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Contract

## **Provision of Records Management Services**

Flintshire County Council

F03: Contract award notice

Notice identifier: 2022/S 000-003783

Procurement identifier (OCID): ocds-h6vhtk-02c501

Published 9 February 2022, 5:14pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Flintshire County Council

County Hall, Mold

Flintshire

CH7 6NA

#### **Email**

[procurement@flintshire.gov.uk](mailto:procurement@flintshire.gov.uk)

#### **Telephone**

+44 1824712194

#### **Country**

United Kingdom

#### **NUTS code**

UKL23 - Flintshire and Wrexham

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0419](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0419)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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**

Provision of Records Management Services

#### **II.1.2) Main CPV code**

- 79996100 - Records management

#### **II.1.3) Type of contract**

Services

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

Flintshire County Council does not have enough storage space within its offices to store the authority's records. Therefore, off site storage is required. The offsite storage needs to be secure due to the nature of the records that we archive and we need to have a compliant and confidential service to cover storage, transportation and retrieval.

Flintshire also wish to implement a Scan on Demand facility during the duration of this contract with the successful supplier.

This requirement has now been awarded.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £255,230

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

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

- 79996100 - Records management

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

NUTS codes

- UKL23 - Flintshire and Wrexham

Main site or place of performance

Flintshire County Council

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

Flintshire County Council does not have enough storage space within its offices to store the authority's records. Therefore, off site storage is required. The offsite storage needs to be secure due to the nature of the records that we archive and we need to have a compliant and confidential service to cover storage, transportation and retrieval.

With the use of technology and the change in legislation with scanned documents, we are seeking to convert some of the records that we have to electronic form, through the use of Scan on Demand. However, as we are not yet in a position to start doing this, we want this caveat included within the contract.

This has now been awarded

#### **II.2.5) Award criteria**

Quality criterion - Name: Main Service / Weighting: 48

Quality criterion - Name: Scan on Demand / Weighting: 12

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 30

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-015759](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 November 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Topwood Ltd

Unit 36, Abenbury Way, Wrexham Industrial Estate

Wrexham

LL139UZ

Telephone

+44 1978464432

Country

United Kingdom

NUTS code

- UKL23 - Flintshire and Wrexham

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £255,230

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## **Section VI. Complementary information**

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

(WA Ref:116503)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom