

7.3.2 MULTI-FUNCTIONAL PRINTER (MFP) RENEWAL 2025010

Responsible Manager:	Adil Khan, Chief Information Officer - Digital and Technology
Responsible Director:	Simone Wickes, Director Corporate Services

RECOMMENDATION

That Council

1. Approves access to the Procurement Australia (PA) Contract 2406/0713 Information Technology & Multi-Functional Devices Products & Services - (Multi-Functional Print Devices) for the provision of MFP Renewal under Council Contract No. 2025010.
2. Awards the tender from Toshiba (Australia) Pty Ltd for an estimated contract value of \$856,116 for the contract term of five (5) years and an estimated total contract value of \$988,813 (inclusive of \$42,805 for Professional Services and a Contingency amount of \$89,892).
3. Authorises the Chief Executive Officer or her delegate to execute the contract agreement and
4. Notes that the contract term is for five years, commencing 1 May 2025 and ending 30 April 2030 and the contract has no extension options.

*all dollar figures are GST Inclusive unless stated otherwise.

INTRODUCTION

Council Officers seek to access a panel contract through the Procurement Australia (PA) Contract 2406/0713-6 Information Technology & Multi-Functional Devices Products for the provision of a Multi-Functional Printer (MFP) fleet under Council contract 2025010.

BACKGROUND

The MFP Printer Renewal aims to upgrade and expand the Multi-Function Printer (MFP) infrastructure across the Council. This renewal will ensure that Council's printing and document management capabilities remain efficient, reliable, and aligned with current technology standards.

The currently managed printer fleet was originally implemented under council contract 2019025 Council Wide Print and Copy Renewal through Procurement Australia contract 1805-0835 – Multi-Functional Devices (MFDs) and Related Products & Services, which concluded on 30 April 2024.

Due to low utilisation of the printer fleet during the Covid-19 pandemic it was deemed appropriate to extend the life of the MFP devices for an additional term of one year, which was approved via an exemption as allowed in Council's Procurement Policy. This current exemption arrangement expires on 30 April 2025.

PROCUREMENT

As part of its planning process for this tender, Council Officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements.

On this occasion, a decision was made to seek to access the Procurement Australia (PA) panel arrangement, 2406/0713-6 Information Technology & Multi-Functional Devices Products & Service, as this panel presented Council with several suitable vendors, with each vendor offering their managed print service.

NOTIFICATION

A Public Notice was not required because four (4) Tenderers were selected from the Procurement Australia Contract 2406/0713-6 Information Technology & Multi-Functional Devices Products as allowed under Council's Procurement Policy.

TENDER EVALUATION

Procurement Australia undertook an evaluation of all the submissions. Council was provided with a confidential recommendation report from Procurement Australia detailing the suppliers that were successfully awarded a contract.

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

Based on Toshiba's tender submission, the MFP device demonstrations and Council's experience with the tenderer as the incumbent MFP managed print service provider, the final evaluation ranking had Toshiba (Australia) Pty Ltd ranked highest and as such, the evaluation panel recommends Toshiba (Australia) Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The contract term is for a period of five years with no extension options.

For the five-year term of the MFP Device Renewal, the estimated total value is \$856,116 comprising of a fixed annual price for device leasing charges, the print management solution PaperCut, an estimated allowance for service copy costs, an estimated \$42,805 for professional services and \$89,892 contingency over the life of the contract and has a total estimated contract value of \$988,813.

CONCLUSION

That Council approves the recommendations contained within this report.

ATTACHMENT LIST

Nil