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Contract

## **Managed Print, Mailroom and Offsite Bulk and Marketing Print Services**

University of Sunderland

F03: Contract award notice

Notice identifier: 2023/S 000-014096

Procurement identifier (OCID): ocds-h6vhtk-038662

Published 17 May 2023, 3:41pm

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

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

University of Sunderland

3rd Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

#### **Email**

[tenders@sunderland.ac.uk](mailto:tenders@sunderland.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKC23 - Sunderland

## **Internet address(es)**

Main address

[www.sunderland.ac.uk](http://www.sunderland.ac.uk)

## **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**

Managed Print, Mailroom and Offsite Bulk and Marketing Print Services

Reference number

UOS/Print and Post/1122

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

- 79800000 - Printing and related services

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

Services

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

The University of Sunderland and its subsidiaries are looking to procure Managed Print, Mailroom and Offsite Bulk and Marketing Print Services, from August 2023 to July 2028 (with an option to extend for a further 1 year). A 5-month mobilisation plan is expected to commence March 2023. The overall current service has handled work historically to an approximate value of £500,000 per annum. For the purpose of this tender award and any subsequent services which may be connected with the original award, we reserve the right to spend a further 50% of the anticipated spend subject to changes in University requirements or changes to legislation. By expressing your interest in the tender through InTend, you will be given access to all the tender documents which outline the requirements and relevant dates, essential information, and what is required. Closing date for submission of tenders responses is - 12 noon Friday 6th January 2023

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

This contract is divided into lots: Yes

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

Value excluding VAT: £4,500,000

## **II.2) Description**

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

Lot 1 - Onsite managed print devices

Lot No

1

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

- 79800000 - Printing and related services

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

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

Main site or place of performance

Sunderland, Tyne and Wear main campuses and Canary Warf, London.

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

Lot 1 – Onsite managed print devices  
The University of Sunderland is looking to procure a managed and fully maintained multi-functional device (MFD) fleet to meet the requirements as specified and to cope with varied volume and finishing needs in a variety of staff and student settings. For information: Our current partner provides the university with 46 MFDs currently across our two Sunderland Campuses (x40) and our campus in London (x6).  
Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

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

Price

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

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

## **II.2) Description**

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

Lot 2 - Offsite print services

Lot No

2

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

- 79800000 - Printing and related services
- 79821100 - Proofreading services
- 79824000 - Printing and distribution services
- 79823000 - Printing and delivery services

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

NUTS codes

- UKC23 - Sunderland
- UKI42 - Tower Hamlets

Main site or place of performance

Sunderland, Tyne and Wear main campuses and London Canary Warf

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

Lot 2 - Offsite print services University of Sunderland is looking to procure an efficient service to manage external print and delivery services. Print requirements vary, and the provider will be expected to be punctual in meeting the university's deadlines. Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

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

Price

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

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

## **II.2) Description**

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

Lot 3 – Mailroom (post and parcel) services, including paper and toner management for the onsite multi-functional devices

Lot No

3

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

- 64110000 - Postal services
- 50313200 - Photocopier maintenance services

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

NUTS codes

- UKC23 - Sunderland

Main site or place of performance

Sunderland, Tyne and Wear main campuses and London Canary Warf

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

Lot 3 – Mailroom (post and parcel) services, including paper and toner management for the onsite multi-functional devices The University of Sunderland is looking to procure require a dynamic post and parcel service that can ensure that all faculties and services can both send and receive post and parcels with the client-focused support of a first-class post and parcel service For information the provider currently: 1) Sort and distribute circa 600 parcels to circa 300 recipients and 1000 letters delivered across the three locations. 2) Sort and dispatch circa 200 DHL packages and circa 6,500 items of mail via Northern Mail, including small and medium packages, varying sized letters and special delivery items 3) Print and distribute staff and student ID cards. 4) Distribute new staff laptops and IT accessories such as headsets, keyboards, and laptop bags. 5) Restock copiers with paper in 40 locations throughout the campuses, filter and cartridge replacements and first fault diagnosis. 6) Provide access to their own franking facilities 7) Provide summary reports to enable internal re-charges for post/parcels 8) Provides mailroom service during office hours. Closing date for submission of tender responses is - 12 noon Friday 6th January 2023

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

Price

## **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.2.14) Additional information**

It is anticipated that some projects may be part or fully funded by external streams, including European Union (EU) funding (ERDF/ESIF) and potential research bodies, etc.

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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: [2022/S 000-032746](#)

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

### **Lot No**

1

### **Title**

Lot 1 - Onsite managed print devices

A contract/lot is awarded: Yes

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

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

10 February 2023

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

Number of tenders received: 3

Number of tenders received from SMEs: 1



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

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

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

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

Apogee Corporation Limited

Nimbus House, Liphook Way

Maidstone

ME16 0FZ

Country

United Kingdom

NUTS code

- UKJ4 - Kent

National registration number

02853595

The contractor is an SME

No

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

Initial estimated total value of the contract/lot: £1,000,000

Total value of the contract/lot: £1,000,000

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

### **Lot No**

2

### **Title**

Lot 2 - Offsite print services

A contract/lot is awarded: Yes

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

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

10 March 2023

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

Number of tenders received: 6

Number of tenders received from SMEs: 4

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

Number of tenders received from tenderers from non-EU Member States: 6

Number of tenders received by electronic means: 6

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

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

Potts Print (UK) Ltd

Atlas House, Nelson Park

Cramlington

NE23 1WG

Country

United Kingdom

NUTS code

- UKC21 - Northumberland

National registration number

536326

The contractor is an SME

Yes

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

Initial estimated total value of the contract/lot: £1,000,000

Total value of the contract/lot: £1,000,000

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

### **Lot No**

3

### **Title**

Lot 3 – Mailroom (post and parcel) services, including paper and toner management for the onsite multi-functional devices

A contract/lot is awarded: Yes

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

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

10 February 2023

#### **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: 2

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**

Apogee Corporation Limited

Nimbus House, Liphook Way

Maidstone

ME16 0FZ

Country

United Kingdom

NUTS code

- UKJ4 - Kent

National registration number

02853595

The contractor is an SME

No

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

Initial estimated total value of the contract/lot: £1,000,000

Total value of the contract/lot: £1,000,000

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## **Section VI. Complementary information**

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

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

University of Sunderland

Procurement, 3rd Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>

#### **VI.4.2) Body responsible for mediation procedures**

University of Sunderland

Legal, 4th Floor, Edinburgh Building, Chester Road

Sunderland

SR1 3SD

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

University of Sunderland

Sunderland

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsunderland.aspx/Home>