

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/019626-2023>

Contract

Off-Site Library Book Storage Facility

UNIVERSITY OF SOUTHAMPTON

F03: Contract award notice

Notice identifier: 2023/S 000-019626

Procurement identifier (OCID): ocds-h6vhtk-03b6ca

Published 10 July 2023, 1:35pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SOUTHAMPTON

Finance Office, Building 37

Southampton

SO17 1BJ

Contact

Mandy Stephens

Email

procurement@soton.ac.uk

Telephone

+44 2380595000

Country

United Kingdom

Region code

UKJ32 - Southampton

UK Register of Learning Providers (UKPRN number)

10007158

Internet address(es)

Main address

<https://www.southampton.ac.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Off-Site Library Book Storage Facility

Reference number

2022UoS-0573

II.1.2) Main CPV code

- 63121000 - Storage and retrieval services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Southampton is seeking a managed library book store (LS) for items relocated from the University Library.

We expect a fully secure, environmentally controlled storage facility which conforms to BS 4971.2, or equivalent. The temperature is maintained at $17.5^{\circ}\text{C} \pm 1^{\circ}\text{C}$ and Relative Humidity at $52\% \pm 5\%$. Materials should be stored in archival standard trays according to their size and kept in sequence.

The Hartley Library, located at the Highfield campus in Southampton, contains approximately 1,000,000 items, mainly printed books and journals. We are planning a collections assessment in 2023-24, which will see some items retained at the Hartley Library, other items relegated to a LS from July 2023 onwards and the remaining items deaccessioned (withdrawn from the collection). This work will be undertaken by a specialist team within the Library and supervised by the Collections Development Team at the University Library. It will precede a major refurbishment of the Hartley Library in 2024-25.

There will be approximately 600,000 printed books retained at the Hartley Library, 200,000 printed books relegated to a LS and 200,000 printed books deaccessioned.

We anticipate that items relegated to the LS will be housed appropriately for storage efficiency and easy retrieval.

Items held in the LS will be subject to annual retention-in-store reviews, and a small number recalled for deaccessioning year-on-year. Conversely, we anticipate that a similar small number of items will be relegated to the LS following retention-on-site (at the Hartley Library) annual reviews.

We expect that between 1-2% of items relegated to the LS may be subject to a recall, in response to a user request. Items should be placed in suitable shipping packaging for collection by a University of Southampton approved courier (most urgent) or shipped by Royal Mail tracked postage (non-urgent).

Items shipped from the University of Southampton Library will be categorised as 'standard' unless it is indicated as 'high value'. Stock will be categorised as high value in terms of scarcity and/or financial value.

All other potential risks, such as, fire, vermin, flooding, must be monitored and controls should be in place to mitigate these risks.

There must be a clear line of communication with the University for all matters including incident reporting.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63120000 - Storage and warehousing services
- 92511000 - Library services
 - FG12 - For storage purposes

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

II.2.4) Description of the procurement

The University of Southampton is seeking a managed library book store (LS) for items relocated from the University Library.

We expect a fully secure, environmentally controlled storage facility which conforms to BS

4971.2, or equivalent. The temperature is maintained at $17.5^{\circ}\text{C} \pm 1^{\circ}\text{C}$ and Relative Humidity at $52\% \pm 5\%$. Materials should be stored in archival standard trays according to their size and kept in sequence.

The Hartley Library, located at the Highfield campus in Southampton, contains approximately 1,000,000 items, mainly printed books and journals. We are planning a collections assessment in 2023-24, which will see some items retained at the Hartley Library, other items relegated to a LS from July 2023 onwards and the remaining items deaccessioned (withdrawn from the collection). This work will be undertaken by a specialist team within the Library and supervised by the Collections Development Team at the University Library. It will precede a major refurbishment of the Hartley Library in 2024-25.

There will be approximately 600,000 printed books retained at the Hartley Library, 200,000 printed books relegated to a LS and 200,000 printed books deaccessioned.

We anticipate that items relegated to the LS will be housed appropriately for storage efficiency and easy retrieval.

Items held in the LS will be subject to annual retention-in-store reviews, and a small number recalled for deaccessioning year-on-year. Conversely, we anticipate that a similar small number of items will be relegated to the LS following retention-on-site (at the Hartley Library) annual reviews.

We expect that between 1-2% of items relegated to the LS may be subject to a recall, in response to a user request. Items should be placed in suitable shipping packaging for collection by a University of Southampton approved courier (most urgent) or shipped by Royal Mail tracked postage (non-urgent).

Items shipped from the University of Southampton Library will be categorised as 'standard' unless it is indicated as 'high value'. Stock will be categorised as high value in terms of scarcity and/or financial value.

All other potential risks, such as, fire, vermin, flooding, must be monitored and controls should be in place to mitigate these risks.

There must be a clear line of communication with the University for all matters including incident reporting.

II.2.5) Award criteria

Quality criterion - Name: Storage preservation, fire protection and security / Weighting: 16%

Quality criterion - Name: Implementation / Weighting: 3%

Quality criterion - Name: Item records / Weighting: 7%

Quality criterion - Name: Deaccessioning schedule / Weighting: 5%

Quality criterion - Name: Storage sequencing / Weighting: 2%

Quality criterion - Name: Collections for ingest / Weighting: 3%

Quality criterion - Name: Archival boxes or trays / Weighting: 3%

Quality criterion - Name: Digital access / Weighting: 6%

Quality criterion - Name: Retrieval and collection/delivery service / Weighting: 9%

Quality criterion - Name: Insurance, warranties and indemnities / Weighting: 8%

Quality criterion - Name: End of contract and exit strategy / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Non Functional Requirements / Weighting: 3%

Quality criterion - Name: Mandatory requirements detailed in the Functional Requirements / Weighting: Pass/Fail

Quality criterion - Name: Mandatory requirements detailed in the Non-Functional Requirements / Weighting: Pass/Fail

Quality criterion - Name: Specified minimum insurance levels / Weighting: Pass/Fail

Quality criterion - Name: Acceptance of our Terms and Conditions / Weighting: Pass/Fail

Price - Weighting: 20%

II.2.11) Information about options

Options: No

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-009052](#)

Section V. Award of contract

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

Other reasons (discontinuation of procedure)

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

University of Southampton

Southampton

Country

United Kingdom

