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Contract

# **TD1966 - Provision of Records Office Services for Derby City Council**

**Derby City Council** 

F03: Contract award notice

Notice identifier: 2023/S 000-007367

Procurement identifier (OCID): ocds-h6vhtk-03ad6e

Published 14 March 2023, 11:40am

# **Section I: Contracting authority**

## I.1) Name and addresses

**Derby City Council** 

Corporation Street

Derby

DE12FS

**Email** 

procurement@derby.gov.uk

Country

**United Kingdom** 

Region code

UKF11 - Derby

Justification for not providing organisation identifier

Not on any register

## Internet address(es)

Main address

https://www.derby.gov.uk/

## I.4) Type of the contracting authority

Regional or local authority

## I.5) Main activity

General public services

# **Section II: Object**

## II.1) Scope of the procurement

## II.1.1) Title

TD1966 - Provision of Records Office Services for Derby City Council

Reference number

TD1966

## II.1.2) Main CPV code

• 51000000 - Installation services (except software)

## II.1.3) Type of contract

Services

#### II.1.4) Short description

Professional care of Derby's records, including acquisition, storage, preservation, conservation, cataloguing and enabling public access

## 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: £695,194

## II.2) Description

#### II.2.3) Place of performance

**NUTS** codes

• UKF11 - Derby

## II.2.4) Description of the procurement

Professional care of Derby's records, including acquisition, storage, preservation, conservation, cataloguing and enabling public access.

Enables Derby City Council to comply with the requirements of the Local Government Act 1972 s.224, by making proper arrangements for its records.

Also enables Derby to comply with the Public Records Act 1958, and the Law of Property Act

1922, by ensuring that public records and manorial documents relating to Derby are held in a

suitably appointed repository.

Service Provider will:

- Provide a professional archive service to the City of Derby and County of Derbyshire
- Comply with the standards for appointed 'Places of Deposit' as set out by the National Archives.
- Comply with the National Archives' Archive Service Accreditation Standard and retain its 'Accredited Archive' status.
- Inform Derby City Council of any change of status following inspection or assessment by the National Archives.

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Record sets include but not limited to:

• Public records defined under the Public Records Act 1958, including magistrates court,

coroners court, health and hospital records, and records of nationalised industries

Manorial records which are or should be recorded on the Manorial Documents Register

Tithe records

• Church of England parish records for parishes within the boundaries of the City of Derby

• Records of local authority bodies within the boundaries of Derby, particularly Derby City

Council and its predecessors

• Records of people and families who reside in Derby, or whose primary residence is in

Derby

• Records of businesses established in Derby, or where their head office is located in

Derby

Records of other organisations based in Derby, including Derby branches of national

organisations

II.2.5) Award criteria

Price

II.2.11) Information about options

Options: Yes

Description of options

Contract term is four years with an option to extend for a further year.

II.2.14) Additional information

The council followed a 10 day calendar still period which closed on the 00:00 on

13/03/2023

## Section IV. Procedure

## **IV.1) Description**

### IV.1.1) Type of procedure

Restricted 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: <u>2023/S 000-006082</u>

## Section V. Award of contract

### **Contract No**

TD1966

#### **Title**

TD1966 - Provision of Records Office Services for Derby City Council

A contract/lot is awarded: Yes

## V.2) Award of contract

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

13 March 2023

#### V.2.2) Information about tenders

Number of tenders received: 1

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

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

**Derbyshire County Council** 

Derbyshire County Council, County Hall

Matlock

DE4 3AG

Country

**United Kingdom** 

**NUTS** code

• UKF11 - Derby

Justification for not providing organisation identifier

Not on any register

The contractor is an SME

No

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

Total value of the contract/lot: £695,194

# **Section VI. Complementary information**

## VI.4) Procedures for review

VI.4.1) Review body

**Derby City Council** 

The Council House, Corporation Street, Derby

Derby

DE1 2FS

Email

procurement@derby.gov.uk

Country

**United Kingdom** 

## VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Award of a contract without prior publication of a call for competition as the requirements falls outside the scope of application of the directive. The Council will observe a 10 day standstill period which will end at 00:00 on 13/03/2023