

SC2 Contract No. 2018/32, Libraries Collections, Furniture, Equipment and Associated Requirements

Abstract

This report is presented to seek Council endorsement for the awarding of Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries collections, Furniture, Equipment and Associated Requirements. 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 2021. This is a new contract to replace Council's existing Contract No. 12/032, Supply of Library Books and Associated Services, which expires on 30 June 2017. 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 2017-18 is \$2,040,000 after the return of the GST Tax Input Credits, which is in accordance with Council's current 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 89(2) of the *Local Government Act 1989*, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons. 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. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements, to provide access to the products/services offered by the following companies in 14 categories:

Category 1 - Printed Material - English

- All Star Comics Melbourne Pty Ltd;
- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Caval Limited;
- Digital Education Services;
- DLS Australia Pty Ltd;
- Educational Concepts (Sales) Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Link Educational Supplies Pty Ltd;
- Lonsdale Authorised Newsagency;
- Merian Books Pty Ltd trading as Farrell's Bookshop;

- Metropolis Bookshop;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House; and
- The Comic Place.

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

- BDM Universal;
- Arab friends Book club;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- DDN Consulting Pty Ltd;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- Hansol Books;
- Link Educational Supplies Pty Ltd;
- LOTE Libraries Direct Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 3 - Large Print Material

- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Link Educational Supplies Pty Ltd;
- Lonsdale Authorised Newsagency;
- Peter Pal Library Supplier;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 4 - Printed Magazines and Newspapers - English

- Box Hill South Newsagency;
- EBSCO;
- iSubscribe Pty Ltd;
- Lonsdale Authorised Newsagency;
- Prenax Pty Ltd;
- The Book House; and
- The I and S Neal Family Trust trading as newsXpress Ballarat.

Category 5 - Printed Magazines and Newspapers - LOTE

- Arab friends Book club;
- Aussie Global Books;
- Books Music & Videos;
- Box Hill South Newsagency;

- CC Books Australia Pty Ltd;
- DDN Consulting Pty Ltd;
- EBSCO;
- Greek Book Importers;
- Lonsdale Authorised Newsagency;
- LOTE Libraries Direct Pty Ltd;
- Prenax Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 6 - Digital Collections – English & LOTE

- Aussie Global Books;
- Beamafilm Pty Ltd;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Books Music & Videos;
- Caval Limited;
- James Bennett Pty Ltd;
- MDM Entertainment Pty Ltd;
- OverDrive;
- Peter Pal Library Supplier;
- Prenax Pty Ltd; and
- Wavesound Pty Ltd.

Category 7 - Audio/Visual Materials - English

- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Caval Limited;
- Digital Education Services;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KL Media Pty Ltd Trading as All Access Australasia;
- MDM Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 8 - Audio/Visual Materials -LOTE

- BDM Universal;
- Arab friends Book club;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- Digital Education Services;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- KL Media Pty Ltd Trading as All Access Australasia;
- LOTE Libraries Direct Pty Ltd;

- MDM Entertainment Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 9 - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- D&T Haroutunian Pty Ltd;
- Digital Education Services;
- EBSCO;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KL Media Pty Ltd trading as All Access Australasia;
- Lewis Logic;
- LOTE Libraries Direct Pty Ltd;
- MDM Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Protect-A-Book;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books;
- Wavesound Pty Ltd; and
- Z & P Cultural Promotion.

Category 10 - Associated Support Services

- ALS Library Services Pty Ltd;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Beamafilm Pty Ltd;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Books Music & Videos;
- Caval Limited;
- DLS Australia Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- MDM Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 11 - Library Management System (LMS)

- Aurora Information Technology;
- Civica;
- Insight Informatics Pty Ltd;
- OCLC; and
- SirsiDynix.

Category 12 - Radio Frequency Identification (RFID)

- Adilam Technologies;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- FE Technologies Pty Ltd; and
- SANZAP Pty Ltd.

Category 13 - Library Furniture and Shelving

- Abax Kingfisher Pty Ltd;
- CEI Pty Limited;
- Intraspace Pty Ltd;
- Resource Furniture Pty Ltd; and
- SANZAP Pty Ltd.

Category 14 - Digital Discovery and Evaluation Tools

- Beamafilm Pty Ltd;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- EBSCO;
- OCLC;
- SANZAP Pty Ltd; and
- The Book House.

at their tendered Schedule of Rates for an initial contract term of two years with possible extensions of two one year terms to 30 June 2021. The estimated contract cost for the maximum four year term is \$8,976,000 (including GST). The estimated cost to Council after the return of the GST Tax Input Credits is \$8,160,000.

2. To authorise the Chief Executive Officer or such other person that the Chief Executive Officer selects for the purpose of giving effect to this resolution to notify the above companies in writing of Council's decision to access the relevant product/service offering, applicable pricing and terms and conditions consistent with the Procurement Australia Contract 1906/0836.
3. To authorise the Chief Executive Officer or such other person that the Chief Executive Officer selects for the purpose of giving effect to this resolution to negotiate extensions to Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements, with the above contractors to the maximum contract term.
4. To note that expenditure under this contract in 2017-18 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.

**Responsible director: Carolyn McClean
Community Development**

1. Purpose

The purpose of this report is for Council to give consideration to the awarding of Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements.

