

**ITEM 9. TENDER – LIBRARY RADIO FREQUENCY IDENTIFICATION
PROJECT (RFID BUILDING WORKS)**

FILE NO: X000404

TENDER NO: 1621

SUMMARY

In April 2016, Council accepted a tender for the supply, installation and ongoing support of Radio Frequency Identification (RFID) equipment and services in eleven City of Sydney libraries.

RFID refers to the electronic tagging of library books, magazines and media, and the use of self-serve automated library check-out / check-in kiosk facilities by library patrons to check-in and check-out tagged items independently of library staff.

As reported at the time, following acceptance of the tender, ancillary building works would also need to be undertaken by the City in support of the project. This report provides details of the tenders received for the required ancillary building works - the Library RFID Project (RFID Building Works).

The tender calls for the completion of various minor RFID building works at nine City of Sydney libraries, Customs House, Glebe, Haymarket, Kings Cross, Newtown, Pyrmont (Library Link), Surry Hills, Waterloo and Ultimo (with building works not being required at Green Square and Town Hall House (Library Express)).

The proposed building works will include removal of library service desks, installation of power and data to new RFID equipment including security gates, staff pods, reserve shelf joinery, RFID machines and book return chutes.

This report recommends that Council accept the offer of Tenderer 'A' for the Library RFID Project (RFID Building Works).

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for the Library Radio Frequency Identification Project (RFID Building Works); and
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender.

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 key objective of the Library Radio Frequency Identification (RFID) Project is to implement world-class self-service technologies across the City of Sydney library network. It is expected that the introduction of self-service technologies will act as a catalyst to transform library culture, enhance customer experience/facilitate more responsive delivery of library services and improve use of limited space in library buildings.
2. RFID refers to the electronic tagging of library books, magazines and media, and the use of self-serve automated library check-out / check-in kiosk facilities by library patrons to check-in and check-out tagged items independently of library staff.
3. This tender calls for the completion of various minor RFID building works at nine City of Sydney libraries, being Customs House, Glebe, Haymarket, Kings Cross, Newtown, Pyrmont (Library Link), Surry Hills, Waterloo and Ultimo (with building works not being required at Green Square and Town Hall House (Library Express)).
4. These building works will include removal of library service desks, installation of power and data to new RFID equipment including security gates, staff pods, reserve shelf joinery, RFID machines and book return chutes.
5. The program of works will be coordinated with Information Technology, whose recent tender for the supply, installation, commissioning and ongoing support and maintenance of RFID equipment and services in City of Sydney library locations was recently approved.
6. DA exemption forms were submitted for seven libraries, including Customs House, Glebe, Haymarket, Kings Cross, Newtown, Pyrmont and Waterloo on 15 January 2016, and all were approved by 25 February 2016. DA exemptions were not required for Surry Hills and Ultimo (no heritage fabric being in existence).

INVITATION TO TENDER

7. The tender was advertised in The Daily Telegraph, The Sydney Morning Herald and on Council's E-Tender website on 23 March 2016 and closed on 13 April 2016.

TENDER SUBMISSIONS

8. Two submissions were received from the following organisations (listed alphabetically):
 - Sullivans Constructions
 - Trinity Quality Interiors Pty Ltd
9. No late submissions were received.

TENDER EVALUATION

10. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.

11. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
12. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) financial and commercial trading integrity, including insurances;
 - (b) the lump sum price and schedule of prices;
 - (c) relevant work experience of the head contractor and subcontractors;
 - (d) demonstrated managerial capability, qualifications, experience and number of key personnel;
 - (e) proposed program;
 - (f) proposed methodology; and
 - (g) Work Health & Safety.

PERFORMANCE MEASUREMENT

13. The City will monitor key performance indicators to measure the performance level of the successful contractor during the works. Performance results will be used to determine the suitability of contractors for future works.

FINANCIAL IMPLICATIONS

14. There are sufficient funds allocated for this project within the current year's capital works budget and the 2016/17 draft capital works budget.

RELEVANT LEGISLATION

15. 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.
16. Confidential Tender Evaluation Summary, 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.
17. 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

18. Following Council approval, the Library Radio Frequency Identification Project (RFID Building Works) is programmed to commence in August 2016 (pending orders placed for I.T equipment by 9 May). The project is scheduled for completion in November 2016.

AMIT CHANAN

Director City Projects and Property

Warwick Yee, Project Manager