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Contract

WCC Records Management Storage

Warwickshire County Council

F03: Contract award notice

Notice identifier: 2023/S 000-015732

Procurement identifier (OCID): ocds-h6vhtk-03768d

Published 2 June 2023, 3:07pm

Section I: Contracting authority

I.1) Name and addresses

Warwickshire County Council

Shire Hall, Market Square

WARWICK

CV344RL

Contact

Samantha Priestley

Email

procurement@warwickshire.gov.uk

Country

United Kingdom

Region code

UKG13 - Warwickshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<http://www.warwickshire.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

WCC Records Management Storage

Reference number

WCC 14760

II.1.2) Main CPV code

- 79996100 - Records management

II.1.3) Type of contract

Services

II.1.4) Short description

Warwickshire County Council is looking to re-procure the contract for the provision of paper records storage, retrieval, confidential disposal and scanning services.

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: £1,264,790

II.2) Description**II.2.2) Additional CPV code(s)**

- 79996100 - Records management
 - FG12 - For storage purposes

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

II.2.4) Description of the procurement

the Council has approximately 40,000 boxes in storage with its current Provider, and, despite the Pandemic, this number has increased significantly over the last two years owing to the council undertaking a property and paper document rationalisation exercise known as "Bin, Scan, Store". The Council is unsure of any increased volume of storage during the life of this contract and has a view to digitise the records. Most records are held in cardboard boxes, measuring 405mmL x 280mmW x 265mmH that carry the brand of the current contract holder alongside outsized roll plan boxes. There are some boxes measuring 381mmL x 330mmW x 270mmH. There are also outsize, maps/plans stored flat or in plan chests and rolled plan drawings stored in plan tubes, The Council also stores some information in microfilm/fiche format. Most of the information will be in the standard cardboard boxes, the dimensions of which are stated above.

The Council is particularly keen to see how suppliers will reduce their impact on the environment through innovative approaches to managing the Council's records throughout their lifecycle and the life of the contract. This is with reference to buildings management, consumables, storage, transport, digital storage, digitisation and confidential document disposal.

II.2.5) Award criteria

Quality criterion - Name: Environment / Weighting: 3

Quality criterion - Name: Uplift of boxes / Weighting: 6

Quality criterion - Name: Management of files / Weighting: 15

Quality criterion - Name: Social Value / Weighting: 3

Quality criterion - Name: Security and disaster recovery / Weighting: 9

Quality criterion - Name: Digital records / Weighting: 12

Quality criterion - Name: Customer requests, communication and reporting / Weighting: 12

Price - Weighting: 40

II.2.11) Information about options

Options: Yes

Description of options

The term of the contract will be for an initial 7 years and the council has the option to extend for a further 36 months at its sole discretion

During the course of the contract period the range and scope of these services may be subject to modification and variation to meet the changing needs and requirements of the Council, potential changes in legislation and the changing demands placed on the Council by its customers

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

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 000-029264](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

22 May 2023

V.2.2) Information about tenders

Number of tenders received: 8

Number of tenders received by electronic means: 8

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

V.2.3) Name and address of the contractor

Topwood Ltd

Wrexham

Country

United Kingdom

NUTS code

- UKL - Wales

Companies House

4398739

The contractor is an SME

Yes

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

Total value of the contract/lot: £1,264,790

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Royal Court of Justice

The Stand

London

Country

United Kingdom