

**Report for:** Cabinet member Signing 26 March 2018

**Title:** Award of Call-off contract for the Purchase of Library Stock to Askews and Holts Library Services Ltd and Peters Ltd

**Report authorised by :** Richard Grice – Interim Director for Transformation and Resources

Signed \_\_\_\_\_ date \_\_\_\_\_

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**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## 1. Describe the issue under consideration

1.1.1 THIS REPORT HAS BEEN AMENDED TO CORRECT A MINOR ERROR ON THE ORIGINAL REPORT. THE NARRATIVE “PETERS BOOK SELLING SERVICE” (INCORRECT TITLE OF SUPPLIER) HAS BEEN REPLACED WITH “PETERS LIMITED” (CORRECT TITLE OF SUPPLIER). AN APPROVAL IS SOUGHT TO ACCEPT THIS AMENDMENT.

1.1.2 Approval is sought to enter into call-off contract for the purchase of Library Stock with the preferred Contractors (Askews and Holts Library Services Ltd and Peters Ltd) for a period of 3 years with an option to extend for a further 2 years as allowed under the Council Contracts Standing Order (CSO) 9.07.1(d) for a total contract value of not exceeding £1,000,000.

1.1.3 The contract is broken down in the following Lots:  
Lot 1 (Adult Books) – Askews and Holts Library Services Ltd  
Lot 2 (Children’s Books) – Peters Ltd  
Lot 3 (Audio Visuals) – Askews and Holts Library Services Ltd

## 2. Cabinet Member Introduction

At a time when libraries across the country continue to close due to significant

funding cuts by central government, the Council remains committed to library service provision in Haringey and to delivering the high quality library service that our communities deserve. Whether helping learners of all ages, supporting jobseekers to build their skills or through their traditional role as a place to explore the joys of reading.

We are continuing to invest in our libraries through a capital programme that has already seen a circa £3.3m investment in Tottenham at Marcus Garvey Library and there will be a further £2.4m investment in the next 12 to 16 months. This will include improved technology, the upgrade of Hornsey Library, some updating and maintenance works in the six branch libraries, and at Wood Green Library, there will be layout improvements and furniture replacement commensurate with its status as one of the big three libraries, but within the context of the life span of the building.

A quality supply of books is the back bone of our core library provision, with DVDs and CDs also continuing to be popular. Therefore, it is critical that we have robust supplier contracts in place to ensure we get value for money and the books we need in our libraries. I'm pleased to say the award of these contracts for 3 to 5 years is a further demonstration of the Council's commitment to library services.

### **3. Recommendations**

- 3.1 That Cabinet Member approval is given for the Council to enter into Call-off contracts with Askews and Holts Library Services Ltd and Peters Ltd for purchase of library stock in accordance with CSO 7.01(b) as permitted under CSO 9.07.1(d) for a maximum value of £1,000,000.
- 3.2 The contract period is 1 January 2018 – 31 December 2020 (with option to extend for up to a further 2 years)

### **4. Reasons for decision**

Library services contribute to key priorities 1, 2 & 3 by providing access to education, learning and employment opportunities through the resources they provide and staff expertise. They are at the heart of communities and help to foster a sense of place, helping to combat social isolation.

The purchase of stock is budgeted for and forms a fundamental part of Business As Usual. Library stock is a core element of the service. It provides communities and individuals with access to materials that facilitate learning for all ages, it supports educational attainment, helps to improve literacy levels and to get people into further education and the work place. It combats social isolation, for example through book groups and baby and toddler storytimes.

Failure to provide quality library stock impacts significantly on the levels of use and the ability of libraries to contribute to the Council's priorities; it carries a reputational risk for the Council and compromises our ability to comply with the Public Libraries Act of 1964.

In order to ensure compliance with procurement legislation and ensure value for money, strategic procurement led a Mini Competition exercise in accordance with CSO 7.01(b). The ESPO Framework, Library Stock supply (ref 376F) was used. The tender was sent to six suppliers (industry leading suppliers) that were registered in the Framework Agreement. The Mini Competition was based on:

Price 50%  
Quality 50%

The reason the above evaluation weighting was applied was to ensure the Council's requirement for high quality, sensitive, accurate and critical data was met by the winning supplier/s.

The Pricing Schedule for each Lot was a shopping basket of 50 books (for Lots 1 and 2 and audio visual material for Lot 3), that suppliers were asked to bid for (net of discount of retail price).

