

### 7.3.1 OFFICE PRODUCTS AND WORKPLACE CONSUMABLES (CONTRACT NUMBER 2024055)

<b>Responsible Manager:</b>	Jason Farrugia, Manager Strategic Procurement
<b>Responsible Director:</b>	Danny Wain, Chief Financial Officer

#### RECOMMENDATION

That Council:

1. Approves access to the Procurement Australia Contract 2606/0845 for provision of Office Products and Workplace Consumables, under Council Contract No. 2024055 for a schedule of rates-based contract with an estimated contract value of \$300,000 for the initial term and an estimated total contract value of \$500,000 inclusive of all available extension options;
2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and
3. Notes that the contract initial term ends on 30 June 2026 and the contract also has two extension options of one year each and authorises the Chief Executive Officer to approve extension options subject to Procurement Australia extension approval and satisfactory performance for the City of Monash; and

\*all dollar figures are GST Inclusive unless stated otherwise.

#### INTRODUCTION

Council Officers seek to access an Office Products and Workplace Consumables contract tendered and awarded by Procurement Australia.

#### BACKGROUND

Monash City Council had previously engaged the services of Winc Australia Pty Ltd through the previous Procurement Australia contract for this service.

The Municipal Association of Victoria, Procurement Australia and the Victorian Government Department of Treasury and Finance often establish contracts on behalf of or accessible to Local Government authorities so that they may access supplier contracts in an efficient and cost effective manner. These organisations are focused on achieving better procurement outcomes by aggregating demand and achieving improved commercial and service outcomes.

For this category, Council could have run its own tender or alternatively seek to access an existing contract through an aggregator like the Municipal Association of Victoria, Procurement Australia or the Victorian Government Department of Treasury and Finance. On this occasion, a decision was made to seek to access the new Procurement Australia contract because Council has been using their established contract for this category previously and this option offers service

continuity with the prospect of again providing excellent value through spend aggregation and quality services.

The proposed Procurement Australia contract is for an initial period ending 30 June 2026 with two separate extension options of one year each.

This proposed contract includes the following categories:

Category 1: Stationery;

Category 2: Catering and Kitchen Supplies;

Category 3: Cut sheet Paper;

Category 4: IT Consumables; and

Category 5: Office Machines.

### **NOTIFICATION**

A Public Notice was not required because the proposal is to access a contract from Procurement Australia Contract Number 2606/0845 for provision of Office Products and Workplace Consumables as allowed under Council's Procurement Policy.

### **TENDERS RECEIVED**

The Procurement Australia Confidential recommendation report is attached.

### **TENDER EVALUATION**

The Council evaluation panel consisted of:

Rahini Surendran	Coordinator Procurement and Compliance
Sandra Bruce	Coordinator Operations
Jason Farrugia	Manager Strategic Procurement

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The Procurement Australia evaluation process recommended and awarded their contract to Complete Office Supplies Pty Ltd.

The Council evaluation panel have reviewed the Procurement Australia Evaluation Report and are satisfied that the evaluation process complies with best practice principles.

Complete Office Supplies Pty Ltd is a reputable supplier with well established warehousing and delivery infrastructure in Victoria. They are well suited to supplying all of Council's Office Product and Workplace Consumable needs.

As such, the evaluation panel recommends Complete Office Supplies Pty Ltd as representing the best value outcome for Council for all five (5) categories tendered.

## **FINANCIAL IMPLICATIONS**

Council's historical spend on Office Products and Workplace Consumable is approximately \$100,000 per year.

A price comparison between the previous contract and the proposed new contract using 160 items representing 70% of the goods purchased by Council during the 2022/23 financial year demonstrates that the new Complete Office Supplies Pty Ltd pricing is competitive.

The current 2023/24 budget across all departments has enough funds to cater for the purchase of goods required through this contract and future budgets will continue to be adjusted to also cater for future needs.

## **SUSTAINABILITY OUTCOMES**

### **1. Environmental Sustainability:**

Complete Office Supplies tender response advocated that all their production and delivery processes, including the use of heating, water, ventilation, lighting, IT systems, transportation, are based on the need to maximise efficient energy use and minimise harmful emissions. All timber (including reused timber) components are also certified by the Forest Stewardship Council or under the Responsible Wood Certification Scheme or the Programme for the Endorsement of Forest Certification.

Complete Office Supplies also have processes when selecting suppliers and source all products from reliable, reputable manufacturers who ensure their products use quality workmanship and sustainable materials of the highest standard. The use of any chemicals is in conformance of Australian Manufacturing Standards and is also aligned to compliance of current Workplace Health and Safety Standards.

They also demonstrated an understanding that the products they supply can contribute to litter within the community. To help reduce this they provide eco-conscious and ethically sourced alternatives which can be reused and recycled.

### **2. Social Sustainability:**

Through the Procurement Australia tender process, Complete Office Supplies provided evidence that they are compliant with the requirements of the Australian Modern Slavery legislation and that all goods are sourced in line with the Ethical Sourcing Policy. They also stated that they ethically source products from over 200 suppliers from countries including but not limited to Australia, China, Indonesia, Malaysia, USA, UK, France and New Zealand. Their Suppliers are primarily located in Australia, however most products procured are manufactured overseas.

Complete Office Supplies also employ a number of staff members who identify as First Nations Australians. They state that they are committed to First Nations Australians

employment and that this is formally documented in their Innovate Reconciliation Action Plan (RAP). The Innovate RAP is Complete Office Supplies formal commitment to expand its contribution towards achieving reconciliation.

Complete Office Supplies also entered an exclusive distribution partnership in 2014 with Muru Group, a wholly Indigenous owned Office Supplier. They are the exclusive distributor of the MURU range. MURU Group was chosen as a Complete Office Supplies supplier due to its commitment to giving back to Indigenous communities, with 15% of profits from the MURU Group product range used to help fund Indigenous community initiatives. Complete Office Supplies partnership with Muru Group to form Muru Office Supplies (MOS) has enabled the Muru product range to increase substantially, and as a direct result of this partnership, Muru Group's sales have increased by 30% since 2014.

## **CONCLUSION**

That Council approves the recommendations contained within this report.

## **ATTACHMENT LIST**

Nil