

# Request for Tenders



## Homeview Cemetery Reserve 183 Parnassus Road, Cheviot Licence to Occupy

Tender 19/14

RFT released: 21 November 2019

Deadline for Tenders: 17:00 hours 13 December 2019

# This opportunity in a nutshell

## What we need

Someone to graze stock on and maintain the reserve.

## What we don't want

Tenders for anything other than stock grazing.

## What's important to us

That the reserve is grazed and maintained. This includes (but not limited to) keeping the grass down so it does not pose a fire risk and keeping the reserve free from noxious weeds.

## What's important for you to know

- Annual rates are payable by the Licensee on top of the annual rental. The current annual rates are \$601.80.
- Half a unit of water is supplied to the reserve.
- The south and north-west boundary fences are in poor condition. It would be the responsibility of the winning tenderer (ie the Licencee) to ensure the fences are suitable to contain stock within the reserve (ie the licenced area).

# SECTION 1: Key information

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## 1.1 Our timeline

- a. Here is our timeline for this RFT.

**Deadline for Tenders:** **17:00hrs** 13 December 2019

Unsuccessful Tenders notified of award of Licence: 17 December 2019

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

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

b. **Our Point of Contact**

**Name:** Liz Atkins

**Title/role:** Team Leader Property & Amenities Planning

**Phone:** 0277332237

**Email address:** liz.atkins@hurunui.govt.nz

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## 1.3 Address for submitting your Tender

- a. Tenders must be delivered in hard copy. Please send or deliver them to the following address:

**For Tenders sent by post:**

Tender Box

Homeview Cemetery Reserve – Licence to Occupy

Liz Atkins

Hurunui District Council

PO Box 13

Amberley 7441

**For Tenders delivered by hand or courier:**

Tender Box

Homeview Cemetery Reserve – Licence to Occupy

Liz Atkins

Hurunui District Council

66 Carters Road

Amberley 7410

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# SECTION 2: Our Requirements

## 2.1 Background

The paddock adjoining the Homeview Cemetery on the Homeview Cemetery Reserve has been grazed for a number of years for maintenance purposes.

## 2.2 Licence term

We anticipate that the Licence will commence 18 December 2019. The anticipated Licence term and options to renew are:

Description	Years
Initial term of the Licence	Three years
Options to extend the Licence	Up to one renewal of three years.
Maximum term of the Licence	Six years

# SECTION 3: Our Evaluation Approach

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

## 3.1 Evaluation model

- The evaluation model that will be used is highest price conforming. The tender that is the highest price will likely be selected as the successful tender.
- Only tenders submitted on the enclosed tender form will be considered.

# SECTION 5: Our Proposed Contract

## 5.1 Licence to Occupy

The following is the Licence to Occupy document that we intend to use.

If you tender for the Licence to Occupy, you are deemed to have accepted the terms and conditions in the Licence to Occupy document in full.

HURUNUI DISTRICT COUNCIL

LICENCE TO OCCUPY

WHEREAS the Mayor, Councillors and inhabitants of the District of Hurunui (hereinafter referred to as the "Licensor") have under the provisions of the Local Government Act 2002, authorised a License to be issued to **<Tender Name>** (hereinafter referred to as the "Licensee") over all that area containing 2.73 hectares more or less and being **PT RES 3068 BLK XII CHEVIOT SD (Homeview Cemetery Reserve)** and as per area outlined in orange on attached map (hereinafter referred to as the "Land").

NOW THEREFORE the Licensor doth hereby License and authorise the Licensee to occupy the land described for a term of three (3) years commencing on **18 December 2019** with a right of renewal for a further period of three (3) years, provided that the Licensor may determine this Licence at any time upon one month's written notice where any part or all of the Land is required for any other purpose.

SUBJECT TO the payment of an annual rental of **<Tender Amount>** plus GST due on the first day of MONTH in each and every year.

AND SUBJECT ALSO to the following conditions, viz

1. The Licensee will use the Land solely for the purpose of grazing sheep.
2. That the Licensee will at all times pay punctually the rent as hereinbefore provided and as otherwise directed by the Licensor.
3. That the Licensee will pay all rates, taxes and other charges relating to the Land or its occupation.
4. This Licence is personal to the Licensee, and the Licensee will not assign, sublet, mortgage, charge, grant any lien, or otherwise dispose or part with the possession of the whole or any part of the said Land.
5. That the Licensee will use and manage the said Land in a good and husbandlike manner and not contaminate, impoverish or cause waste of the Land (including without limitation any waterway or waterbody).
6. That the Licensee will keep the said Land free from gorse, broom, noxious weeds, rabbits and other vermin.

7. That the Licensee will not break up or crop any part of the said Land, nor cut down or plant any trees or bush, without the prior consent of the Licensor.
8. The Licensee will not erect any buildings or other structures on the said Land without the prior consent of the Licensor.
9. That the Licensee will keep all buildings, fences, drains, gates and other improvements now or hereafter upon the said Land in good order, condition and repair.
10. The Licensor reserves the right to enter upon the said Land at any time for inspection purposes and for the purpose of installing, maintaining, repairing, or removing any existing service, over, under, or on the Land, remedying any breach of this licence or for any other lawful purpose.

AND it is hereby agreed and declared as follows:

1. In the event of a breach of any of the conditions of this License may be determined at any time by the Licensor upon the Licensor giving notice in writing of his intention to do so.
2. Upon the expiration or sooner determination of this License either as to the whole or any part of the said Land the Licensee shall not be entitled to compensation for any improvement effected by him but he may within such time as the Licensor shall determine remove all buildings, enclosures, fencing, or other improvements effected or purchased by him.
3. The costs of any enforcement action in relation to this licence and any work required by the Licensor to remedy any failure by the Licensee to comply with these provisions, may be recovered by the Licensor, from the Licensee as a debt, due and owing.
4. Where there is more than one Licensor, the provisions of this Licence shall be binding on each one jointly and severally.
5. Nothing in this Licence is to be treated as limiting any other rights or powers which the Council may have under law.
6. The Licensee's liability under this License will not be affected by any delay, extension of time, forbearance, or waiver by the Council, or by failure or neglect by the Council to enforce this Licence.





**Location Map:**

Licensed area outlined in orange.





**TENDER 19/14**

**LICENCE TO OCCUPY – HOMEVIEW CEMETERY RESERVE**

I WISH TO TENDER FOR THE AREA DESCRIBED AS HOMEVIEW CEMETERY RESERVE - PT RES 3068 BLK XII CHEVIOT SD – 183 PARNASSUS ROAD, CHEVIOT

AMOUNT PER ANNUM: \_\_\_\_\_ (excl GST)

AMOUNT PER ANNUM IN WORDS:

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**I have read and understood the conditions of the licence pertaining to this reserve.**

FULL LEGAL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PH NO \_\_\_\_\_

EMAIL \_\_\_\_\_

OCCUPATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

TENDERS SHOULD BE ADDRESSED TO:

**For Tenders sent by post:**

Tender Box  
Homeview Cemetery Reserve – Licence to Occupy  
Liz Atkins  
Hurunui District Council  
PO Box 13  
Amberley 7441

**For Tenders delivered by hand or courier:**

Tender Box  
Homeview Cemetery Reserve – Licence to Occupy  
Liz Atkins  
Hurunui District Council  
66 Carters Road  
**Amberley 7410**

**Tenders close Friday 13 December 2019 at 5pm**

PRIVACY ACT PROVISION : The information you provide in this document will be collected and held by the Hurunui District Council. This information is collected for the purposes of assessing this tender only.