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Tender

## **CBC-1385-T-AE Remote Mail and Off-Site Printing**

Central Bedfordshire Council

F02: Contract notice

Notice identifier: 2022/S 000-011431

Procurement identifier (OCID): ocids-h6vhtk-033344

Published 4 May 2022, 9:35am

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

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

Central Bedfordshire Council

Priory House

Chicksands

SG17 5TQ

#### **Contact**

+44 3003005997

#### **Email**

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

#### **Telephone**

+44 3003008000

#### **Country**

United Kingdom

**NUTS code**

UKH25 - Central Bedfordshire

**Internet address(es)**

Main address

<http://in-tendhost.co.uk/centralbedfordshire>

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to 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**

CBC-1385-T-AE Remote Mail and Off-Site Printing

Reference number

CBC-1385-T-AE

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

- 79571000 - Mailing services

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

Services

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

CBC are looking for cloud-based solutions to provide Officers and Members the ability to print and post items from any of CBC's devices, from any location. This will support our future way of working, allowing flexibility for users and minimising constraints on their ability to work from anywhere. These are split into 2 Lots: Lot 1) Remote Mail: This service provides the Council with the ability to print and post mail from any working location, using any of the Council's devices or systems. Lot 2) Off-site Printing: This service allows the Council to print items, perhaps in bulk or on special media, and have the hard copies delivered back to a Council location for onward processing. These services should provide users with a number of relevant options for (for example, but not limited to) paper types and sizes, finishing and, for the posting service, options for 2nd/1st class mail.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Remote Mail

Lot No

1

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

- 79571000 - Mailing services

**II.2.3) Place of performance**

NUTS codes

- UKH25 - Central Bedfordshire

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

This service will allow users to print items with the intention of having them posted to a specified address. The address could be any location. CBC are currently mailing approximately 500,000 items per annum; we would expect the volume at implementation to be approx. 10,000 per month, increasing towards the maximum over the space of 6-12 months.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions.

**II.2.10) Information about variants**

Variants will be accepted: No

**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

## **II.2) Description**

### **II.2.1) Title**

Bulk Off-site Printing

Lot No

2

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

- 79823000 - Printing and delivery services

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

NUTS codes

- UKH25 - Central Bedfordshire

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

This service will allow users to request bulk printing of items, with the intention that the resulting hardcopies will be delivered as a single package (or multiple if size requires) back to a CBC location. This service must include options for printing of business cards and compliment slips. CBC currently print approximately 20,000 pages through 100 jobs per month, where 25% of the pages are colour and we would expect this to be the initial average volume; over time CBC expects this level to reduce, as processes migrate to electronic means of communication.

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

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Duration in months

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This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions.

**II.2.10) Information about variants**

Variants will be accepted: No

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

Date

7 June 2022

Local time

12:00pm

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

English

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

Date

7 June 2022

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Central Bedfordshire Council

Shefford

Country

United Kingdom