## 5 Suppliers

The following is the summary of the outcome of the tender evaluation and clarification process for all Suppliers that tendered for the various Lots:

### Lot 1

Supplier	Price Score	Quality Score	Final Score	Ranking
Askews and Holts Library Services Ltd	47	45	92	1st
Supplier B	50	41	91	2nd

### Lot 2

Supplier	Price Score	Quality Score	Final Score	Ranking
Peters Ltd	50	45	95	1 <sup>st</sup>
Supplier A	49	45	94	2 <sup>nd</sup>
Supplier B	49	44	93	3 <sup>rd</sup>

### Lot 3

Supplier	Price Score	Quality Score	Final Score	Ranking
Askews and Holts Library Services Ltd	50	40	90	1st
Supplier D	49	39	88	2nd

## 6. Alternative options considered

### 6.1 Do nothing

This was not an option as purchase of new library stock is essential to ensure that library provision is current and in the case of non fiction and reference materials accurate.

### 6.2 Direct Award as an alternative to a mini competition

This was not considered as viable option as the mini competition would yield a better cost effective (value for money) outcome.

## 7. **Background information**

The contract for the supply of library resources (books for adults and children and audio visual material – DVD and CDs) expired in August 2016. As the contract expired at a time when the service was undergoing a full staffing restructure, there was limited capacity to embark on a full procurement process and interim arrangements were put in place in the form of two short term contracts for the purchase of mainstream library stock.

With approval sought from Strategic Procurement, direct awards were made to preferred suppliers via The ESPO Library Stock Framework Agreement. The spend value of each of these direct awards was less than £160,000. The second and current short term direct award was agreed whilst Strategic Procurement led the Mini Competition exercise to provide the most cost-effective long term contract(s) solutions to meet the needs of Haringey Council's library service.

## 8. **Contribution to strategic outcomes**

This procurement exercise has contributed to achieving value for money and enable the library service to continue to contribute to key priorities 1, 2 & 3 by providing access to education, learning and employment opportunities, sense of place and helping to combat social isolation.

## 9. **Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### 9.1 **Finance**

The Stock budget of £336,8000 for Library Resources Stock is held on profit centre C52002 and takes account of the annual cost for Audio, Children and Audio books and Newspapers and periodicals.

The report focuses on the securing suppliers to provide an indicative pricing which reflect the discount and processing cost for a basket of 50 books and audio visual materials for the English language, the budget for which is broken down as an annual budget of Adult (£100k), Children (£70k) and Audio (£30k). these pricing will remain as controllable cost for the 3 years of the contract.

The service will monitor these contracts as part of the budget monitoring process to ensure that they remain in line with budget.

## **9.2 Procurement**

This procurement (RFQ) was lead by Strategic Procurement (Corporate supplies & Services) in accordance with CSO 7.01(b) and therefore is supportive of the recommendations made in this report.

## **9.3 Legal**

9.3.1 The Assistant Director of Corporate Governance notes the contents of the report.

9.3.2. The contract which this report relates to was procured by undertaking a mini-competition under the Eastern Shires Purchasing Organisation (ESPO) Framework Agreement.

9.3.3 The ESPO Framework Agreement was established in accordance with EU procurement legislation. The terms of the ESPO Framework Agreement provide for contracts to be awarded by undertaking a mini-competition.

9.3.4 Pursuant to CSO 7.01(b) and pursuant to the Public Contracts Regulations 2015, the Council may select one or more Contractors from a Framework established by a public body where the Council has been named in the OJEU Contract Notice.

9.3.5 It is confirmed that the Council is identified as an approved user of this framework contract in the OJEU Contract Notice published by ESPO

9.3.6. Pursuant to CSO 9.07.1(d), Cabinet may approve a contract if the value of the contract is valued at £500,000 or more and as such the Cabinet has the power to approve the award of the Call-Off contract in this Report.

9.3.7 The Assistant Director of Corporate Governance sees no legal reasons preventing the approval of the recommendations in the report.

## **10. Equalities**

This award is for written stock in English for all ages and in all subject areas. Other languages and large print stock are procured through a different specialist suppliers. Library books are available and free to all, however historically the usage can be more significant for the disadvantaged and vulnerable.

## **11. Use of Appendices**

Equality Impact Assessment Screening Tool – Appendix 1

Procurement submissions - Appendix 2 - This contains exempt information and is not for publication. The exempt information is under the following category: (identified in the amended schedule 12 A of the Local Government Act 1972 (3) information in

relation to financial or the business affairs of any particular person (including the authority holding that information).