

5.2 QUOTATION FOR THE LEASE AND MAINTENANCE AGREEMENT FOR THREE MULTIFUNCTIONAL DEVICES FOR THE IBIS BUILDING
(CF2018063: GC)

Responsible Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION

That Council:

- 1. Accepts the quotation from Fuji Xerox for Contract No. 2018063, for the lease, maintenance agreement, consumables and estimated copy charges of three (3) multifunctional devices for a period of 60 months and a lump sum and schedule of rates estimate totalling \$450,788.58 including GST (60 month Lump Sum Lease total \$109,568.58 including GST and 60 month estimated copy charges \$341,220.00 including GST).*
- 2. Authorises the Chief Executive Officer to execute the 60 month lease and maintenance agreement contract agreement.*

INTRODUCTION

Council sought quotations via the Procurement Australia panel contract (1805/0835) for Multifunctional Devices and Related Products and Services via a ministerial exemption granted by the Minister for Local Government in August 2014, for 3 multifunctional devices ('photocopiers').

BACKGROUND

Council invited three (3) panel suppliers to respond to the quotation via the eTendering Portal which were Fuji Xerox, Sharp and Toshiba. The invitation clearly outlined three (3) devices and their estimated monthly copy volumes for mono and colour. The three (3) devices are to be leased and maintained for a period of 60 months. The three (3) devices will be located in the IBIS building. Konica Minolta were also invited to submit a quotation (as they are a current provider of Multifunctional Devices) but declined as they couldn't meet the specifications required.

The devices currently being leased and maintained are a combination of Fuji Xerox and Konica Minolta devices.

CONTRACT PERIOD

The request for quotation specification sought a 60 month lease and maintenance agreement.

PUBLIC NOTIFICATION

Procurement Australia advertised the tender for (1805/0835) Multi-Functional Devices in September 2015.

The invitation to respond to the Request for Quotation was published via Council's eTendering Portal on 10 November 2017, with a closing date of 29 November 2017, 2pm.

QUOTATION RECEIVED

Three (3) sets of documents were issued to panel suppliers of the Procurement Australia contract with two (2) formal quotations being received by the appointed closing time. Toshiba choosing not to submit a quotation.

The quotations received are listed below:

- Fuji Xerox
- Sharp Australia

Specification Requirements:

The submissions were subjected to the device specification requirements outlined in the Request for Quotation. These requirements included print speed, capacity and maximum foot print requirements.

TENDER EVALUATION**Evaluation Panel:**

The evaluation panel consisted of:

- *Sandra Bruce* *Operations Coordinator*
- *Michelle Hollett* *Printing and Administration Officer*
- *Georgie Christopher* *Procurement Systems Coordinator*

Evaluation Criteria:

The quotations were assessed in accordance with the below weighted evaluation criteria and compliance requirements.

Evaluation Criteria	Weighting (%)
<i>Appropriate Resources</i>	<i>10%</i>
<i>Environmental Sustainability Competence</i>	<i>10%</i>
<i>Quality Systems</i>	<i>10%</i>
<i>Technical Resources and Skills</i>	<i>10%</i>
<i>Price</i>	<i>60%</i>
Total	100%
Submitted Completed Tender Response Forms	<i>Pass/Fail</i>
Compliance with Specification	<i>Pass/Fail</i>
Conflict of Interest	<i>Pass/Fail</i>
Local Government Experience	<i>Pass/Fail</i>

DISCUSSION

The following provides information on the results of the evaluations and provides the review panel's recommendations.

Evaluation Criteria Summary:

The quotations received were scored against the weighted selection criteria and mandatory specification requirements outlined in the Request for Quotation (attached). Of the two (2) submissions received only one (1) submission (Fuji Xerox) fully complied with the specification requirements.

FINANCIAL IMPLICATIONS

The financial cost of \$90,157.72 (incl. GST) per year has been allowed for within the approved Operating Budget.

CONCLUSION

The tender evaluation panel recommends the appointment of Fuji Xerox for the Lease and Maintenance of 3 Multifunctional Devices for the Ibis Building under Contract No. 2018063 for \$409,807.80 ex GST or \$450,788.58 GST inclusive for the term of the 60 month lease, which is approximately \$90,157.72 GST inclusive, per year for 5 years, which includes all copy charges, maintenance, servicing and consumables.