

Cabinet – 25 July 2012

Contract for the supply of library stock

Portfolio:	Councillor Harris, Leisure and Culture
Service:	Libraries
Wards:	All
Key decision:	No
Forward plan:	Yes

1. Summary

This report seeks approval for new contracts to be awarded for the supply of library stock to Walsall and the Black Country Purchasing Consortium (“BCPC”) Libraries. Such approval will enable the efficient and effective purchase of up to date library stock which is balanced, reflects customer demand and which offers good value for money.

Walsall Council (“Walsall”) is a member of the BCPC. Walsall will be the lead procuring authority on behalf of the BCPC regarding the supply and servicing of library books and audio visual materials contracts for the period 2013 to 2015. The BCPC comprises Walsall, Dudley, Sandwell and Wolverhampton Councils. Current library stock contracts for the BCPC end in March 2013. To ensure a continued supply of library stock after the end of the current library stock contracts for the BCPC, a fresh procurement exercise is required to be undertaken with the award of a contract to be made by 31 December 2012. As the total four year value for all four participating BCPC local authorities is approximately £4.8 million, the Public Contract Regulations 2006 (as amended) apply and Cabinet approval is required.

2. Recommendations

- 2.1 That Cabinet grant delegated authority to the Executive Director for Neighbourhood Services, in conjunction with the Portfolio Holder for Leisure and Culture, to undertake the commencement of a new procurement process for the appointment of suitable library stock suppliers by Walsall on behalf of the BCPC, subject to following all appropriate legislation and Walsall’s Contract Rules 2010.
- 2.2 That Cabinet grant delegated authority to the Executive Director for Neighbourhood Services, in conjunction with the Portfolio Holder for Leisure and Culture, to accept tenders on behalf of the BCPC from bidders for future library stock supplies and to award contracts of values in excess of £4.8 million to

suitable library stock suppliers selected upon completion of the procurement process.

- 2.3 That Cabinet grant delegated authority to the Executive Director for Neighbourhood Services, in conjunction with the Portfolio Holder for Leisure and Culture, to sign or authorise sealing of any deeds, contracts and other related documents in relation to the re-tendering of library stock supplies

3. Report detail

- 3.1 In 2008 Wolverhampton City Council led on the first BCPC tender. The initial contracts have been in place since 1 April 2009 for a two year term until 31 March 2011. The initial contracts allowed for a two year contract extension which was executed to secure library stock supplies until 31 March 2013. As core members of the BCPC procure library stock contracts on a rotational basis, Walsall will be lead authority on the procurement of new contracts which needs to be place by 1 April 2013.
- 3.2 The number of library suppliers has reduced significantly in recent years and there are now only two major suppliers and a number of smaller specialist suppliers who specialise in one area of stock e.g. children's books or DVDs.
- 3.3 The number of authorities who are now in consortia has increased with the largest consortium, namely the Central Buying Consortium ("CBC"), having 43 members. Some consortia such as the CBC are no longer accepting new members for fear of causing an imbalance in the market which could lead to a situation where there is only one major library supplier.
- 3.4 The BCPC has explored the option of joining a larger consortium using an existing framework agreement or tendering as a consortium alone. It has decided to tender as a consortium alone, and, as a minimum, it is proposed that any contracts must run from 1 April 2013 to 31 March 2015, with Walsall having the sole discretion to exercise an option to extend the contracts for a further two years.
- 3.5 Flexibility will be included within the contracts to vary the requirements for bookstock supply.

4. Council priorities

- 4.1 As part of the new contracts, books will be purchased in line with the existing Library Services Plans to help improve literacy levels, basic skills and computer skills which will improve employment opportunities. Health books will also be purchased to help improve lifestyles, health and well being.
- 4.2 This report relates to the Business Support Services portfolio as it seeks approval to commence a significant procurement exercise.

5. Risk management

Procurement Services will provide a timetable and support the project to ensure that a new contract is in place by 1 April 2013.

6. Financial implications

- 6.1 Procurement Services will lead on the tender and contract and have sufficient funds to cover the tender costs.
- 6.2 Library managers will ensure that the costs for the re-tendering of library stock contracts to Walsall will be covered within the relevant cash limited budgets for library books and other materials contracted for. The 2012/13 budget for library books is £609k, with there being a spend of £594k in 2011/12.
- 6.3 Each of the BCPC core members have given indications of their anticipated budgetary spend on library books and other materials for 2012/13, but they have also specified that these values are subject to change during the lifetime of the contracts. The BCPC core members will each be liable for their own proportion of the estimated £4.8 million expenditure.

7. Legal implications

Procurement Services and Legal services will be consulted on a regular basis to ensure compliance with the Public Contract Regulations 2006 (as amended) and Walsall's Contract Rules 2010.

8. Property implications

None

9. Staffing implications

None

10. Equality implications

The following will be excluded from the tender process to enable the widest choice of stock to meet the needs of Walsall's and the BCPC member communities.

- Large print and talking books, which can only be purchased from the publisher
- Asian Languages books, recorded music, DVD and video and Black interest books which are only available from specialist suppliers
- Local history books published locally
- Promotions only available from one supplier

- Offers from small suppliers
- Ebooks

11. Consultation

There is ongoing consultation with Procurement Services, Legal Services and Finance, as well as with Dudley, Sandwell and Wolverhampton Councils.

Background papers

Cabinet Report 18 June 2008 - Black Country libraries partnership consortium

Wolverhampton City Council Cabinet Resources Panel 6 January 2009 – Acceptance of tenders

Black Country Purchasing Consortium –Tender for the Supply of Library books and associated media 1 April 2009 – 31 March 2013

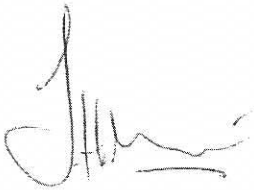
Wolverhampton City Council 13 January 2011 Contract Schedule - extension confirmed

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