

ITEM 14. TENDER - LIBRARY FURNITURE ADJUSTABLE HEIGHT STAFF STATIONS

FILE NO: X005082

TENDER NO: 1635

SUMMARY

On 11 April 2016, Council accepted a tender for the supply, installation and ongoing support of Radio Frequency Identification (RFID) equipment and services in 11 City of Sydney Libraries.

On 10 May 2016, Council accepted a tender for ancillary building works to be undertaken by the City in support of the project, including the completion of various RFID building works at nine City of Sydney Libraries.

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

This report provides details of the tenders received for the supply and installation of adjustable height staff station library furniture in eight branches of the City of Sydney Library, including Customs House, Glebe, Haymarket, Kings Cross, Newtown, Surry Hills, Waterloo and Ultimo (with furniture not installed at Green Square, Town Hall House (Library Express) and Pymont (Library Link)).

The library furniture – adjustable height staff stations will replace fixed library service desks to be removed as part of the building works.

This report recommends that Council accept the tender offer of Tenderer 'A' for Library furniture (adjustable height staff stations).

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for Library furniture (adjustable height staff stations); 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 Project is to implement world-class self-service technologies in the City of Sydney Library network. It is expected that the introduction of self-service technologies will act as a catalyst to transform the library culture, enhance the customer experience, facilitate more responsive delivery of library services and improve the use of limited space in library buildings.
2. This tender calls for the supply and installation of adjustable height staff station library furniture in eight branches of the City of Sydney Library. The staff station furniture will replace traditional service desks and will facilitate an active concierge customer service model in the Library network.
3. The height adjustable staff station furniture will be installed at Customs House, Glebe, Haymarket, Kings Cross, Newtown, Surry Hills, Waterloo and Ultimo. New staff stations will not be required at Green Square, Town Hall House (Library Express) and Pyrmont (Library Link).
4. The installation of the staff station furniture will be coordinated with the Information Services Unit and the Property Unit. The Information Services Unit tender for the supply, installation and ongoing support of RFID equipment and services in City of Sydney Library network was approved by Council on 11 April 2016. The Property Unit tender for ancillary building works in the City of Sydney Library network in support of the RFID project was approved by Council on 10 May 2016.

INVITATION TO TENDER

5. The tender was advertised in The Daily Telegraph, The Sydney Morning Herald and on Council's E-Tender website on 10 May 2016 and closed on 31 May 2016.

TENDER SUBMISSIONS

6. Four submissions were received from the following organisations (listed alphabetically):
 - Adaptive Interiors
 - Instinct Furniture Australia Ltd
 - Resource Furniture Pty Ltd
 - Schiavello Systems NSW Pty Ltd
7. No late submissions were received.

TENDER EVALUATION

8. All members of the Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
9. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
10. All submissions were assessed in accordance with the approved evaluation criteria being:

- (a) demonstrated capacity and technical ability to carry out work under the contract;
- (b) design aesthetic to meet or match library space and size limitations, as well as colours, materials, and finishes of other project equipment and furniture;
- (c) project program and methodology, including warranties, freight/shipping, and capacity to achieve the required project program with rolling timeframes;
- (d) compliance with specifications;
- (e) Work Health and Safety; and
- (f) financial and commercial trading integrity including insurances.

PERFORMANCE MEASUREMENT

11. The City will monitor key performance indicators to measure the performance level of the successful furniture supplier. Performance results will be used to determine the suitability of furniture suppliers for future supply and installation.

FINANCIAL IMPLICATIONS

12. There are sufficient funds allocated for this project within the current year's plant and assets budget and the 2016/17 draft plant and assets budget.

RELEVANT LEGISLATION

13. 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.
14. 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.
15. 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

16. The proposed implementation program is scheduled to run over four months, following Council approval and contract execution. The proposed commencement is August 2016, pending contract and program established by the Information Services Unit and the Property Unit. The project is scheduled for completion in November 2016 and will be coordinated with the Information Services Unit and the Property Unit.

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