**National Library of Australia**

**RFT 17-069 and RFQ 17-080 – Information Briefing Session**

**Tuesday 26 September 2017 – 11am**

**Introduction**

Welcome – my name is Kylie Hawkins and with me is my colleague Alfie Cooper. I am the Manager, Collection Storage Projects and the Chair of the Evaluation Committee for the Request for Tender 17/069 Creation of a Panel for the Supply and Installation of Motorised Mobile Shelving Units and concurrent RFQ 17/080 – Level 4 Manuscripts Stack. For simplification I will refer to this as “compactus”. Alfie is the Assistant Manager, Stack Services and is also a member of the Evaluation Committee and previously worked in our Building and Security Services Section.

Stack Services section is responsible for the storage of the Library’s entire collection which is made up of over 10 million items and is currently housed in over 270km of shelving both within the main Library building and two purpose built, offsite storage buildings in a nearby industrial estate, Hume.

We will review the installation area next door later this morning. I expect this session to take approximately 2 hours depending on the number of questions and time to measure the area.

The structure of this meeting is to go through the RFT documentation and attachments and then for those wishing to participate in RFQ 17-080, going through the RFQ document and attachments and finally travel to Level 4 to review the proposed installation area where there will be an opportunity for you to measure up the area if you would like to.

**RFT 17/069 - Documentation**

The documentation is fairly standard for Commonwealth Government Procurement. Part A provides an overview of what the Library is seeking to achieve with this Tender, instructions and definitions of some general terms. Where this Tender process is slightly different, is that the Library is seeking to achieve the establishment of a Panel of suitable potential suppliers to supply motorised compactus to the Library over coming years. Because of the variable nature of shelving installations – which involves very specific requirements in terms of overall size, capacity of the units, shelving configuration and physical location etc it is not possible to obtain a standard price for shelving installations and lock-in prices for the term of a Panel contract. Therefore having a panel of pre-qualified providers, the Library can approach one or more panel providers to seek quotes including price, for a specific Stacks project. As a result, no Value for Money assessment will be undertaken as part of the RFT evaluation process.

The Library has had a number of Panel Contract arrangements over the past 15+ years for motorised compactus and this system works well for both the Library and suppliers. The establishment of a Panel allows the Library to conduct an evaluation of the “technical worth” criterion relating to a potential suppliers systems. These criterion are listed on page 7 of the RFT documentation and involve the specifications of the system itself, the knowledge and proven expertises, past experience/qualifications, strategic fit, risks and benefits from compliance to the draft Deed and any value added services. Successful Respondents to this part of the assessment may then be invited to be included on the Panel.

For those of you who are not aware, the way the Panel operates is for any future compactus installations the Library requires, the Library may issue a Request for Quotation (RFQ) to one or more panel members. When invited, Panel members will receive details of the installation area and must provide the information requested as defined in Section 4 of the Draft Deed (Request for Quotation). This enables the Library make a Value for Money assessment of the RFQ based on the technical worth assessment, risk and price.

It is a much more efficient process for both the Library and Suppliers by not having to submit a full Tender each time the Library requires a compactus unit.

I trust that everyone was able to download the RFT and RFQ documents for the NLA website directly through [www.nla.gov.au/tenders](http://www.nla.gov.au/tenders). I understand some people had some difficulties in opening the Zip files. My apologies for that.

The documentation includes the RFT, Attachment A-NLA Contractor protocols and Attachment B – the Draft Deed of Standing offer. The notes to this briefing session will be uploaded tomorrow.

All correspondence in relation to the RFT will be in writing from myself and will be loaded on the NLA website/tenders page. Questions and de-identified answers will also be loaded. Respondents who registered to download the RFT or RFQ documents will be notified if any additional information is loaded to the Web page.

**Part B - RFT Evaluation**

Part B of the RFT refers to the evaluation process. The table on page 7 lists the evaluation criterion, including the technical worth criteria that Responses will be evaluated against. The table in section 7 (page 7) lists the selection criterion and identifies the Tender Schedule that relates to each Criteria. The Library aims to assist Respondents by providing pro-forma schedules to ensure that these criteria are addressed in your Response.

There are two (2) criteria that are considered “Conditions for Participation”. These criteria must be satisfied to be considered for further evaluation. **Respondents MUST include a completed Schedule 2 – Form of Offer at pages 29-38 to be eligible for further evaluation**.

