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Tender

## **Provision of Records Management Services**

Flintshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-015759

Procurement identifier (OCID): ocds-h6vhtk-02c501

Published 7 July 2021, 5:04pm

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

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

Flintshire County Council

County Hall, Mold

Flintshire

CH7 6NA

#### **Email**

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

#### **Telephone**

+44 1824712194

#### **Country**

United Kingdom

## **NUTS code**

UKL23 - Flintshire and Wrexham

## **Internet address(es)**

Main address

[www.flintshire.gov.uk](http://www.flintshire.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0419](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0419)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

## **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**

Provision of Records Management Services

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

- 79996100 - Records management

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

Services

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

Flintshire County Council does not have enough storage space within its offices to store the authority's records. Therefore, off site storage is required. The offsite storage needs to be secure due to the nature of the records that we archive and we need to have a compliant and confidential service to cover storage, transportation and retrieval.

Flintshire also wish to implement a Scan on Demand facility during the duration of this contract with the successful supplier. This will form part of the evaluation criteria

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

This contract is divided into lots: No

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

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

- 79996100 - Records management

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

NUTS codes

- UKL23 - Flintshire and Wrexham

Main site or place of performance

Flintshire County Council

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

Flintshire County Council does not have enough storage space within its offices to store the authority's records. Therefore, off site storage is required. The offsite storage needs to be secure due to the nature of the records that we archive and we need to have a compliant and confidential service to cover storage, transportation and retrieval.

With the use of technology and the change in legislation with scanned documents, we are seeking to convert some of the records that we have to electronic form, through the use of Scan on Demand. However, as we are not yet in a position to start doing this, we want this caveat included within the contract.

All other relevant documentation and information relating to this can be found within the Documents tab within this project in PROACTIS.

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

Quality criterion - Name: Main Service / Weighting: 48

Quality criterion - Name: Scan on Demand / Weighting: 12

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend the contract up to 20 years reviewed every 2 years following initial contract period

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

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

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

#### **III.2) Conditions related to the contract**

##### **III.2.2) Contract performance conditions**

Contract performance conditions can be found within the procurement documentation.

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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

9 August 2021

Local time

12:00pm

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

English, Welsh

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

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

9 August 2021

Local time

1:00pm

Place

Automatically and electronically via PROACTIS

Information about authorised persons and opening procedure

Automatically and electronically via PROACTIS

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The initial contract term will be for 5 years with the option to extend. Any notices will be published ahead of contract end or ahead of extension end dates. The exact dates are not currently available.

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Instructions

1. Log in to PROACTIS at <https://supplierlive.proactisp2p.com>
2. If you are already registered on the Proactis portal please Login and start at Step 14 of these instructions if not go to STEP 3
3. Click the “Sign Up” button at the bottom of the window
4. Enter your correct Organisation Name, address and Primary Contact Details. You will need to create the Organisation ID and User

Name. If you have a generic email address for your organisation e.g. [tenders@xxx.co.uk](mailto:tenders@xxx.co.uk) then

please use this as the primary contact email

address.

5. Please make a note of the Organisation ID and User Name, then click “Register”

6. You will receive an email asking you to “Click here to activate your account”. This takes you to Enter Organisation Details.

7. Please enter the information requested, click the “ ” on the screen and follow the instructions ensuring that you enter all applicable details.

8. In the Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.

Please ensure that the selected codes are relevant to your business to ensure that you get notification of opportunities that are of interest.

9. In the Buyers screen please select Flintshire County Council (you may register with other organisations if you wish)

10. In the Primary Contact Details screen please ensure that all information is complete. (Please see note 4 above)

11. Accept the Terms and Conditions and then click “ ”. This takes you to the Welcome window.

12. In the Finish screen please enter a new password and note all your Login details for future reference.

13. Now click “Complete Registration” and you will enter the Supplier Network page.

14. On the centre of the screen click “Opportunities”. This will take you to the list of current opportunities available to you.

15. Click the “ ” that relates to this notice, this will take you into the PQQ or Tender Request and click “Register Interest”. Note there may be several opportunities that appear on this screen, please ensure that you select the correct one.

16. In the “Your Opportunities” screen please note the closing time and date for completion of the relevant project. Please review the

“Items” tab (Tender stage only) and the Documents tab (PQQ and Tender stages) as there will be information relating to the project held



here. The Documents are accessed by clicking the down arrow underneath the General tab. Please ensure that you download all documents to your PC as you will be required to complete and upload some of them as part of your submission.

There are instructions on how to complete your submission in the Guidance for Bidders document.

17. You can now either create your response”, or “Decline” this opportunity

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority’s economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Details relating to Community Benefits / Social Value can be found within the procurement documentation within PROACTIS.

(WA Ref:111982)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom