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Tender

## **CT0818 Council Records - Storage and Management (Second Publication)**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2021/S 000-027054

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

Published 28 October 2021, 1:55pm

### **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.3) Communication**

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

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/Default.aspx>

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

Duration in months

120

This contract is subject to renewal

Yes

Description of renewals

Initial 5 year contract term, with two optional extensions of 3 and 2 years. (5+3+2).

**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

**II.2.14) Additional information**

Please note:

- Appendix 4 has now been added to the Tender Pack; and
- The Pricing Schedule has now been updated.

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Declaration of enrolment in relevant professional or trade registers.

#### **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.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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 000-001249](#)

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

29 November 2021

Local time

12:00pm

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

English

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

29 November 2021

Local time

1:00pm

Place

Electronic Opening

Information about authorised persons and opening procedure

Controlled by Procurement.

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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: 2030

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

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=671853](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=671853).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:  
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please refer to the supporting document titled 'Community Benefit Guidance'

(SC Ref:671853)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH11 1LB

Country

United Kingdom