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Contract

## **CT0818 Council Records - Storage and Management**

The City of Edinburgh Council

F03: Contract award notice

Notice identifier: 2021/S 000-024982

Procurement identifier (OCID): ocds-h6vhtk-028c37

Published 7 October 2021, 8:55am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Jamie Smart

#### **Email**

[jamie.smart@edinburgh.gov.uk](mailto:jamie.smart@edinburgh.gov.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

## **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**

CT0818 Council Records - Storage and Management

Reference number

CT0818

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

- 63121100 - Storage services

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

## Services

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

The Council has an ongoing requirement for offsite storage and management of its paper records.

Interested parties must be able to provide:

- Secure offsite storage arrangements for up to 65,000 boxes;
- Routine and Emergency Access requirements to boxes and files (on-site and delivery);
- Online inventory and retention policy management solution (Accessible to Council Staff); and
- Secure and auditable disposal of records.

### **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
- 63121000 - Storage and retrieval services
- 72317000 - Data storage services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

The City of Edinburgh

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

Centralised offsite storage of Council records has been a long-standing requirement, which has become essential over the years due to office rationalisations and increasing compliance requirements around Scottish public sector records management.

The Council requires new arrangements for its offsite storage and management of its paper records. This is a recurring need and breaks down as follows:

- Secure offsite physical storage arrangements for up to 65,000 boxes at the start, but aiming to reduce this significantly over a 10 year period.
- Routine and emergency access requirements to boxes and files, both onsite and by delivery to multiple Council office locations via dedicated transport.
- Online inventory management solution that manages both boxes and individual files (where required), including audited and authenticated disposal and retrieval processes, legal holds, classification by business function and data sensitivity, and record retention policy management.
- This solution must also provide self-service access to a wide range of Council staff that need to store, retrieve / return and dispose of boxes stored under this arrangement.

Under the Public Records (Scotland) Act, 2011, the Council is required to create, manage and apply record retention policies to all of its records. Currently the Council has over 900 individual retention policies – covering adoptions through to waste site management.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

## **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 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: [2021/S 000-021903](#)

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

### **Contract No**

CT0818

A contract/lot is awarded: No

### **V.1) Information on non-award**

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

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## **Section VI. Complementary information**

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

(SC Ref:669691)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH11 1LB

Country

United Kingdom