

## 7.3 Contract No. 2021/81 Library Collections, Furniture, Equipment & Associated Requirements

### Abstract

To seek Council endorsement for the awarding of Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843). This contract will establish a supplier panel across 14 categories for the purchase of library materials for an initial contract term of two years with possible extension options of two one year terms, expiring on 30 June 2025. This is a new contract to replace Council's existing Contract No. 2018/32, Libraries Collections, Furniture, Equipment and Associated Requirements, which expires on 30 June 2021. The tender process was conducted by Procurement Australia acting as agent for Council and complies with the requirements of section 186 of the *Local Government Act 1989*.

The estimated cost to Council of this contract in 2021-22 is \$2,118,075 after the return of the GST Tax Input Credits, which is in accordance with Council's adopted budget. Expenditure in future years will be in accordance with approved budget allocations.

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments, in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020 as the information relates to private commercial information, being information provided by a business or commercial undertaking that if released, would unreasonably expose the business or commercial undertaking to disadvantage. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachments to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

### Officers' recommendation

That Council resolve:

1. To award Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843), to:

#### Category 1 - Printed Material - English

- All Star Comics Melbourne Pty Ltd;
- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Merian Books Pty Ltd;

- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

#### Category 2 - Printed Material - LOTE (Languages Other Than English)

- Aussie Global Books Pty Ltd;
- CC Books Australia Pty Ltd;
- Caval Limited;
- Ddn Consulting Pty Ltd;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- Konava Pty Ltd;
- Ln Vietnamese Books Pty Ltd;
- Lote Libraries Direct Pty Ltd; and
- Zagreb Croatian Bookshop.

#### Category 3 - Printed Magazines and Newspapers (English)

- Box Hill South Newsagency;
- Carolyn Loader Family Trust;
- Ebsco;
- Isubscribe Pty Ltd;
- Konava Pty Ltd; and
- Prenax Pty Ltd.

#### Category 4 - Printed Magazines and Newspapers (LOTE)

- Aussie Global Books Pty Ltd;
- Box Hill South Newsagency;
- CC Books Australia Pty Ltd;
- Ddn Consulting Pty Ltd;
- Ebsco;
- Isubscribe Pty Ltd;
- Ln Vietnamese Books Pty Ltd;
- Lote Libraries Direct Pty Ltd;
- Prenax Pty Ltd; and
- Zagreb Croatian Bookshop.

#### Category 5 - Digital Collections – (English and other languages)

- Aussie Global Books Pty Ltd;
- Beamafilm Pty Ltd;
- Bolinda Publishing Pty Ltd;
- Bolinda Digital Pty Ltd;
- Digital Education Services;
- Greek Book Importers;
- James Bennett Pty Ltd;
- Konava Pty Ltd;
- Midwest Tape LLC Dba Hoopla Digital;
- Overdrive Australia Party, Ltd;
- Prenax Pty Ltd; and
- Ulverscroft Large Print Books.

Category 6 - Audio Visual Materials – (English)

- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Caval Limited;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Mdm Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 7 - Audio Visual Materials – (LOTE)

- Aussie Global Books Pty Ltd;
- CC Books Australia Pty Ltd;
- Caval Limited;
- KI Media Pty Ltd trading as All Access;
- Ln Vietnamese Books Pty Ltd;
- Lote Libraries Direct Pty Ltd
- Mdm Entertainment Pty Ltd; and
- Zagreb Croatian Bookshop.

Category 8(a) – Cataloguing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic;
- Lote Libraries Direct Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Prenax Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 8(b) - Processing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;

- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- Ebsco;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic;
- Lote Libraries Direct Pty Ltd
- Mdm Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Prenax Pty Ltd;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

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#### Category 8(c) – Consumables - Processing Service Consumables

- Aussie Global Books Pty Ltd;
- Bolinda Publishing Pty Ltd;
- Greek Book Importers;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic
- Prenax Pty Ltd;
- Raeco/CEI Pty Ltd;
- Readings Pty Ltd; and
- Sound Text Media Pty Ltd.

