

Item 8.

Tender - Supply, Imaging and Delivery of Lenovo ThinkPad Carbon XI Laptops and Accessories

File No: X021537

Tender No: RFT 1948

Summary

This report provides details of the tenders received for Supply, Imaging and Delivery of Lenovo ThinkPad Carbon X1 laptops and accessories.

The City is transitioning from a fixed desktop PC environment towards a more flexible, mobile device environment which will facilitate the mobility and productivity of City staff. Approximately 80 per cent of the City's current PC fleet is fixed desktop with the remaining 20 per cent made up of laptops and Surface Pros. The intention is, over time, to have 80 per cent of the fleet comprised of mobile devices and 20 per cent remaining as fixed desktops.

Technology and Digital Services (TDS) undertook a market analysis of Windows-based laptops, tablets and multi-purpose devices. Twenty-eight different devices were benchmarked against a range of standard criteria, including portability (weight), processor, RAM, storage, screen size and resolution, battery life and energy efficiency. The top three rated devices were then compared side by side in a hands on evaluation. The strongest performer and highest ranked in the evaluation was the Lenovo ThinkPad Carbon X1 laptop.

This tender includes the supply of the Lenovo device, the application of the City's standard operating environment (SOE), as well as the individual software applications for the recipient, and delivery, installation and removal of the old devices for re-selling or disposal.

Recommendation

It is resolved that:

- (A) Council accept the tender offer of Tenderer A for the supply, imaging and delivery of Lenovo ThinkPad Carbon X1 laptops and accessories, and removal of old equipment for the schedule of rates outlined in Confidential Attachment B, for a period of five years, with the option of two extensions of one year each if appropriate;
- (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 options referred to in clause (A), if appropriate, and negotiate the price to extend the contract accordingly.

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Price and Schedule of Rates (Confidential)

Background

1. The City's Technology and Digital Service Unit (TDS) is supporting the transformation to a mobile and flexible workplace. Increased mobility is an enabler for staff productivity and provides staff in the field with tools to better serve the community's needs. Over time, the City wishes to move the majority of staff from fixed desktops to mobile devices.
2. This strategy will allow staff to take advantage of the upgraded Wi-Fi network at City sites, allowing them to work from various locations, leverage the wireless presentation technology in conference rooms, collaborate more easily, and be more responsive in the event of a business continuity or crisis incident.
3. The City's current mobile device offering, the Microsoft Surface Pro, has provided excellent mobility and utility for staff but a more economically and environmentally responsible option was identified as part of the evaluation process of 28 mobile devices. After evaluation, the Lenovo ThinkPad Carbon X1 is the preferred device.
4. Front counters, call centres, and shared devices for shift workers (i.e. Rangers, Security and Cleansing staff) will remain as fixed desktops with a dual screen setup where appropriate. The majority of staff will be equipped with a Lenovo Laptop, docking station, external key board and mouse and dual screens.
5. This report provides details of the tenders received for Supply, Imaging and Delivery of Lenovo ThinkPad Carbon X1 laptops and accessories.

Invitation to Tender

6. The tender was released through Tenderlink and advertised in The Daily Telegraph and The Sydney Morning Herald on Tuesday 23 July 2019, and closed three weeks later on Tuesday 13 August 2019.

Tender Submissions

7. Two submissions were received from the following organisations:
 - Enigma Business Products; and
 - Winc Australia Pty Ltd.
8. No late submissions were received.

Tender Evaluation

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

11. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) schedule of prices;
 - (b) demonstrated capacity and technical ability to carry out the work under the contract;
 - (c) feasibility and quality of the proposed service implementation and establishment plan;
 - (d) meets hardware requirements (Volume 2, Specifications and Requirements);
 - (e) delivery times, warranties and support;
 - (f) environmental management;
 - (g) Work Health and Safety (WHS); and
 - (h) financial and commercial trading integrity, including insurances.

Performance Measurement

12. The City will use the following General Key Performance Indicators to evaluate and monitor performance of the successful tenderer:
 - (a) key objectives / deliverables;
 - (b) quality of works;
 - (c) time;
 - (d) reporting;
 - (e) communication; and
 - (f) WHS compliance.

Financial Implications

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

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. Attachments A and B contain 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. It is envisaged the contract will commence in November 2019. The server and network connection setup for the SOE and applications installation will also take place in November 2019 and the first delivery of laptops will arrive in December 2019.
18. The contract will continue for a five-year period to November 2024, with the possibility of two one-year extensions.

Options

19. The City currently provides the Microsoft Surface Pro device to staff who require a mobile device. Over time, the Surface Pro has become expensive to purchase and maintain, will only work with expensive proprietary monitors and accessories and is less energy efficient than the Lenovo Carbon X1.
20. Twenty-eight different mobile devices were benchmarked against our standard criteria, including portability (weight), processor, RAM, storage, screen size and resolution, battery life and energy efficiency.

Public Consultation

21. Public consultation was not undertaken prior to this tender being advertised.

SUSAN PETTIFER

Director People, Performance and Technology

Grant Angus, Manager Client Services