxham Avenue	wcc		
POSTER BOLLARD   PB042	PB042		Adelaide Road	Near Oxford Street outside BP	PBL.		
POSTER BOLLARD   PB043	PB043		Adelaide Road	Cnr King Street opposite Piza Hut	PBL		
POSTER BOLLARD PB044	PB044		Buckle Street	Cor Tory Street by Mobil	PBL awaiting	PBL awaiting reinstatement	
POSTER BOLLARD PB045	PB045		Wallace Street	Outside Massey University	PBL		
POSTER BOLLARD   PB046	PB046		Taranaki Street	Outside #159 (Shell Service Station)	PBL		
POSTER BOLLARD   PB047	PB047		Hopper Street	In front of Egley Electrical Carpark	PBL		
POSTER BOLLARD PB048	PB048		Taranaki Street	Car Dixon Street	wcc		
POSTER BOLLARD   PB049	PB049		Cuba Street	By Glover Park	wcc		
POSTER BOLLARD PB050	PB050		Cuba Street	Blw #25 and #31	PBL.		
POSTER BOLLARD   PB051	PB051		Bunny Street	Cnr Featherston Street	PBL		
POSTER BOLLARD   PB052	PB052		Willis Street	Btw #235 and #237	PBL		
POSTER BOLLARD   PB053	PB053		Manners Street	Blw #42 and #44	PBL		
POSTER BOLLARD   PB054	PB054		Riddiford Street	Car Russell Terrace	PBl.		
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POSTER BOLLARD PB056	PB056		John Street	et	PBL	26/02/2009	
POSTER BOLLARD PB057	PB057		Cuba Street	Cnr Arthur Street	PBL	26/02/2009	
POSTER BOLLARD   PB058	PB058		Willis Street	Cnr Karo Drive	PBL	26/02/2009	
POSTER BOLLARD PB059	PB059	Secretaria de la composição de la compos	Victoria Street	Opposite Feltex Lane	PBL awaiting	PBL awaiting reinstalement	
POSTER BOLLARD   PB060	PB060		Aro Street	By Community Centre	PBL		
POSTER BOLLARD PB061	PB061		Mirimar		PBL		
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POSTER BOLLARD pb065	pb065		Vivian Street	Cobblestone Park	PBL		
POSTER BOLLARD PB066	PB066		Cable Street	Cable	PBL		

Owned by Council	Owned by current Contractor	Owned by Current contractor but	awaiting reinstatement in new locations	Bollards currently in use Nov 2016
27	28	က		55

Approval Status		Approved 25/10/05	FESSER CONTROL CONTROL CONTROL FESSER CONTROL	Approved 25/10/05	Approved 25/10/65				Approved 25/10/05	Approved 25/10/05	Approved 25/10/05	Approved 25/10/05	pproved 25/10/05	Approved 25/10/05	Approved 25/10/65	and a property of the company of the		A CONTRACTOR STATEMENT OF THE STATEMENT			Approved 25/10/05	Approved 25/10/05			6 (1958) 1975, 1876 (1958) 1958, 1898 (1958) 1975 (1958) 1946					Approved 25/10/05	Approved 25/10/05	Approved 25/10/05	Approved 25/10/05	20.00 pp. 20.00	Approved 25/10/05		Approved 11/04		ay change			ay change	ay change	lay change	lay change	Approved 20/1/09	Approved 20/1/09	Approved 20/1/09	Approved 20/1/09	pproved 20/1/09	Approved 20/1/09
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1/11/2016

Street Furniture - Advertising Assets - Other Approved Locations

Page 1 of 2

Reference	GIS	Street Location	Specific Location	Spporting Construct Asset Type n Date	Spporting Constructio	Surface Area (m2)	Diameter Width Height (mm) (mm) (mm)	Width (mm)	Height (mm)	Comment	Approval Status
A1 052		CUBA STREET	Cor Vivian St (south east)	Pole 1	19/02/2009		15007		2000		Approved 20/1/09
ALOS3			Cnr Tasman Street		26/02/2009		15007		2000		Approved 20/1/09
ole Holder AL054		COURTENAY PLACE		Pole							***************************************
treiness Information TRIAL		FEATHERSTON STREE	RSTON STREE 187 Featherston St	Pole 4	4/02/2016					TRIAL	***************************************
Dole Halder			Bus Shelter by Bidwill St	Panel		2.88		900	800	800 6 Panels in total	Approved 2/2/2009, review 2/2/2010
Pole Holder	-		RSTON STREETRailway/bus underpass 1	Panel							Historic agreement
S AI 057		FEATHERSTON STREE	RSTON STREET Railway/bus underpass 2	Panel							Historic agreement
AI 058			RSTON STREET Railwaybus underpass 3	Panel							Historic agreement
ota Holder Al DS9		FEATHERSTON STREE	RSTON STREET Railway/bus underpass 4	Panel							Historic agreement
Actor Holders See See Al DBD			Railway Sto forecourt west					1200	1730	1730 Similar to Adshel panels	Pending
AL061			Railway Stn forecourt east					1200	1730	1200   1730 Similar to Adshel panels	Pending
AL062			Ohiro Road/Brooklyn Road								
AL063		Brooklyn	Brooklyn Road Shops								
AL064		Island Bay	Island Bay Shops							***************************************	
AL065		Island Bay	Island Bay Shops								
AL066		Courtenay Place	Comer Tory Street								
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## **SCHEDULE 6-Tender Response and Correspondence**

## For clarity:

 a. The Licence Fees per month exclusive of GST are: Bollards - \$104
 Pole Poster Holders - \$34.67

b. The Advertising Rates are:

A3 Sheet - \$1.65

A2 Sheet - \$3.30

A1 Sheet - \$6.60