Respondents must include enough information in their Responses to allow the Evaluation Committee to evaluate them against all of the selection criteria. **Please do not assume that the Library knows anything about you, your organisation/company or product/s even if you have done work for the Library previously.**

As stated previously, the Library aims to assist Respondents to provide sufficient information to enable their Response to be evaluated. Respondents wishing to be considered for inclusion on the Panel must respond to Schedule 2 and should provide their response in the format of the Schedules 3.3-3.9. These schedules are aligned to the Evaluation Criteria.

Please note Schedules 3.1 and 3.2 are not used in this RFT process.

**Part C - Requirements of Tenders**

Part C details the information required and details including the Contact Officer (myself), where to lodge Responses and the deadline for lodgement of Responses.

All questions must be in writing only to myself as the Contact officer. The Library prides itself in running transparent and fair procurement processes and follows these procedures strictly.

Please note that section 20.2 states that questions must be received no later the 5pm - five (5) Business Days prior to the Tender closing which will be **5pm Monday 16 October 2017.** This includes any subsequent requests to undertake onsite measurements.

**The deadline for lodgement is 12 noon, TUESDAY 24 OCTOBER 2017 (local Canberra time).**

The Library is strict on not extending the lodgement times unless there are exceptional circumstances and enough time is provided not to advantage or disadvantage any other potential Tenderers.

**Please ensure your Tenders are submitted on time.**

**Part D – Terms and Conditions**

Part D defines the Terms and conditions of the Tender.

**Schedule 1- Statement of Requirements**

This is the section of the Tender which describes the specifications of the compactus. The table in Schedule 3.3 (which we will go through later) provides a reference to these specifications. Please ensure your Responses address these specifications and again I stress, do not assume the Library knows anything about your system/s. It is important that Respondents provide sufficient information for an evaluation to be made about their proposed system/s against the specifications.

Related to this Schedule is Attachment A - The NLA Contractors Protocols which outline the restrictions in working in the Library building. This document is periodically updated by the Library.

**Schedule 2 – Form of Offer**

As stated previously it is a requirement of the Tender that Respondents include a completed Schedule 2 in their Response. This is very important.

**Schedules 3.3 – 3.9**

These are fairly self explanatory. They provide an opportunity for Respondents to address each selection criteria.

Schedule 3.3 is where all details relating to any proposed system/s should be included. As a minimum, Respondents must provide a response in the table provided at Schedule 3.3 – section 1.4. A table should be submitted for each system proposed (pages 42-45).

Schedule 3.4 is about your knowledge and experience.

Schedule 3.5 is about your team, especially the installation team.

Some Respondents often ask what is meant by the term Strategic Fit (Schedule 3.6). In general, it is trying to understand how a supplier understands the potential difficulties in undertaking construction type works within a significant cultural agency, the National Library of Australia. Other relevant experience or information about the perceived potential issues and how you would address these should be provided here.

Compliance with the Draft Deed/Contract - Attachment B provides a draft Deed (which forms a Contract each time an Official Order is placed). Respondents must state their compliance with the Draft Deed/Contract.

Schedule 3.8 – Value Added Services. This Schedule provides the opportunity for Respondents to highlight services above and beyond the requirements specified in the Statement of Requirements. Respondents need to identify that the Value Added Services offered are free of charge. An example of a Value Added Service may be a warranty period in excess to the minimum warranty specified in Schedule 1 – section 2.9.1 or an extended defects liability period specified in Schedule 1 – section 2.8 etc.

Schedule 3.9 refers to levels of insurance. The proposed levels of insurance are listed in the Draft Deed Schedule 3- Form of Official Order – table line number 18 on page 23. Respondents must specify types and levels of insurance. Types and/or amounts proposed in the draft deed may impact on the evaluation of Risk.

**Attachment B - Draft Deed of Standing Offer**

Some points of interest:

Section 4 (page 7) outlines the Request for Quotation Process for any subsequent orders.

The Library may seek similar services from Suppliers outside of the Panel.

Section 10 – Charges - outlines the maximum payment milestones that may be proposed.

