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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): ocids-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.

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: [2023/S 000-006082](#)

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