

5.3 TENDER FOR PROVISION OF PRINTING SERVICES (CF2021037: JF)

Responsible Executive Manager: Joanne Robertson

RECOMMENDATION*

That Council:

1. *Awards the tender from the following firms for the provision of Printing Services, Contract No. 2021037 for a schedule of rates based contract with an estimated annual contract value of \$400,000 and an estimated total contract value of \$1,200,000 inclusive of all available extension options.;*

1. *Bibliotheca Australia Pty Ltd*
2. *Danpen Pty Ltd trading as The Banner Lady*
3. *Eastern Press Pty Ltd*
4. *Highlight Printing Pty Ltd*
5. *Hornet Press Pty Ltd*
6. *Ian Jones trading as EC Envelopes*
7. *IVE Group Victoria Pty Ltd*
8. *Lane Communications*
9. *Precision Group trading as Precision Mail Pty Ltd*
10. *Print Media Group trading as Fraser and Jenkinson Proprietary Limited*
11. *Southern Impact Pty Ltd*

2. *Authorises the Chief Executive Officer or her delegate to execute the contract agreement; and*

3. *Notes that the contract has an initial term of three years with two separate extension options of one year each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.*

*(*Please note that all dollar figures are GST Inclusive unless stated otherwise).*

INTRODUCTION

Council has conducted a tender for the provision of Printing Services.

BACKGROUND

Council currently has a decentralised approach to print management. Whilst a significant portion of print material is coordinated via the Communications Department and the Print Room, many departments also manage their own print requirements using a range of printing and distribution firms.

Strategic Procurement conducted a category analyses of print spend, identified key stakeholders and collected information about a wide range of print requirements across

multiple departments to facilitate a tender event to establish a panel of suppliers for print and distribution services.

NOTIFICATION

A public notice was placed in The Age newspaper on 21/11/2020 and the tender closed on 11/12/2020.

TENDERS RECEIVED

Tender submissions were received from the following 22 suppliers by the appointed closing time.

| No. | Tenderer |
|-----|---|
| 1 | Bibliotheca Australia Pty Ltd |
| 2 | Bowman Alderson Unit Trust trading as Camten Graphics |
| 3 | Danpen Pty Ltd trading as The Banner Lady |
| 4 | Eastern Press Pty Ltd |
| 5 | Fenton & Roche Pty Ltd trading as Monash Printing Works |
| 6 | Hawker Brownlow Education Pty Ltd |
| 7 | Highlight Printing Pty Ltd |
| 8 | Hornet Press Pty Ltd |
| 9 | Ian Jones trading as EC Envelopes |
| 10 | Immij Pty Ltd |
| 11 | IVE Group Victoria Pty Ltd |
| 12 | Lane Communications |
| 13 | Minuteman Press |
| 14 | New Litho Pty Ltd trading as Neo RES |
| 15 | Power 2 Print |
| 16 | PR Packaging |
| 17 | Precision Group trading as Precision Mail Pty Ltd |
| 18 | Print Media Group trading as Fraser and Jenkinson Proprietary Limited |
| 19 | Southern Impact Pty Ltd |
| 20 | Taunt Family Trust Trustee trading as DataForms Printing Pty Ltd |
| 21 | The Dynamite Group Pty Ltd trading as Dynamite Printing |
| 22 | Versus Merch Pty Ltd |

Tender Conformance:

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

Seven submissions were deemed non-conforming and these submissions were not evaluated further.

The remaining 15 conforming tenders were then further evaluated as per the agreed evaluation criteria.

TENDER EVALUATION

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The remaining 15 conforming tenderers were assessed in accordance with the following evaluation criteria published in the tender documentation:

| Criteria | Criteria Description | Criteria Weightings |
|-----------------------|---|---------------------|
| Qualitative Criteria | Capacity and Capability | 20% |
| | Sustainability (Environmental, Local and Social) | 20% |
| Quantitative Criteria | Price | 60% |

After evaluating the remaining 15 tenderers against the agreed evaluation criteria, two tenderers were deemed to have qualitative scores will below satisfactory and were not evaluated further.

DISCUSSION

The remaining 13 tenderers were then evaluated for price competitiveness across each of the 14 print categories covered by this tender. The total ranking (qualitative and price) for each print category was then used to determine the preferred tenderers for each specific print category.

Because print jobs vary in quality and size, the panel recommended a panel arrangement for some print categories to ensure that Council continues to achieve the quality and timeliness of print requirements. The panel selection recommendation was based on the highest ranked tenderers in each print category.

As a result of the evaluation ranking summary for each print category, the evaluation panel recommends the following tenderers as representing the best value outcome for Council covering the broad range of print categories tendered:

1. Bibliotheca Australia Pty Ltd
2. Danpen Pty Ltd trading as The Banner Lady
3. Eastern Press Pty Ltd
4. Highlight Printing Pty Ltd
5. Hornet Press Pty Ltd
6. Ian Jones trading as EC Envelopes
7. IVE Group Victoria Pty Ltd
8. Lane Communications
9. Precision Group trading as Precision Mail Pty Ltd
10. Print Media Group trading as Fraser and Jenkinson Proprietary Limited
11. Southern Impact Pty Ltd

Many of the recommended panel suppliers have experience and capability across multiple print categories. However, internal communications will be issued to staff to provide guidance on the best panel suppliers to use depending on the particular print category required. This will ensure the highest quality and value outcomes are maintained.

FINANCIAL IMPLICATIONS

Based on historical spend, the estimated annual spend on print is \$400,000 (excluding printing of rates notices which is covered by a separate contract).

Whilst the proposed panel will allow the City of Monash to streamline the number of suppliers it uses for its printing services, it will also allow improved quality control and compliance with the style guide and print consistency across the organisation.

However, spend on print services will continue to be funded through existing and separate department budgets and quotes will still be required for any print services that were not specifically covered by the tender schedules.

SUSTAINABILITY OUTCOMES

1. Environmental Sustainability

The tender was issued with clear and mandatory specifications regarding the paper and other base materials currently used by Council for its printed materials and tenderers were asked to confirm that their tendered prices were based on this requirement.

Tenderers were also asked to provide information about the use of other paper and materials to further reduce Council's Carbon footprint in this category. This information was used as part of the assessment towards tenderers environmental sustainability and the panel is confident that the panel will be able to assist Council with a further reduction in carbon footprint during the contract period.

As part of the Print Services communications to staff internally, staff will also be informed of the preferred recycled paper options to assist staff with selecting more environmentally sustainable paper stocks for their print jobs. The supplier panel will also monitor requests and inform the Communication team if requests are not consistent with Council's style guide or the preferred sustainable preferences.

2. Local Sustainability

Prior to the tender, additional communication was also issued to local printing firms within the City of Monash by the Coordinator Economic Development, Strategic Planning & Economic Development. This was to ensure that there was maximum engagement of local businesses during the tender event.

The tender had a significant weighting towards local supply to favour and enhance this feature in the panel. Of the 22 tender submissions, six stated that they were local. Two of these submissions were deemed non-conforming and one tenderer did not rank high enough overall to make it into the final recommended panel. As such, the proposed panel has three local suppliers and this is a good outcome to help support the local economy.

CONCLUSION

That Council approves the recommendations contained within this report.