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Tender

NHDC 202209-04 Shared Waste Garden Waste Permit Provision

North Hertfordshire District Council

F02: Contract notice

Notice identifier: 2022/S 000-028475

Procurement identifier (OCID): ocids-h6vhtk-037487

Published 10 October 2022, 6:18pm

Section I: Contracting authority

I.1) Name and addresses

North Hertfordshire District Council

Gernon Road

Letchworth Garden City

SG6 3JF

Contact

Louise Overington

Email

louise.overington@north-herts.gov.uk

Telephone

+44 1462474000

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.north-herts.gov.uk

Buyer's address

www.supplyhertfordshire.uk

I.3) Communication

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

<http://www.supplyhertfordshire.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.supplyhertfordshire.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

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

NHDC 202209-04 Shared Waste Garden Waste Permit Provision

Reference number

NHDC 202209-04

II.1.2) Main CPV code

- 79823000 - Printing and delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council is seeking tenders from suitably qualified and experienced potential contractors to provide the design, supply, print, postage and data management of its garden waste service permits for East and North Herts Shared waste service. The contract will be over a period of 3 years and is estimated to be in the region of £300,000 exclusive of VAT. The service required by the Council broadly comprises:-The design, print and postage of East and North Herts Councils garden waste permits. As well as the permit sticker, we will require residents to be provided with a copy of their terms and conditions and a welcome letter. There is also a requirement for data management and the ability for the client to be able to generate reports on stickers issued and to also identify when a sticker is to be received or was posted. The Council welcomes Fair Trade options.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 64112000 - Postal services related to letters
- 79800000 - Printing and related services
- 79824000 - Printing and distribution services
- 48311100 - Document management system

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

North and East Hertfordshire

II.2.4) Description of the procurement

The Council is seeking tenders from suitably qualified and experienced potential contractors to provide the design, supply, print, postage and data management of its garden waste service permits for East and North Herts Shared waste service. The contract will be over a period of 3 years and is estimated to be in the region of £300,000 exclusive of VAT. The service required by the Council broadly comprises:-The design, print and postage of East and North Herts Councils garden waste permits. As well as the permit sticker, we will require residents to be provided with a copy of their terms and conditions and a welcome letter. There is also a requirement for data management and the ability for the client to be able to generate reports on stickers issued and to also identify when a sticker is to be received or was posted. The Council welcomes Fair Trade options. The service process must include as mandatory requirements: (for each authority)1. The ability to load subscribers details via excel spread sheet or API link for the provision of the permit, this should be a secure system to ensure privacy 2. Storing of the address details and the number of stickers requested in a system that can be used to "search" for issued stickers and prevent duplication.3. The Supplier to provide and print the stickers, with an optional welcome letter and operational terms and conditions decided each year in advance.4. The Supplier to deliver the sticker and additional correspondence to residents (in an agreed marked envelope)5. The sticker and correspondence to be delivered within a maximum of 10 calendar days (including non-working days)6. Provision of a new design for each authorities subscription year, to ensure that stickers can be differentiated between subscription years. 7. System in place to prevent the duplication of stickers to reduce errors. The Supplier is to print the stickers and post them out to the residents. Provide a cloud/web based tracking systems, that the Council is able to access, is required to enable the process to be monitored. The tracking system should contain all

information about orders including:

- Status of the order
- The ability for the councils to order replacement sticker packs (if sticker is reported as not received or damaged)
- The ability to produce management reports and relevant performance data about who has received a sticker and when
- Unlimited log-ins provided with user training and telephone support for the council to use the cloud/web based tracking system

In order to meet the councils sustainability agenda we would expect that paper is either made from recycled sources or Forest Stewardship certified sources and non-bleached. The pack to be received by resident within 10 calendar days of their order being placed.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £300,000

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

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The following additional options have been defined. Details of these can also be found in the pricing document and will not be scored.

- Additional posted standardised letter (double sided – black ink only) to customers per 1,000
- Email to customers per 1,000
- The annual design of the sticker and associated proofs until a final version is signed off.
- Cost for API link to be provided for automated loading (this may not be taken up at the commencement of the contract)
- Additional letters (by post) per 1,000, this would be for a doubled sided print of A4 black in only and include postage and envelope.
- Cost of a

2-page T&Cs document

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Compliance with Specification and Procurement Documents

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

Date

18 November 2022

Local time

5:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

21 November 2022

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Any supplier experiencing problems with the Council's e-procurement system, In-Tend, should contact the dedicated UK support desk which can be contacted via email: support@in-tend.com or Telephone: +44 1144070065 for any website / technical questions, Monday to Friday, 8:30 - 17:30.

VI.4) Procedures for review

VI.4.1) Review body

North Hertfordshire District Council

Council Offices Gernon Road

Letchworth Garden City

SG6 3JF

Email

louise.overington@north-herts.gov.uk

Telephone

+44 1462474336

Country

United Kingdom

Internet address

<http://www.north-herts.gov.uk/>

VI.4.2) Body responsible for mediation procedures

Centre for Effective Dispute Resolution

100 St. Paul's Churchyard

London

EC4M 8BU

Email

info@cedr.com

Telephone

+44 2075366000

Fax

+44 2075366001

Country

United Kingdom

Internet address

<https://www.cedr.com/contact-us/>