1.1 SUPPLY OF LIBRARY RESOURCES
(JR:CF2012031)

Responsible Director: Carolyn McClean

RECOMMENDATION

That Council:

1. Appoints DLS Australia Pty Ltd for the Supply of Library Resources for a three (3) year term with options for extension of two (2) x one (1) year periods for the schedule of rates submitted with their tender (estimated annual expenditure of $562,422 GST inclusive).

2. Authorises the Chief Executive Officer to execute the contract agreement.

3. Authorises the Chief Executive Officer at his discretion to approve the extension options subject to satisfactory performance.

BACKGROUND

The City of Monash invited tenders (Saturday 1 October 2011), for the supply of library resources for an initial three (3) year term commencing 01 January 2012 to 31 December 2014, with two possible extensions of one (1) year each.

This tender comprises approximately 50% of the new book supply to Monash Public Library Service. Other library resources are acquired from a range of vendors who either have exclusive Australian rights to large print books and talking books or who provide specialist niche market resources, including culturally and linguistically diverse materials, periodicals, audio visual resources as well as specialist reference and non-fiction resources.

Requests for tender documents were received from the following suppliers:

- ALS Library Supply
- DLS Australia Pty Ltd,
- James Bennett Pty Ltd,
- Peter Pal Library Supplier, and
- University Co-operative Bookshop Ltd

Two (2) tender submissions were received from the following suppliers:

- DLS Australia Pty Ltd, and
- James Bennett Pty Ltd,

TENDER EVALUATION

The Tender Evaluation Panel consisting of the Manager Information & Arts, Coordinator Bibliographic Operations and the Coordinator Contracts undertook
the tender evaluation. In accordance with Council policy, price (supply, processing and cataloguing), was considered at 60% with the remaining criteria:

- Capacity to provide scope of materials required
- Capacity to support Shelf Ready processing and cataloguing
- Strategies for managing ordering processes
- Insurances, Environmental Sustainable processes and OHS compliance.

making up the balance of 40%.

Tenderers were required to state the rates of discount they would apply to various types of library resources and to indicate charges applicable for processing and cataloguing services. For example, if a tenderer was to offer a 35% discount from the retail price for an item, the price to Monash would be 65%. Tenderers were accordingly asked to show their proffered rate for that specific resource type as 65%. The comparative value of each tender was determined by costing a range of resources, indicative of the materials expected to be purchased through the contract, against the rates tendered for the supply of resources, and the oncosts to the supplier of processing and cataloguing.

The tender documents required tenderers to be able to provide resources published both in Australia or elsewhere, and to demonstrate a reliable and efficient "shelf-ready" cataloguing and processing service. "Shelf Ready" servicing by suppliers has been used by various library services including Monash Public Library Service for a number of years, and has proven to be an effective way of ensuring quick and cost effective provision of library resources to the Library’s customers.

**FINANCIAL IMPLICATIONS**

The proposed contract for the supply of books and other resources for Monash Public Library Service is scheduled to commence on 1 January 2012 for a period of three (3) years (31 December 2014), with two possible extensions of one (1) year each.

Both tenderers demonstrated the capacity to provide the range of materials required and had appropriate strategies in place to provide resources by the various means required. The tenders submitted revealed minor differences in the rates proffered for the supply of resources, and significantly different costs for processing and cataloguing of purchased material.

The submission from DLS Library Services (Australia) was the lowest for the supply of library resources.

**Tender from DLS Library Services (Australia)**

| Indication cost to Council of library material in first year | $502,252 |
| Indication cost for cataloguing & processing in first year  | $60,170  |
| Total Indication cost to Council in first year             | $562,422 |
This tenderer is currently providing a comprehensive range of shelf ready library resources to Monash Public Library Service and has demonstrated a clear understanding of, and capacity to meet, the requirements of the tender. DLS’s rates for library materials were marginally higher than the other tender received but included much lower rates for processing and cataloguing. Anticipated costs from this Tender for library materials and for processing and cataloguing are within current and projected budget allocations. Overall, this tender offered the best value to Council and is considered to be the most advantageous for the supply library resources.

Indicative values for expenditure under the contracts are anticipated to be $562,422 in 2012, $584,919 in 2013 and $608,315 in 2014. Similarly CPI adjusted figures may be required for the two one year options in 2015 and 2016. Council has previously been provided the tender evaluation report.

CONCLUSION

That Council adopts the recommendation to appoint DLS Australia Pty Ltd for the supply of library resources for a three (3) year term with the option to extend the contract term for two (2) x one (1) year terms at the discretion of the Chief Executive Officer subject to satisfactory performance.