

2.4 TENDER FOR LIBRARY COLLECTIONS, FURNITURE EQUIPMENT & ASSOCIATED REQUIREMENTS (CF2021119: JR)

Responsible Director: Russell Hopkins

RECOMMENDATION*

That Council:

1. *Approves access to the Procurement Australia Contract 2306 / 0843 Library Collections, Furniture, Equipment & Associated Requirements for the provision of Library Collections, Furniture, Equipment & Associated Requirements for the below categories, under Council Contract No. 2021119, for a schedule of rates based contract with an estimated annual contract value of \$1,691,499 and an estimated total contract value of \$6,971,697 inclusive of all available extension options.*

- Category 1) Library Collections*
- Category 2) Cataloguing & End-Processing*
- Category 3) Furniture & Shelving*
- Category 4) Statistical Evaluation Tools*

2. *Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*
3. *Notes that the contract term is for an initial period of two years ending on 30 June 2023 with two separate 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.*

*(*all dollar figures are GST inclusive unless stated otherwise).*

INTRODUCTION

Council was notified of the intention to appoint Procurement Australia in September 2020 and shortly thereafter, Officers appointed Procurement Australia to tender on Council's behalf for the provision of Library Collections, Furniture, Equipment & Associated Requirements, including a Library Management System (2306/0843).

This report addresses selection of furniture and collections for the library service, related cataloguing and physical processing services and a library specific statistical evaluation tool through Procurement Australia's contract 2306/0843 – Library Collections, Furniture, Equipment and Associated Requirements.

BACKGROUND

Council currently uses Procurement Australia's contract 1906/0836 – Library Collections, Furniture, Equipment and Associated Requirements (Council Contract no. 2017125) to access the major component of furniture and collections for the library service, related cataloguing and physical processing services and the Library Management System. This contract expires on 30 June 2021 with no further extension options available.

Under the Local Government Act, the Municipal Association of Victoria, Procurement Australia, and the Victorian Government Department of Premier & Cabinet are able to establish contracts on behalf of or accessible to Local Government authorities so that they may access suppliers 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.

Council could have run its own tender or alternatively seek to access existing contracts through the Municipal Association of Victoria, or Procurement Australia. A decision was made to appoint Procurement Australia to tender on Councils behalf because they uniquely provide a single contract addressing a comprehensive range of library specific requirements.

The Procurement Australia contract is for an initial period of two years ending on 30 June 2023 with two separate extension options of one year each.

A Public Notice was not required because the panel of suppliers was selected from Procurement Australia Contract Number 2306 / 0843 – Library Collections, Furniture, Equipment & Associated Requirements as allowed under the Local Government Act, Section 186, Part 5, in accordance with arrangements approved by the Minister.

TENDER EVALUATION

Procurement Australia undertook an evaluation of the responses for Library Collections, Library Furniture & Shelving, Cataloguing & End-processing Services and Consumables, based on Technical Criteria and Price Criteria. One bid was received for a Statistical Evaluation Tool, precluding an evaluation of comparative costs in this category.

A Council panel reviewed evaluations by Procurement Australia to find the highest ranked tenders for each required category with services suited to Monash's library requirement.

The Council evaluation panel consisted of:

John Ruddle	Coordinator Library Resources & Systems- Libraries
Chrissie Bonsor	Acting Coordinator Library Operations
Tina Masterson	Acting Application Support Coordinator
Emma Anderson	Procurement Officer

Library Collections

With Library Collections, Procurement Australia evaluated 39 submissions in seven sub-categories covering English and non-English language materials in print, audio-visual, and online formats. Submissions included major English language material suppliers, and specialist suppliers of non-English language materials, magazines, large-print books and audio-visual materials, as well as suppliers with exclusive rights to specific publisher imprints or online resources.

Cataloguing and Processing

For Cataloguing and Processing of library materials, 24 suppliers were considered by the Procurement Australia review. The Council panel found seven suppliers also in the recommended Library Collection category or providing access to general processing consumables as best able to support Council's collection servicing needs.

Library Furniture & Shelving

With Library Furniture & Shelving, five submissions were received and evaluated by Procurement Australia. All five have been recommended to best support the diverse range of library furniture requirements to satisfy Council's service needs.

Statistical Evaluation Tools

The single bid for a Statistical Evaluation Tools, was from an incumbent supplier (James Bennett) with exclusive rights to a highly regarded tool for analysing library collection strengths and has been recommended for inclusion.

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

FINANCIAL IMPLICATIONS

The estimated annual spend including GST is provided for in anticipated budgets.

Estimated figures for subsequent years include a 2% CPI allowance.

Estimated expenditure	2021/22	2022/23	2023/24	2024/25	Totals
Library Collection	\$1,419,499	\$1,447,889	\$1,476,847	\$1,506,384	\$5,850,620
Cataloguing & End-Process	\$132,000	\$134,640	\$137,333	\$140,079	\$544,052
Furniture & Shelving	\$121,000	\$123,420	\$125,888	\$128,406	\$498,715
Statistical Evaluation Tools	\$19,000	\$19,380	\$19,768	\$20,163	\$78,311
	\$1,691,499	\$1,725,329	\$1,759,836	\$1,795,033	\$6,971,697

POLICY IMPLICATIONS

The provision of Library collections, furniture, equipment & associated requirements supports the following Council Objective: An Inclusive Community – Delivering quality library services.

It also aligns with the Monash Public Library Service Strategy 2019-2022, ensuring the currency of the Library collection reflects our community.

HUMAN RIGHTS CONSIDERATIONS

There are no Human Rights implications.

CONCLUSION

That Council approves the recommendations contained within this report.