SHIRE OF QUAIRADING

DELIVERY OF LIBRARY SERVICES – EXPRESSIONS OF INTEREST

The Shire is seeking expressions of interest and supporting documentation for the Delivery of Library Services to the Quairading Community.

The Library service is provided using a mixture of computer and manual service using the Amlib (software provided) from the State Library of Western Australia.

Training on how to provide the service can be discussed with the successful applicant.

The duration of the agreement is for the period of three years from 1st January 2027 to 31st December 2029.

The Quotations must include a statement on each of the following five (5) selection criteria:

1. **Price to run the service over the three (3) years.**

2. **Organisation Relevant Experience**
    a) Provide details and scope of involvement of similar services (this can include other Customer Services if previous library experience is not available)

3. **Key Personnel Skills and Experience**
    a) Details and/or resume on the skills and experience of key staff to be involved in delivering the contract.

4. **Supplier's Resources**
    a) Include details on the space to be used to provide the service.
    b) Furniture and Equipment to be used to undertake the services as per template agreement.
    c) Any contingency measures or backup of resources including personnel (where applicable).

5. **Demonstrated Understanding of the Service Delivery**
    a) Details on the process that you will undertake to deliver the Service.

A template services agreement for the Delivery of Library Services can be supplied by contacting the undersigned. The details included in the sample contract are expected to be considered when presenting your quotation.

Closing date for submissions is Close of Business on Monday 7th December 2026 with submission to be addresses to the Chief Executive Officer via:

Email: nic.warren@quairading.wa.gov.au

In Person: 10 Jennaberring Road, Quairading

Mail: PO Box 38, Quairading, WA 6383

Queries or requests for template contract are to be directed to CEO Nic Warren on (08) 9645 2400 or nic.warren@quairading.wa.gov.au

Yours faithfully

Nic Warren
Chief Executive Officer