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Tender

## **Off-site Library Book Storage Facility**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2023/S 000-009052

Procurement identifier (OCID): ocds-h6vhtk-03b6ca

Published 28 March 2023, 5:21pm

The closing date and time has been changed to:

**12 May 2023, 12:00pm**

See the [change notice](#).

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

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

UNIVERSITY OF SOUTHAMPTON

BUILDING 37, HIGHFIELD CAMPUS, UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

#### **Email**

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

#### **Telephone**

+44 2380595000

**Country**

United Kingdom

**Region code**

UKJ32 - Southampton

**UK Register of Learning Providers (UKPRN number)**

10007158

**Internet address(es)**

Main address

<http://www.southampton.ac.uk>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofsouthampton>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton>

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

Body governed by public law

**I.5) Main activity**

Education

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Off-site Library Book Storage Facility

Reference number

2022UoS-0573

#### II.1.2) Main CPV code

- 63121000 - Storage and retrieval services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

The University of Southampton is seeking a managed library book store (LS) for items relocated from the University Library.

We expect a fully secure, environmentally controlled storage facility which conforms to BS 4971.2, or equivalent. The temperature is maintained at  $17.5^{\circ}\text{C} \pm 1^{\circ}\text{C}$  and Relative Humidity at  $52\% \pm 5\%$ . Materials should be stored in archival standard trays according to their size and kept in sequence.

The Hartley Library, located at the Highfield campus in Southampton, contains approximately 1,000,000 items, mainly printed books and journals. We are planning a collections assessment in 2023-24, which will see some items retained at the Hartley Library, other items relegated to a LS from July 2023 onwards and the remaining items deaccessioned (withdrawn from the collection). This work will be undertaken by a specialist team within the Library and supervised by the Collections Development Team at the University Library. It will precede a major refurbishment of the Hartley Library in 2024-25.

There will be approximately 600,000 printed books retained at the Hartley Library, 200,000 printed books relegated to a LS and 200,000 printed books deaccessioned.

We anticipate that items relegated to the LS will be housed appropriately for storage efficiency and easy retrieval.

Items held in the LS will be subject to annual retention-in-store reviews, and a small number recalled for deaccessioning year-on-year. Conversely, we anticipate that a similar small number of items will be relegated to the LS following retention-on-site (at the Hartley Library) annual reviews.

We expect that between 1-2% of items relegated to the LS may be subject to a recall, in response to a user request. Items should be placed in suitable shipping packaging for collection by a University of Southampton approved courier (most urgent) or shipped by Royal Mail tracked postage (non-urgent).

Items shipped from the University of Southampton Library will be categorised as 'standard' unless it is indicated as 'high value'. Stock will be categorised as high value in terms of scarcity and/or financial value.

All other potential risks, such as, fire, vermin, flooding, must be monitored and controls should be in place to mitigate these risks.

There must be a clear line of communication with the University for all matters including incident reporting.

#### **II.1.5) Estimated total value**

Value excluding VAT: £875,000

#### **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
- 92511000 - Library services
  - FG12 - For storage purposes

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

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

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

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There must be a clear line of communication with the University for all matters including incident reporting.

Procurement Process:

This procurement process is being conducted as an Open Procedure.

**Contract Period:**

The University proposes to enter into a Contract for 7 years - this will be the maximum contract period, including any potential extensions with the successful tenderer(s).

This will comprise of an initial contract period of 3 years with an option to extend by a further four extension periods of 1 year each subject to satisfactory performance and at the discretion of the University.

**Contract Value:**

The estimated value of the initial 3-year contract term is in the region of £300,000.00 - £375,000.00 GBP (excluding VAT).

The estimated value of each of the four optional 1-year extension periods is £100,000.00-£125,000.00 GBP (excluding VAT) per year.

It is estimated, therefore, that the total value of this contract will be between £700,000.00 and £875,000.00 GBP (excluding VAT).

Details of current expenditure or potential future uptake are given as a guide base on past purchasing and current planning to assist you in the preparation of your Tender. They should not be interpreted as an undertaking to purchase any goods or services to any particular value and do not form part of the Contract.

**II.2.5) Award criteria**

Quality criterion - Name: Storage preservation, fire protection and security / Weighting: 16%

Quality criterion - Name: Implementation / Weighting: 3%

Quality criterion - Name: Item records / Weighting: 7%

Quality criterion - Name: Deaccessioning schedule / Weighting: 5%

Quality criterion - Name: Storage sequencing / Weighting: 2%

Quality criterion - Name: Collections for ingest / Weighting: 3%

Quality criterion - Name: Archival boxes or trays / Weighting: 3%

Quality criterion - Name: Digital access / Weighting: 6%

Quality criterion - Name: Retrieval and collection/delivery service / Weighting: 9%

Quality criterion - Name: Insurance, warranties, and indemnities / Weighting: 8%

Quality criterion - Name: End of contract and exit strategy / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Non Functional Requirements / Weighting: 3%

Quality criterion - Name: Mandatory requirements detailed in the Functional Requirements (insert question reference) / Weighting: Pass/Fail

Quality criterion - Name: Mandatory requirements detailed in the Non-Functional Requirement / Weighting: Pass/Fail

Quality criterion - Name: Specified minimum Insurance Levels / Weighting: Pass/Fail

Quality criterion - Name: Acceptance of our Terms and Conditions / Weighting: Pass/Fail

Cost criterion - Name: Commercial Response / Weighting: 20%

#### **II.2.6) Estimated value**

Value excluding VAT: £875,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The University proposes to enter into a Contract for 7 years / 84 months - this will be the maximum contract period, including any potential extensions with the successful tenderer(s).

This will comprise of an initial contract period of 3 years / 36 months with an option to

extend by a further four extension periods of 1 year / 12 months each subject to satisfactory performance and at the discretion of the University.

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: No

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

This procurement is not suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required:

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:



Employers (Compulsory) Liability: £10 million GBP per occurrence.

Public Liability: £10 million GBP per occurrence.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Tenderers attention is drawn to the MANDATORY requirements of the award criteria:

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Acceptance of our Terms and Conditions
- Mandatory requirements detailed in the Functional Requirements
- Mandatory requirements detailed in the Non-Functional Requirements

Minimum level(s) of standards possibly required

BS 4971 or equivalent

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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: No

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

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

27 April 2023

Local time

12:00pm

Changed to:

Date

12 May 2023

Local time

12:00pm

See the [change notice](#).

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 120 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

27 April 2023

Local time

12:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

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

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/> universityofsouthampton) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project

4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

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

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

University of Southampton

Southampton

Country

United Kingdom

