

From: [Tim Dowson](#)
To: [Geoff Mayman](#)
Subject: (6)RE: Procurement process for externally contracted work - \$20k value??
Date: Tuesday, 26 January 2021 11:45:00 AM
Attachments: [image001.png](#)
[image002.jpg](#)

Hi Geoff

We have identified a preferred supplier to undertake the site by site assessment of QLDC land for consideration for camping as part of work required for a review of the current Freedom Camping Bylaw.

The value of the work is quoted as fixed price of [REDACTED] ex GST.

Can you please forward me the Short Form Contract we use for this sort of engagement, or point me towards the correct document.

Cheers
Tim

Tim Dowson

Responsible Camping Programme Manager | Pou Tikanga
Pūpahi
Community Services
Queenstown Lakes District Council
DD: +64 3 450 0533 | Mobile 0273307747
E: Timothy.Dowson@qldc.govt.nz



Please note I work part days on Monday, Tuesday, Wednesday and Thursday

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From: Geoff Mayman <geoff.mayman@qldc.govt.nz>
Sent: Tuesday, 24 November 2020 7:40 PM
To: Tim Dowson <Timothy.Dowson@qldc.govt.nz>
Subject: RE: Procurement process for externally contracted work - \$20k value??

Hi Tim

Perfect world – up to \$50k – you'd be getting three quotes.

However, there's quite a range of custom & practice round the org.

What is BAU in the Parks space?

Regardless – you'll need a clear scope of work and payment mechanism to include with the contract or PO...

Regards, geoff

From: Tim Dowson <Timothy.Dowson@qldc.govt.nz>
Sent: Tuesday, 24 November 2020 11:26 AM
To: Geoff Mayman <geoff.mayman@qldc.govt.nz>
Subject: Procurement process for externally contracted work - \$20k value??

Hi Geoff

Thunes has asked me to check in with you regarding procurement process for a piece of work we are doing to undertake a site by site assessment of QLDC land for consideration for camping as part of work required for a review of the current Freedom Camping Bylaw. We will be using an external supplier to undertake the work and wish to get underway asap.

We expect this work will cost up to \$20k. For that relatively small budget, what do I need to be aware of procurement wise? Do I need to seek competitive quotes or can I go directly to a supplier (I may struggle to find more than one supplier in the local market anyway).

Cheers
Tim

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