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Contract

## **WCC Outgoing Postage Service**

Warwickshire County Council

F03: Contract award notice

Notice identifier: 2024/S 000-018595

Procurement identifier (OCID): ocds-h6vhtk-043d04

Published 17 June 2024, 12:10pm

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

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

Warwickshire County Council

Shire Hall, Market Square

WARWICK

CV344RL

#### **Email**

[procurement@warwickshire.gov.uk](mailto: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

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

**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**

WCC Outgoing Postage Service

Reference number

WCC 18151

**II.1.2) Main CPV code**

- 64000000 - Postal and telecommunications services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Warwickshire County Council (the Council) is seeking to re-procure its outgoing mail contract. WCC currently operates a traditional mailroom, where franked mail is collected daily. Moving forward, under a new contract, there is an immediate need to continue sending traditional hard copy mail, along with a move to a hybrid mail solution within the contract term.

WCC is therefore looking for a supplier who will work together with the Council to provide traditional outgoing mail services and to implement a hybrid solution within the timeframe of this contract. This will be subject to all costs, implementation risks and disruption to our current service being managed effectively by both WCC and our new partner for outgoing mail 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: £762,000

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

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

- 64000000 - Postal and telecommunications services

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

NUTS codes

- UKG - West Midlands (England)

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

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WCC is therefore looking for a supplier who will work together with the Council to provide traditional outgoing mail services and to implement a hybrid solution within the timeframe of this contract. This will be subject to all costs, implementation risks and disruption to our current service being managed effectively by both WCC and our new partner for outgoing mail services

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

Quality criterion - Name: Day to day operation / Weighting: 23.1

Quality criterion - Name: Reports / Weighting: 4.2

Quality criterion - Name: Support Capabilities / Weighting: 4.2

Quality criterion - Name: Hybrid Implementation / Weighting: 14

Quality criterion - Name: Clean and unclean mail through hybrid solution / Weighting: 8.4

Quality criterion - Name: Data Breaches / Weighting: 3.5

Quality criterion - Name: Hybrid Solutions / Weighting: 12.6

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 20

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

Options: Yes

Description of options

The initial contract term will be for a period of 2 years.

The Council reserves the right to extend the Contract by further periods not exceeding 24 months in total

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

Warwickshire County Council will be using its e-tendering system (In-Tend) for the administration of this procurement process and providers must register with the system to be able to express an interest.

The web address is: <https://in-tendhost.co.uk/csw-jets.aspx/Home>.

Registration and use of In-Tend is free. Once registered, all correspondence for this procurement process must be via the in-tend correspondence function. However, if you are unable to register with the website please email us at [procurement@warwickshire.gov.uk](mailto:procurement@warwickshire.gov.uk)

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.

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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: [2024/S 000-006197](#)

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## **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**

6 June 2024

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

Number of tenders received: 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**

Facilities and Corporate Solutions Limited T/A FCS Laser Mail

Wood Lane, Erdington

Birmingham

B24 9QL

Country

United Kingdom

NUTS code

- UKG - West Midlands (England)

Companies House

670 3515 49

The contractor is an SME

No

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

Total value of the contract/lot: £762,000

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## **Section VI. Complementary information**

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

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

Royal Court of Justice

The Strand

London

Country

United Kingdom