Rebates - Schedule 2 – Calculation of Charges - section 4 (page 20). The Library may, at its sole discretion, reduce the Charges by a 0.5% of the total Charges for each day of delay against the agreed Installation Program. It is critical that Works are completed on time, as the Library usually arranges for contract book movers to commence relocating collection material into new compactus as soon as they are completed.

Does anyone have any questions in relation to the RFT documentation or process?

**RFQ 17-080 – Level 4 Manuscripts Stack**

The Library is proposing to install a new Stack on Level 4 of the main Library building to house original Manuscripts collections. It is currently undertaking final structural assessments of the proposed area.

It is a condition of participation that Respondents be selected to be part of the Panel for any RFQ Response to be evaluate. However, Respondents are not required to respond to this RFQ. The Library recognises that some suppliers may not wish to quote for all jobs offered but may wish to be included on the Panel for future Works.

A preferred Quotation will only be accepted by the Library if the Respondent is first accepted as a Panellist on the Panel and has executed the draft Deed.

This procurement process will be run concurrently and as such, the closing time for Responses is also **12 noon, TUESDAY 24 OCTOBER 2017 (local Canberra time).**

**Section B – Statement of Requirement**

This section defines the timing, location and specifications for the proposed Level 4 installation.

**Attachment A** provides an overview of the area on Level 4. **Attachment B** provides further detail of the installation area and some critical measurements. Again I stress, Respondents must not rely on these measurements.

**Attachment C** is provided for information. Level 4 is undergoing some significant refurbishment works to allow the proposed Stack area to be vacated. Respondents may be interested in the new layout for the adjacent area.

I propose to go through the specifications in more detail when we move to Level 4 shortly.

Please note the restrictions in access to Level 4 (section 10) and working hours regarding noise (section 13). Only works that do not cause disruption to the adjacent work areas, public conference facilities and the Reading Room opening hours will be approved to be undertaken during normal operating hours of the Library defined in the NLA contractor Protocols currently being:

* Monday to Thursday 8.30am to 8pm;
* Friday and Saturday – 8.30am to 5pm; and
* Sunday – 1.30opm to 5pm

In the event that the public conference spaces are booked outside of normal operating hours, the Contractor will not be able to undertake works that would cause disruption to Users.

**Program (section 12)**

It is the Library’s expectation that the new area will be available from 1 May 2018 and the installation will be completed by 30 June 2018. A detailed program should be submitted along these timeframes. The final program will be negotiated with the preferred Supplier.

**Section C – Evaluation and Selection**

The technical worth evaluation criteria are listed in this section and essentially mirror those for the RFT. Respondents should note that criteria A is split between the general specifications listed in the Statement of Requirement in the RFT and the detailed specifications applicable to the Level 4 installation.

**Section D – Proforma Quotation**

Again to assist Respondents, the Library has included Tables to be completed by Respondents when responding to the RFQ.

This format is intended to be used in any future RFQ processes and as such, asks a question against each criteria at Tables 1,3,4,5 6 and 7 being essentially:

1. Respondent submits its Tender response at the relevant schedule of the RFT 17/069 – meaning you want us to rely on the information you provided at the time of the RFQ 17-069 or
2. Respondent amends or supplements its Tender response at the relevant Schedule of the RFT 17/069 as follows – meaning you have supplementary information you would like to include. Examples may include your product might have changed since your Tender Response or you have supplementary experience you wish to advise since your Tender Response or your installation team may have changed since your Tender Response etc.

It is our expectation that for RFQ 17-080 this will be the same as provided with the RFT and therefore you would tick the top box on each Schedule.

Table 2 is specific to the installation area (being Level 4 Manuscripts stack in this instance) and details relevant to that installation should be included at this Table. This includes drawings and measurements.

**Section D - Pricing (Pricing Schedule at Attachment A to this Section D)**

Prices for the RFQ should be submitted in the Excel document at **Section D -** **Attachment A**.

The Library requires prices to be broken down by installation area and to detail linear metres for each area. The Library may decide to procure only certain compactus units depending on overall cost and the final configuration deemed appropriate.

All costs associated with the cost of the compactus units (ie vinyl to false floor) must be broken down into separate units to the areas Units A to Unit F at **Attachment B** to the RFQ.

Any additional costs must be listed and priced.