2. Policy implications and relevance to council plan

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

This contract is aligned with Council Plan 2013-17 - Council Strategic Objective 5, "Responsible Management" Strategy 19, "Financial Management".

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 tendering procedures and Section 186 of the *Local Government Act 1989*, Council appointed Procurement Australia (PA) as tendering agent to call and evaluate public tenders from suitably qualified organisations for Libraries collections, furniture, equipment and associated requirements. 42 PA members appointed PA as their agent to tender. Initially industry briefing sessions were advertised in Sydney, Adelaide and Melbourne on 1 and 2 November 2016. Following the industry briefing sessions, PA advertised tenders in the following newspapers:

Sydney Morning Herald on 31 January 2017
Adelaide Advertiser on 31 January 2017
Melbourne Herald Sun on 1 February 2017

The closing date for submissions was 3pm, Wednesday 1 March 2017.

In response to the advertisement, PA received 61 responses to the request for tender across the 14 categories.

4. Outline of key issues/options

This new contract contains 14 categories for products/services as follows:

Category 1 - Printed Material - English
Category 2 - Printed Material - LOTE (Languages Other Than English)
Category 3 - Large Print Material
Category 4 - Printed Magazines and Newspapers - English
Category 5 - Printed Magazines and Newspapers - LOTE
Category 6 - Digital Collections – English & LOTE

- Category 7 - Audio/Visual Materials - English
- Category 8 - Audio/Visual Materials -LOTE
- Category 9 - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services
- Category 10 - Associated Support Services
- Category 11 - Library Management System (LMS)
- Category 12 - Radio Frequency Identification (RFID)
- Category 13 - Library Furniture and Shelving
- Category 14 - Digital Discovery and Evaluation Tools

The structure of this new contract combines two previous PA contracts into one contract. Previous contracts were PA Contract 1504/0826 Supply of Library Books and Associated Services and Contract 1411/0830, Office Furniture, Library Furniture, Shelving and Whitegoods (Electrical Consumer Products). This combined 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 Commercial and Property Services Department, advice from Boroondara Library Service professional staff and Procurement Australia staff has informed this process.

A meeting on the tender recommendations was held by Procurement Australia on 18 May 2017.

6. Financial and resource implications

Council's 2017-18 adopted budget provides the following allocations:

Operating

Account No. 36700 - Library Resources-Online	
Subscriptions	\$ 512,335
<u>Account No. 36800-55353 - Subscriptions/Publications</u>	<u>\$ 2,250</u>
Total Operating	\$ 514,585

Capital

Account No. 71361 - Library Resources	\$ 985,000
Account No. 71568 - Library & Office Furniture	\$ 63,000
Account No. 72569 - Library RFID replacement	\$ 30,000
<u>Account No. 72665 - Library IT Hardware Renewal</u>	<u>\$ 300,000</u>
Total Capital	\$1,378,000

Plus Spydus Library Management System from Civica and associated services	\$ 150,000
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<u>TOTAL</u>	<u>\$2,042,585</u>
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Council will commence utilising the products and services offered under this contract from 11 July 2017.

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.

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.

8. Social and environmental issues

Procurement Australia through the criteria of Corporate Social and Supply Chain Responsibility Profile 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. Information was provided in relation to the wider supply chain management processes and associated ethics of trading partners.

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 increased number of categories in this Contract provides extensive options for the provision of products and services for the library service.

9. Evaluation and review

As a result of the tender evaluation conducted by PA and reviewed by Boroondara Library Service professional staff, it is recommended that Council award Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements to provide access to the products/services offered by the following companies in category order:

Category 1 - Printed Material - English

- All Star Comics Melbourne Pty Ltd;
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- Baker & Taylor, Inc.;
- Caval Limited;
- Digital Education Services;
- DLS Australia Pty Ltd;
- Educational Concepts (Sales) Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Link Educational Supplies Pty Ltd;
- Lonsdale Authorised Newsagency;
- Merian Books Pty Ltd trading as Farrell's Bookshop;
- Metropolis Bookshop;

- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House; and
- The Comic Place.

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- Global Language Books Pty Ltd;
- Greek Book Importers;
- Hansol Books;
- Link Educational Supplies Pty Ltd;
- LOTE Libraries Direct Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

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- James Bennett Pty Ltd;
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- Link Educational Supplies Pty Ltd;
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- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

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- CC Books Australia Pty Ltd;
- Caval Limited;
- D&T Haroutunian Pty Ltd;
- Digital Education Services;
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- Insight Informatics Pty Ltd;
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- SirsiDynix.

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- CEI Pty Limited;
- Intraspace Pty Ltd;
- Resource Furniture Pty Ltd; and
- SANZAP Pty Ltd.

Category 14 - Digital Discovery and Evaluation Tools

- Beamafilm Pty Ltd;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- EBSCO;
- OCLC;
- SANZAP Pty Ltd; and
- The Book House,

at their tendered Schedule of Rates. The estimated contract cost for the maximum term of four years is \$8,976,000 (including GST). The estimated cost to Council after the return of the GST Tax Input Credits is \$8,160,000.

Council is required to provide notification in writing to all successful Contractors of their intention to access the products/services under the Procurement Australia contract.

Manager & report officer: Kate Brewster, Community Information and Libraries