#### Category 9 - Associated Support Services

- ABR Relocations;
- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- Innovative Interfaces;
- James Bennett Pty Ltd;
- Konava Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

#### Category 10 - Library Management System

- Aurora Information Technology;
- Civica Pty Ltd;

- DLS Australia Pty Ltd;
- Insight Informatics Pty Ltd;
- Konava Pty Ltd; and
- Sirisidynix Pty Ltd.

#### Category 11 – RFID

- Adilam Technologies;
- Bibliotheca Australia Pty Ltd;
- FE Technologies Pty Ltd; and
- Quantum Libraries t/as Qld Library Supplies.

#### Category 12 - Library furniture and shelving

- Intraspace Pty Ltd;
- Konava Pty Ltd;
- Quantum Libraries t/as Qld Library Supplies;
- Raeco/CEI Pty Ltd; and
- Resource Furniture Pty Ltd.

#### Category 13 - Digital Discovery, Statistical Evaluation and Other Library Support Tools

- Abax Kingfisher Pty Ltd;
- James Bennett Pty Ltd; and
- Nielsen.

#### Category 14 - Programs Support/ Non-traditional library collections

- No suppliers accepted for Victoria.

#### Category 15 – Library Removalists

- ABR Relocations;
- Gan Group Pty Ltd;
- Intraspace Pty Ltd; and
- Quantum Libraries t/as Qld Library Supplies

at their tendered schedule of rates for an initial contract term of two years with possible extensions to a maximum contract term of four years. The estimated contract cost for the maximum term is \$9,319,530 (including GST). The cost to Council after the return of the GST Tax Input Credits is \$8,500,000.

2. To authorise the Director Community Support to negotiate extensions to the contract with the above contractors to the maximum four year contract term.
3. To note expenditure under this contract in 2021-22 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.

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**Responsible director:** Carolyn McClean, Director Community Support

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## 1. Purpose

The purpose of this report is for Council to give consideration to the awarding of Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843).

## 2. Policy implications and relevance to community plan and council plan

This contract aligns with the following themes and strategies in the Boroondara Community Plan (2017-27) and Council Plan (2017-21):

Theme 1: Your Community, Services and Facilities

Strategy 1.4: Provide, facilitate and advocate for life-long learning opportunities for people of all ages.

Theme 7: Civic Leadership and Governance

Strategy 7.5: Ensure sound financial management while allocating resources to deliver strategic infrastructure and services that meet community needs.

This procurement process has been carried out in accordance with the requirements of Council's Procurement Policy.

## 3. Background

Council requires a panel of suitably qualified suppliers for the provision of library materials (book and non book) and including furniture, equipment and other associated requirements.

### Invitation to tender

In accordance with Council's procurement procedures and Section 186 of the *Local Government Act 1989*, Council appointed Procurement Australia (PA) as the tendering agent to call and evaluate public tenders from suitably qualified organisations for the provision of library collections, furniture, equipment and associated requirements.

Initially industry briefing sessions were advertised in Sydney and Melbourne on 11 November 2020. Following the industry briefing sessions, PA advertised tenders in the following newspapers:

- Sydney Morning Herald on 24 November 2020
- Melbourne Herald Sun on 25 November 2020.

The closing date for submissions was originally 3pm, 18 December 2020 but this was extended via Addendum to 3pm, 23 December 2020.

In response to the advertisement, PA received 57 responses to the request for tender across the 15 categories.

#### 4. Outline of key issues/options

This new contract contains 15 categories for products/services as follows:

- Category 1 – Printed Materials (English)
- Category 2 – Printed Materials (LOTE)
- Category 3 - Printed Magazines and Newspapers (English)
- Category 4 - Printed Magazines and Newspapers (LOTE)
- Category 5 - Digital Collections – (English and other languages)
- Category 6 - Audio Visual Materials – (English)
- Category 7 - Audio Visual Materials – (LOTE)
- Category 8(a) – Cataloguing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services
- Category 8(b) - Processing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services
- Category 8(c) – Consumables - Processing Service Consumables
- Category 9 - Associated Support Services
- Category 10 - Library Management System
- Category 11 – RFID
- Category 12 - Library furniture and shelving
- Category 13 - Digital Discovery, Statistical Evaluation and Other Library Support Tools
- Category 14 - Programs Support/ Non-traditional library collections
- Category 15 – Library Removalists

This contract provides Council with an extensive product/service offering and is considered to provide value for money with the pricing offered.

