

**ITEM 19. TENDER - SELECTION, SUPPLY AND SHELF READY PROCESSING  
OF LIBRARY MATERIALS**

**FILE NO: 2015/608342**

**TENDER NO: 1551**

**SUMMARY**

This report provides details of the tenders received in response to the Request for Tender (RFT) for the selection, supply and shelf ready processing of library materials.

On Tuesday 13 October 2015, the RFT was advertised. The contract under the RFT is for a three year term, with the option to extend for a further two years, subject to satisfactory performance.

This report recommends that Council accept the tender offer of Tenderer 'A' for the selection, supply and shelf ready processing of library materials.

**RECOMMENDATION**

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the selection, supply and shelf ready processing of library materials for a period of three years, with the option to extend for a further two years, 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 clause (A), if appropriate, and negotiate the price to apply to the further term.

**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. The City of Sydney Library currently provides quality collections at all nine library branches. The library provides collections such as: adult fiction and non-fiction, young adult and junior collections. These are provided in a range of physical formats such as books, audio books, DVDs and CDs. Each library branch also offers specific collections that cater to the local community.
2. The City of Sydney community is a sophisticated library community that has high expectations of the library's collections. The library currently has high quality and diverse collections.
3. The City is looking to engage a provider and welcomed applications from organisations that are able to conduct all or part of the following:
  - (a) purchase and selection of books, audio books, CDs, DVDs and other library materials through profiles provided by the library;
  - (b) supply and delivery of materials to all libraries;
  - (c) cataloguing and delivery of bibliographic records supplied by the tenderer; and
  - (d) shelf ready processing of items.

## **INVITATION TO TENDER**

4. The RFT was advertised in The Sydney Morning Herald, The Daily Telegraph and Council's E-Tender website, Tenderlink, from 13 October 2015 and closed on 3 November 2015.

## **TENDER SUBMISSIONS**

5. Six submissions were received from the following organisations (listed alphabetically):
  - ALS Library Services Pty Ltd
  - Bolinda Publishing Pty Ltd
  - Co Info Pty Ltd
  - James Bennett Pty Ltd
  - The Lugton Family Trust trading as Peter Pal Library Supplier
  - The Trustee for the Book House Trading Trust trading as The Book House
6. No late submissions were received.

## **TENDER EVALUATION**

7. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
8. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.

9. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) company profile and demonstrated previous experience in the provision of services of a similar nature;
  - (b) demonstrated managerial capability, key personnel, qualifications, and number of personnel;
  - (c) capacity to achieve the required project program;
  - (d) proposed methodology and environmental management;
  - (e) Workplace Health & Safety;
  - (f) financial and commercial trading integrity including insurances; and
  - (g) schedule of rates.

### **PERFORMANCE MEASUREMENT**

10. The contract 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) Quality of work:
    - (i) cataloguing/processing: cataloguing and shelf ready processing of items supplied with 95% accuracy. Cataloguing/processing errors or issues resolved quickly within one-three days;
    - (ii) selection of library materials: suitability of selected items supplied (books, audio books, CDs, DVDs and other library materials);
    - (iii) standing orders: standing order authors/titles supplied with minimum 95% accuracy; and
    - (iv) delivery and packaging of items;
  - (b) Time: delivery of items on standing order list within two weeks of release in Australia and within four weeks of overseas countries; delivery of items within three-four weeks for individual requests;
  - (c) Reporting: reports received on time and in the required format by the City's contract manager; and
  - (d) Communication and Customer service: respond to enquiries within two business days, issues to be resolved within five working days, suppliers to demonstrate a willingness to work co-operatively.

### **FINANCIAL IMPLICATIONS**

12. There are sufficient funds allocated for this project within the current year's plant and asset budget and future years' forward estimates.

13. The budget for the selection, supply and shelf ready processing of library materials in 2015/16 is an estimated \$800,000.

**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, the contract 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.
18. The current contract for the selection, supply and shelf ready processing of library materials expires on 9 January 2016. To ensure the continued delivery and service of library materials, a contract must be in place in January 2016.

**OPTIONS**

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

**PUBLIC CONSULTATION**

20. No public consultation has been undertaken.

**ANN HOBAN**  
Director City Life

Sharlene Louey, Collections and Contract Management Team Leader