



2 Procurement: Library Collection Resources

Attachment 1 Updated Officer's Report including the annual contributions
from the Queensland State Government..... 3

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COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE
MEETING AGENDA

15 APRIL
2021

Doc ID No: A7147049

ITEM: 1

SUBJECT: PROCUREMENT: LIBRARY COLLECTION RESOURCES

AUTHOR: GOODS AND SERVICES CATEGORY SPECIALIST

DATE: 25 MARCH 2021

EXECUTIVE SUMMARY

This is a report concerning the procurement of the ongoing supply of physical library collection resources including print and audio-visual resources, and the relevant processing required for shelf-readiness of library collection resources for all Ipswich Libraries under Local Buy Pre-Qualified Supplier arrangement 'Library Resources (Goods and Services) LB284'.

The report recommends that pursuant to section 234 of the *Local Government Regulation 2012* (Regulation), Council utilise LGA Arrangement "Library Resources (Goods and Services) LB284" by Local Buy Pty Ltd for the provision of physical library collection resources (Council reference 15900), with James Bennett Pty Limited (Supplier) who is a party to the LGA Arrangement.

The cost of the engagement for the provision and processing of physical library collection resources is estimated to be \$1,245,500 (ex GST) per annum, or \$4,982,000 (ex GST) for the contract term, including options. This estimate is based on current spend and anticipated future budgets and resource requirements.

RECOMMENDATION/S

[Recommendation E added at the Community, Culture, Arts and Sport Committee of 15 April 2021](#)

- A. That pursuant to section 234 of the *Local Government Regulation 2012* (Regulation), Council utilise LGA Arrangement "Library Resources (Goods and Services) LB284" by Local Buy Pty Ltd for the provision of physical library collection resources (Council reference 15900), with James Bennett Pty Limited (Supplier) who is a party to the LGA Arrangement, as detailed in this report by the Goods and Services Category Specialist dated 25 March 2021.
- B. That under the LGA Arrangement with the Supplier, the estimated purchase price is \$4,982,000 excluding GST over the entire term, the end date of the initial term being 30 June 2023, with the option to extend at the discretion of Local Buy Pty Ltd for an additional two (2) twelve (12) month terms.
- C. That Council may enter into ancillary contractual arrangements with the Supplier, as allowed by the LGA Arrangement.

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D. That pursuant to section 257(1)(b) of the *Local Government Act 2009*, Council delegate to the Chief Executive Officer the power to take “*contractual action*” pursuant to section 238 of the Regulation, in order to implement Council’s decision, however the delegation does not allow for options for extension to be offered in any ancillary contractual arrangements other than those already allowed for under the LGA Arrangement.

D.E. That the report be updated to include the annual contributions from the Queensland State Government.

RELATED PARTIES

James Bennett Pty Limited

ADVANCE IPSWICH THEME

Strengthening our local economy and building prosperity

Caring for the community

PURPOSE OF REPORT/BACKGROUND

Ipswich Libraries provides exciting, innovative and immersive spaces and resources for community members of all ages. The Ipswich community is diverse and the library’s collection profiles have been developed with the aim of creating comprehensive and balanced content for all.

Ipswich Libraries requires a supplier to provide the most up to date titles and new releases to regularly replenish the physical collection in accordance with the various library collection profiles. It also requires supply in response to ad hoc requests or special buys.

Council has engaged under previous LGA arrangements for the provision of library collection resources. Council released Request for Quote (RFQ) RFQ15900 on Monday 15 February 2021, via Vendor Panel to all Pre-Qualified Suppliers on the new LGA arrangement “Library Resources (Goods and Services) LB284”. The RFQ closed on Tuesday 23 February 2021. In total 36 suppliers were notified of the RFQ and 12 suppliers responded to the RFQ.

The Evaluation Panel undertook an evaluation of the submissions and recommends James Bennett Pty Limited as the preferred supplier for the provision of the physical library collection resources, including print and audio-visual resources, in accordance with Confidential Attachment 1: 15900 Recommendation to Award.

The Evaluation Panel considered James Bennett Pty Limited demonstrated the best value for money for Council by offering a significant discount and rebate structure, having the necessary experience in supplying library collection profile orders to libraries across Australia and committing to exceed the level of service and key performance indicators specified in the LGA Arrangement.

Unfortunately, there are no companies local to the Ipswich City Council region capable of providing the required goods or services, with only one of the respondents based in

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Queensland. The supply of the goods or services does not require the use of local subcontractors, with no respondents subcontracting any part of the required services.

The following information was requested to be included in the report by the Community, Culture, Arts and Sport Committee of 16 April 2021.

The below table represents what Ipswich City Council have spent and what Ipswich City Council receive from the State Library:

Collection Costs

<u>Year</u>	<u>Collection Spend - \$</u>	<u>SLQ grant - \$</u>
<u>19/20</u>	<u>1,967,372</u>	<u>871,525</u>
<u>18/19</u>	<u>1,144,356</u>	<u>840,493</u>
<u>17/18</u>	<u>1,306,287</u>	<u>801,496</u>
<u>16/17</u>	<u>649,999</u>	<u>770,548</u>
<u>15/16</u>	<u>906,501</u>	<u>739,655</u>
<u>14/15</u>	<u>824,132</u>	<u>717,409</u>

- 19/20 included the purchase of the collection for Rosewood Library
- 17/18 included the purchase of the collection for Springfield Library
- 16/17 was underspent and was reported to SLQ and rolled forward to the following year

The grant for the current financial year is \$910k.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

Local Government Regulation 2012

RISK MANAGEMENT IMPLICATIONS

The risk management implications have been considered in confidential Attachment 1.

FINANCIAL/RESOURCE IMPLICATIONS

The cost of the engagement for the provision and processing of physical library collection resources is estimated to be \$1,245,500 (ex GST) per annum, or \$4,982,000 (ex GST) for the contract term, including options. This estimate is based on current spend and anticipated future budgets and resource requirements.

There is no minimum spend requirement under this agreement and no exclusive right for the supplier to supply to the products, allowing Council to use multiple suppliers or change to an alternative supplier at any time.

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COMMUNITY AND OTHER CONSULTATION

The Libraries and Customer Services branch have been consulted and have endorsed the Recommendation to Award.

There was no community consultation in the preparation of this report.

CONCLUSION

To ensure continued supply of the physical collection of the Ipswich Libraries collection profiles, it is recommended that Council utilise section 234 of the *Local Government Regulation 2012* and engage James Bennett Pty Limited under LGA Arrangement "Library Resources (Goods and Services) LB284".

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	CONFIDENTIAL Recommendation to Award
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Shyanne Ward

GOODS AND SERVICES CATEGORY SPECIALIST

I concur with the recommendations contained in this report.

Samantha Chandler

MANAGER, LIBRARIES AND CUSTOMER SERVICES

I concur with the recommendations contained in this report.

Richard White

MANAGER, PROCUREMENT

I concur with the recommendations contained in this report.

Sonia Cooper

GENERAL MANAGER CORPORATE SERVICES

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"