#### 5. Consultation/communication

Contract advice from Council's Procurement Department, advice from Boroondara Library Service professional staff and Procurement Australia staff has informed this process.

#### 6. Financial and resource implications

Council's 2021-22 Budget provides the following allocations:

##### Operating

Account No. 36700-55212 - Library Resources- Online Subscriptions	\$ 410,000
<u>Account No. 36700-55213 - Subscriptions/Publications</u>	<u>\$ 138,075</u>
Total Operating	\$ 548,075

##### Capital

Account No. 71361 - Library Resources	\$ 990,000
Account No. 71568 - Library & Office Furniture	\$ 75,000
Account No. 72665 - Library IT Hardware Renewal	\$ 400,000
<u>Account No. 72751 - Library Shelving</u>	<u>\$ 105,000</u>

Total Capital	\$1,570,000
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Plus Account No. 54100-55213 - Spydus Library Management <u>System from Civica and associated services</u>	<u>\$ 113,516</u>
<u>TOTAL</u>	<u>\$2,231,591</u>

Council will commence utilising the products and services offered under this contract from 1 July 2021.

Council does not guarantee the appointed contractors any minimum quantities in relation to any of the contract components. The amount of goods and services provided will be in accordance with the need and budgetary allocations each year.

Payment will be made in line with the respective Tenderer's Schedule of Rates or via an individual quotation process for Categories, 9, 10, 11, 13 and 15.

## 7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The officers responsible for this report have no direct or indirect interests requiring disclosure.

This tender process has been carried out in accordance with the requirements of Council's Procurement Policy.

## 8. Social and environmental issues

Procurement Australia has assessed Corporate Governance, Environmental and Supply Chain impact and Workplace Practices and Social Impact in the weighting of suppliers.

Suppliers have been asked to use recycled and green packaging materials wherever possible. A number of suppliers are local, thus reducing the carbon footprint. As books, periodicals and AV Media are loaned to members, appropriate processes of recycling and cost effective use of resources are followed. Where possible, local suppliers will be used to reduce the transport carbon footprint.

The approval of a supply panel for libraries collections, furniture, equipment and associated requirements will ensure the continuity of supply for the provision of library resources for Boroondara's community and assist with supporting the information needs of the members of the library service. The number of categories in this Contract provides extensive options for the provision of products and services for the library service.

## 9. Evaluation and review

The tender evaluation report is provided as **Confidential Attachment 1**.

As a result of the tender evaluation, the evaluation panel recommends that Council award Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843), to:



**Category 1 - Printed Material - English**

- All Star Comics Melbourne Pty Ltd;
- ALS Library Services Pty Ltd;
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- James Bennett Pty Ltd;
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- Mdm Entertainment Pty Ltd;
- Merian Books Pty Ltd;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

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- Konava Pty Ltd; and
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- Resource Furniture Pty Ltd.

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- James Bennett Pty Ltd; and
- Nielsen.

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#### Category 15 – Library Removalists

- ABR Relocations;
- Gan Group Pty Ltd;
- Intraspace Pty Ltd; and
- Quantum Libraries t/as Qld Library Supplies.

at their tendered schedule of rates. The estimated contract cost for all contracts for a maximum term of four years is \$9,319,530 (including GST). The cost to Council after the return of the GST Tax Input Credits is \$8,500,000.

Council is required to provide notification through the Procurement Australia portal to all successful Contractors of their intention to access the products/services under this Contract.

**Manager:**                **Aileen Carter, Acting Manager Library Services**

**Report officer:**      Bridie Meehan, Library Support Officer