

3.3 TENDER FOR OFFICE PRODUCTS AND WORKPLACE CONSUMABLES (PROCUREMENT AUSTRALIA) (CF2020100: JF)

Responsible Officer: Danny Wain, Chief Financial Officer

RECOMMENDATION*

That Council:

- 1. Awards the tender from Winc Australia P/L for Provision of Office Products and Workplace Consumables, Contract No. 2020100 for a schedule of rates based contract with an estimated annual contract value of \$100,000 and an estimated total contract value of \$400,000 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 will commence shortly after award, with an initial term ending 30/6/2021 and the contract has two extension options of one years each and authorises the Chief Executive Officer to approve extension options subject to Procurement Australia extending the contract and satisfactory performance.*

*(*Please note that all dollar figures are GST Inclusive unless stated otherwise)*

INTRODUCTION

Procurement Australia has conducted a tender for Provision of Office Products and Workplace Consumables.

BACKGROUND

Monash City Council was also using the previous Procurement Australia contract for this service and this contract expired late 2019.

Council currently engages the services of Winc Australia P/L under the previous Procurement Australia contract.

NOTIFICATION

A Public Notice was not required because the supplier has been selected from the existing Procurement Australia Contract Number 2105-0840 – 1, Office Products and Workplace Consumables as allowed under the Local Government Act, Section 186, Part 5, in accordance with arrangements approved by the Minister.

TENDER EVALUATION

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

DISCUSSION

The following information supports the evaluation panel's recommendations.

The final evaluation ranking resulting from the tender process run by Procurement Australia had Winc Australia P/L ranked highest and as such, the evaluation panel recommends Winc Australia P/L as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The spend under this schedule of rates contract is managed from within the approved operating budget of each Council department.

Across the contract basket of goods tendered through Procurement Australia, the proposed new contract achieves a moderate saving of approximately 4% compared with like for like prices from the previous contract.

SUSTAINABILITY OUTCOMES

1. Environmental Sustainability is enhanced under this contract with a preference for goods produced with a higher degree of recycled materials;
2. Social Sustainability is also enhanced by allowing users to search and create favourites for locally sourced materials including products sold through indigenous resources.

CONCLUSION

That Council approves the recommendations contained within this report.