

3.4 CONTRACT FOR SUPPLY OF SHELF READY LIBRARY BOOKS, AUDIO VISUAL MEDIA, PERIODICALS, SUBSCRIPTION AND RELATED SERVICES

(CF2009047: MK: PR)

Responsible Directors: Marilyn Kearney and Carolyn McClean

RECOMMENDATION

That Council:

1. *Appoints the nominated suppliers listed in Attachment A, to a Panel for the Supply of Shelf Ready Library Books, Audio Visual Media, Periodicals, Subscription and Related Services for a two (2) year period for the schedule of rates submitted with their respective tenders (Estimated annual expenditure of \$385,000 GST inclusive) with options for two extensions of one year each;*
2. *Authorises the Chief Executive Officer to execute the contract agreement; and*
3. *Authorises the Chief Executive Officer at his discretion to approve the extension options in the contract agreement subject to satisfactory performance.*

BACKGROUND

In May 2008, Strategic Purchasing (SP) was appointed as Agent of the Monash City Council in accordance with guidelines established by the Minister for Local Government and in accordance with Section 186 of the Local Government Act for the purposes of calling and evaluating public tenders for the Supply of Shelf Ready Library Books, AV Media, Periodicals, Subscription and Related Services. The purpose of using the services of SP is to attempt to gain any price advantage that may be available from combining Monash's requirements for goods and services with those of other Councils and other SP member groups. In this instance, SP ran the tender process for Monash City Council, Melbourne City Council and Glen Eira City Council.

Tenders for the provision of the Supply of Shelf Ready Library Books, AV Media, Periodicals, Subscription and Related Services were advertised in the Herald Sun newspaper on 20 August 2008, Sydney Morning Herald and the Adelaide Advertiser on 19 August for a contract period of two (2) years with two (2) x one (1) year options to extend. The tender was also advertised through an online tender service provider, Gotenders. Gotenders is a service used for the purpose of downloading of documents through a registration process only. Thirty-eight (38) sets of tender documents were distributed to prospective tenderers with twenty-nine (29) tenders for Monash City Council being received.

Within the range of services tendered, these were categorised as follows:

- C.1. Supply and Delivery of Printed Material - English and Language Other Than English (LOTE)
 - Fiction
 - Non Fiction
 - Reference Material
 - Large Print
 - Language other than English
 - Board Books
 - Graphic Novels
- C.2 Shelf Ready Printed Material (English)
- C.3 Shelf Ready Printed Material (LOTE)
- C.4 Periodical Subscription and Magazines
- C.5 Online Subscription
- C.6 Audio/Visual (Supply or Shelf Ready)
- C.7 Catalogue & Processing (Not a Monash City Council requirement)
- C.8 Additional Support Services

Tenderers were asked to provide a response to any or all of the categories. In relation to Category 2 – Shelf Ready Printed Material - English, Monash Council has an existing contract in place, which provides for a significant portion of this category.

TENDER EVALUATION

SP acting as Council's agent conducted the tender evaluation process based on the following criteria:

- Compliance with Specification;
- Customer Focus;
- Contractors Performance;
- Corporate Social Responsibility; and
- Price.

Price was considered at 60% with all other criteria making up the balance of 40%.

A preliminary tender analysis report was provided to Council officers in order that Council could satisfy itself as to the recommendation being made by SP.

The recommendations were made following an extensive analysis of service provision and the schedule of rates offered for comparative purposes. A copy of the Tender Report has been circulated separately to Councillors.

The recommended Panel includes the following service providers as referenced in Attachment A:

- Bolinda Publishing P/L
- Borders Group Inc
- Digital Education Services
- Ebsco Information Services
- Forward Learning P/L
- General Educational Books P/L
- James Bennett P/L
- Languages Direct
- Link Education Supplies
- Readings P/L
- Soundbooks
- Southern Scene
- Vision Australia
- Z & P Cultural Promotion

Attachment A also includes a summary of each supplier and its range of services by category.

The purpose of the panel contract is to ensure ongoing and continued supply of shelf ready library books, av media, periodicals, subscription and related services. No one single tenderer was competitive for all eight (8) categories mentioned above. Many of the tenderers either have exclusive Australian rights to large print books and audio cassette/talking books or who provide specialist niche market resources, including community language resources, specialist reference and non-fiction resources, periodicals and/or audio visual resources or are licensed agents for on-line products.

A number of the recommended tenderers have either previously provided or are current providers to Council.

In relation to the response for Category 2, as mentioned earlier in this report, Council has extended an existing contract that finishes 31 December 2009 with options to extend for a further two (2) years in yearly increments. The initial extension was undertaken following a review of supplier performance and price in comparison to the submissions received through the SP tender process. From an assessment of Councils existing contract to the submissions provided through the SP tender process, it is more advantageous for Council to continue with its current contract, however it is recommended that some panel members from the SP contract be appointed to cater for purchase of paper back books and other library resources.

The SP tender failed in part, to attract submissions from some on-line and retail suppliers who have exclusive licence rights, a value to Council of approximately \$74,000 p/a. Where Council's preferred provider panel cannot cover a particular service provision, services outside of the panel, where necessary, will be obtained in accordance with Council's procurement policy.

FINANCIAL IMPLICATIONS

All tenderers submitted a schedule of rates/discounts off recommended retail price, for a range of goods and/or services within the requirements of the specification. Savings will vary dependent upon the item to be purchased or service to be used.

While no discernable savings are identified through the competitive process undertaken, the breadth of available options through the panel may present competitive opportunities and benefits during the contract term.

The provision of Supply of Shelf Ready Library Books, AV Media, Periodicals, Subscription and Related Services can be managed within the 2008/09 Budget.

RECOMMENDATION

That Council adopts the recommendation to appoint a panel of service providers in accordance with Attachment A for the provision of Supply of Shelf Ready Library Books, AV Media, Periodicals, Subscription and Related Services for a period of two years with the option to extend the contract term for two x one-year terms at the discretion of the Chief Executive Officer subject to satisfactory performance.

NOMINATED PANEL PROVIDERS

Attachment A

Bolinda Publishing P/L
 Borders Group Inc
 Digital Education Services
 Ebsco Information Services
 Forward Learning P/L
 General Educational Books P/L
 James Bennett P/L
 Languages Direct
 Link Education Supplies
 Readings P/L
 Soundbooks
 Southern Scene
 Vision Australia
 Z & P Cultural Promotion

TENDER MATRIX

y Indicates that supplier provides services in that category

Tenderers	English and Language other than English	Shelf Ready Books	Shelf Ready Language other than English	Periodicals	Online	Audio Visual	Catalogue & Processing	Other Services
Bolinda Publishing P/L	y	y				y	y	
Borders Group Inc	y			y		y		
Digital Education Services	y	y			y	y	y	y
Ebsco Information Services				y	y			y
Forward Learning P/L	y				y			
General Educational Books P/L	y		y			y		y
James Bennett P/L	y	y	y	y	y	y	y	y
Languages Direct	y		y			y	y	y
Link Education Supplies	y	y	y			y		
Readings P/L	y	y				y		
Soundbooks	y					y		y
Southern Scene	y	y				y	y	y
Vision Australia								y
Z & P Cultural Promotion	y		y	y		y	y	y