

REPORT TO: Leisure, Arts and Communities Committee - 12 November 2007
REPORT ON: Purchase of Library Self-Service Units
REPORT BY: Director of Leisure and Communities
REPORT NO: 593-2007

1.0 PURPOSE OF REPORT

- 1.1 This report details the proposals received for the supply, delivery and ongoing support of seven self-service units and requests a decision on acceptance of the same.

2.0 RECOMMENDATIONS

- 2.1 Approval is recommended for the acceptance of the proposal submitted by a company called "2CQR".

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Expenditure can be contained within the funding received from a successful bid submitted to the Scottish Government Public Libraries Improvement Fund 2007-08, with annual maintenance costs contained within the Leisure and Communities Department revenue budget.

4.0 BACKGROUND

- 4.1 The Leisure and Communities Department received funding of £89,600 from the Scottish Government to implement services providing library support for socially vulnerable groups in Dundee. This will involve the development of a strategy to provide supported access to library services by people who, as a result of their circumstances, are socially excluded.
- 4.2 As part of the bid, a total of seven self-service units are to be installed in six locations across the City - one in each of five locations, and two in Central Library. This will enable library staff to be released from counter duties to deliver a range of services to individuals and groups and develop closer links with local communities. Library users will have an alternative method of quickly accessing resources.
- 4.3 Three self-service unit suppliers were invited to submit proposals. All three suppliers returned proposal documents.

Supplier	Unit cost (£)	Annual Maintenance
D-TECH	13,008	4,800
3M LIBRARY SYSTEMS	10,175	6,714
2CQR	7,259	2,765

- 4.3 The proposals were evaluated using a pre-determined list of criteria and the recommended company provides the selfservice unit which matches all the essential criteria to a satisfactory level with the most cost-effective annual maintenance.

4.4 It is recommended that the offer from 2CQR is accepted.

5.0 JUSTIFICATION

5.1 The self-service units offered by 2CQR met all the essential requirements for a self-service unit and therefore is the option providing best value.

6.0 POLICY IMPLICATIONS

6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Assessment. There are no major issues.

7.0 CONSULTATIONS

7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Head of Finance and Head of Information Technology have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

8.1 None.

To enable the project to be progressed in the required timescale, approval was given by the Director of Leisure and Communities, in consultation with the Convener of the Leisure, Arts and Communities Committee and Group Spokespersons.

Signed: Richard McCready
Convener, Leisure Arts and Communities
Committee

Date: 9 November 2007

Signed: Fraser Macpherson
Spokesperson, Liberal Democrats

Date: 12 November 2007

Signed: Bob Duncan
Spokesperson, SNP

Date: 12 November 2007

Signed: Roderick A J Wallace
Spokesperson, Conservatives

Date: 9 November 2007

Signed: Stewart Murdoch
Director of Leisure and Communities

Date: 9 November 2007