

ITEM 18. TENDER – SUPPLY, PROCESSING AND ACCESSIONING OF SERIALS (MAGAZINES AND ANNUALS)

FILE NO: 2015/457981-05

TENDER NO: 1545

SUMMARY

City of Sydney libraries provide access to over 400 serials (magazines and annuals) from Australia and overseas delivered to the library on a weekly basis. The serials are currently supplied by EBSCO, a global company with an Australian office in Sydney.

A large number of people from a diverse range of nationalities reside in the City of Sydney LGA. The Library recognises this diversity through the provision of a significant number of serials.

This report provides details of the tenders received for the supply, processing and accessioning of serials for usage within the libraries. Each serial requires:

- Supply and delivery of items (Part A)
- Shelf ready processing such as barcode, location labelling and contact binding (Part B)
- Accessioning in the Library Management System, such as recording of items received in the Library Management System (Part C)

The tender is for a three year term, with the option of one further extension for a two year period, subject to satisfactory performance.

This report recommends that Council accept the tender offer of Tenderer 'A' for the supply, processing and accessioning of serials for Parts A, B and C.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the supply, processing and accessioning of serials for a period of three years, with the option of one extension for a further two year period, subject to satisfactory performance;
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (C) authority be delegated to the Chief Executive Officer to exercise the option referred to in paragraph (A), if appropriate, and negotiate the price to extend the contract accordingly.

ATTACHMENTS

Attachment A: Tender Evaluation Summary (Confidential)

(As Attachment A is confidential, it will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)

BACKGROUND

1. City of Sydney libraries provide access to over 400 serials (magazines and annuals) from Australia and overseas delivered to the library on a weekly basis. The serials are currently supplied by EBSCO, a global company with an Australian office in Sydney.
2. A large number of people from a diverse range of nationalities reside in the City of Sydney LGA. The Library recognises this diversity through the provision of a significant number of serials.

INVITATION TO TENDER

3. The Tender was advertised in The Sydney Morning Herald, The Daily Telegraph and Council's E-Tender website Tenderlink on 6 October 2015 and closed on 3 November 2015.

TENDER SUBMISSIONS

4. Five submissions were received from the following organisations (listed alphabetically):
 - Caval Ltd
 - Co Info Pty Ltd
 - EBSCO Information Services
 - iSubscribe Pty Ltd
 - Prenax Pty Ltd
5. No late submissions were received.

TENDER EVALUATION

6. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
7. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A
8. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) demonstrated previous work experience and ability to carry out the work under the contract;
 - (b) demonstrated key personnel, capability, qualifications, experience including number of personnel;
 - (c) capacity to achieve the required program;
 - (d) proposed methodology and environmental management;
 - (e) Workplace Health and Safety;

- (f) financial and commercial trading integrity including insurances; and
 - (g) schedule of rates.
9. The panel conducted an evaluation for each tender submission for the categorised parts (A, B and C). Standardised criteria was used across all parts A, B and C.

PERFORMANCE MEASUREMENT

10. The agreement will be for a period of three years, with the option to extend for a further period of two years, subject to satisfactory performance.
11. A performance review will be carried out annually. This will be measured against the following Key Performance Indicators:
- (a) Shelf ready processing and delivery of serials: items supplied within 95% of accuracy;
 - (b) Time: items supplied within five working days of publication;
 - (c) Reporting: received on-time and in the required format by the City's contract manager;
 - (d) Communication: respond to enquiries of City's contract manager within two business Days; and
 - (e) WH&S Compliance.

FINANCIAL IMPLICATIONS

12. There are sufficient funds allocated for this project within the current year's operating budget and future years' forward estimates.
13. The budget for the supply, processing and accessioning of serials in 2015/16 is \$160,000.

RELEVANT LEGISLATION

14. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
15. Attachment A contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
- (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
16. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

CRITICAL DATES / TIME FRAMES

17. If awarded, this agreement will commence in January 2016 and expire in December 2018, with an option for Council to extend the term for a further two years, subject to satisfactory performance.

OPTIONS

18. To not proceed with the supply, processing and accessioning of serials would result in the following:
- (a) higher cost for obtaining supply, processing and accessioning of serials as we will be paying market prices on an ad hoc basis;
 - (b) extra Council staff resources required to work on individual supply and processing of serials projects; and
 - (c) reputational risk as the City would have limited control of obtaining the supply of serials, resulting in inconsistent supply of serials and delayed supply of items.

PUBLIC CONSULTATION

19. No public consultation has been undertaken as none is required for the purpose of these services.

ANN HOBAN

Director City Life

Sharlene Louey, Collections and Contract Management Team Leader