The cost to lay vinyl to any egress routes (ie not the false floor) must be provided separately. These costs cannot be included in the cost of a new asset by the Library and need to be accounted for separately.

If prices are influenced by overseas exchange rates, the exchange rate used and the portion of costs affected by the exchange rate must be identified in the pricing Schedule.

If Respondents require progress payments, preferred Payment Milestones should be proposed in line with Section 10 - Charges in the Draft Deed of Standing Offer (page 10).

A current AutoCAD file of level 4 has been loaded on the Website. Please note that the drawings may not be 100% accurate and Respondents must not rely on any measurements on this file or drawings.

**Section E** - Terms and conditions again fairly standard for Government procurement.

Are there any questions with regard to the RFQ documentation or process?

**Timeframe for evaluation** – both RFT and RFQ responses close at 12 noon Tuesday 24 October 2017. The evaluation process is expected to take until the end of December, however this depends on the number and quality of Responses.

I suggest that we move across into the installation area to review the requirements. If anyone is not interested in this section we can show you out on the way.

I hope this session has been useful. I know a number of people have attended from interstate so I appreciate your time and effort.

Thank you for your attendance and interest. We look forward to receiving your Responses – **TUESDAY 24 OCTOBER 2017** remember **(local ACT time).**

**Level 4 Manuscripts Stack Specifications**

Please refer to Pages 3-6 in Section B of the RFQ document. Issues to inspect/discuss:

1. Access to windows will need to be confirmed with our Building section. At this stage Respondents should assume that units can be built right up to the existing perimeter wall with the specified aisle widths (not less than 900mm clear with a preference between 900mm and 1,000mm). Any variation that may be required to this (to enable access to the existing windows and/or future window panels) will be negotiated with the Preferred Respondent.
2. Units to finish flush with columns at gridline 5. This will leave approximately 1,840mm fire egress and storage area for trolleys etc.
3. Fire egress of a minimum of 1,800mm to be left at the end of “Unit F” (for secondary fire egress from the adjacent work area and potential future static cabinet locations)
4. Capacity – just like real estate is location, location location, compactus for the NLA is capacity, capacity, capacity. We set preferred and minimum measurements for things like aisles and fire egress. The drawings submitted with your Response must indicate these critical measurements.
5. Fire sprinklers - the existing fire sprinkler heads to this area may be upgraded and replaced prior to the new compactus being installed. This may allow for greater clearance between them and the shelving. This is especially relevant since it is the Library’s expectation that a new false floor will be constructed. If 500mm clearance from the top of the solid shelving to existing sprinkler heads can’t be achieved, this must be highlighted on your drawings.
6. Skirtings – existing timber to be removed and new 5mm aluminium to be installed by Library.
7. Minor Building works to area will be undertaken by Library – the successful Respondent may be required to work with the Library’s builder and allow access.
8. Additional Services – vinyl to fire egress routes (Section B – Statement of Requirement – part 6 – Additional Services)
9. Electrical works – routes (Section B – Statement of Requirement – part 9) new GPO’s to be installed on two separate circuits with RCD protection. First circuit for units A, B and C. Second circuit for Units D, E and F. The electrical switch board is located directly adjacent the “Unit A” installation area and has sufficient spare capacity for two new circuits.
10. Working hours – please refer to the NLA Contractor Protocols for restrictions of noise, dust and smelly works. The Library Main Reading Room operates 7 days per week There will be staff working in the adjacent area 8am to 5.30pm Monday-Friday. There are public conference spaces that may be used outside of normal working hours. This must be taken into consideration when developing an installation program. The Library reserves the right to stop works that are disruptive to Library operations.
11. Program - Respondents should work back from installation date commencing on 1 May 2018 and specify an order date to enable installation to commence on 1 May 2018. The final installation program will be confirmed with the Preferred Respondent during Contract negotiation stage.
12. Staging space and storage of items onsite. The National Library has a small loading dock area. Respondents must note that there is limited space for receiving deliveries and these are restricted to outside normal operating hours. The Library does not have a fork lift onsite.
13. The successful Respondents will need to accommodate all components within the installation area. A minimum 1,000mm wide fire egress must be maintained at all times within the installation area. A small to medium sized skip and small shipping container is usually able to be accommodated in the loading dock area, however this is not guaranteed and prior approval must be sought from the Building and Security Section.