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Planning

## CT0818 Council Records - Storage and Management

The City of Edinburgh Council

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-001249

Procurement identifier (OCID): ocids-h6vhtk-028c37

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### Section I: Contracting authority

#### I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### Contact

Jamie Smart

#### Email

[jamie.smart@edinburgh.gov.uk](mailto:jamie.smart@edinburgh.gov.uk)

#### Country

United Kingdom

#### NUTS code

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

CT0818 Council Records - Storage and Management

Reference number

CT0818

**II.1.2) Main CPV code**

- 63121100 - Storage services

**II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Council has an ongoing requirement for offsite storage and management of its paper records.

Interested parties must be able to provide:

- Secure offsite storage arrangements for up to 65,000 boxes;
- Routine and Emergency Access requirements to boxes and files (on-site and delivery);
- Online inventory and retention policy management solution (Accessible to Council Staff); and
- Secure and auditable disposal of records.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 63120000 - Storage and warehousing services
- 63121000 - Storage and retrieval services
- 72317000 - Data storage services

#### **II.2.3) Place of performance**

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

The City of Edinburgh

#### **II.2.4) Description of the procurement**

Centralised offsite storage of Council records has been a long-standing requirement, which has become essential over the years due to office rationalisations and increasing compliance requirements around Scottish public sector records management.

The Council requires new arrangements for its offsite storage and management of its paper records. This is a recurring need and breaks down as follows:

- Secure offsite physical storage arrangements for up to 65,000 boxes at the start, but aiming to reduce this significantly over a 10 year period.
- Routine and emergency access requirements to boxes and files, both onsite and by delivery to multiple Council office locations via dedicated transport.
- Online inventory management solution that manages both boxes and individual files (where required), including audited and authenticated disposal and retrieval processes, legal holds, classification by business function and data sensitivity, and record retention policy management.
- This solution must also provide self-service access to a wide range of Council staff that need to store, retrieve / return and dispose of boxes stored under this arrangement.

Under the Public Records (Scotland) Act, 2011, the Council is required to create, manage and apply record retention policies to all of its records. Currently the Council has over 900 individual retention policies – covering adoptions through to waste site management.

#### **II.2.14) Additional information**

This is a Prior Information Notice. Please register your interest in the notice if you are interested.

There are no Tender documents available at this stage.

#### **II.3) Estimated date of publication of contract notice**

1 March 2021

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Please note that the purpose of this PIN is to engage with potential Service Providers and all information contained within this PIN may be subject to change.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at  
[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=641156](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=641156).

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