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Contract

CT0818 Council Records - Storage and Management (Second Publication)

The City of Edinburgh Council

F03: Contract award notice

Notice identifier: 2022/S 000-026315

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

Published 21 September 2022, 10:23am

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

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

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

CT0818 Council Records - Storage and Management (Second Publication)

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.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,725,241

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

II.2.14) Additional information

Please note - this is a Contract award notice. This procurement activity is now completed.

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 000-027054](#)

Section V. Award of contract

Contract No

CT0818

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

18 August 2022

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

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

V.2.3) Name and address of the contractor

Iron Mountain

Unit 4 Nettlehill Road, Houston Ind Estate

Livingston

EH54 5DL

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

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

Total value of the contract/lot: £1,725,241

Section VI. Complementary information

VI.3) Additional information

Please note, this notice is a Contract Award notice. This procurement process is now completed.

(SC Ref:701984)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH11 1LB

Country

United Kingdom