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Tender

## **WCC Records management storage**

Warwickshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-029264

Procurement identifier (OCID): ocds-h6vhtk-03768d

Published 18 October 2022, 9:28am

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

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

Warwickshire County Council

Shire Hall, Market Square

WARWICK

CV344RL

#### **Email**

[procurement@warwickshire.gov.uk](mailto:procurement@warwickshire.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG13 - Warwickshire

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

**I.3) Communication**

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

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.csw-jets.co.uk](http://www.csw-jets.co.uk)

**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**

WCC Records management storage

Reference number

WCC-14760

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

- 79996100 - Records management

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

Services

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

Warwickshire County Council is looking to re-procure the contract for the provision of paper records storage, retrieval, confidential disposal and scanning services.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,300,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79996100 - Records management

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

NUTS codes

- UKG3 - West Midlands

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

Warwickshire County Council is looking to re-procure the contract for the provision of paper records storage, retrieval, confidential disposal and scanning services.

To date the Council has approximately 40,000 boxes in storage with its current Provider, and, despite the Pandemic, this number has increased significantly over the last two years owing to the council undertaking a property and paper document rationalisation exercise known as "Bin, Scan, Store". The Council is unsure of any increased volume of storage during the life of this contract and has a view to digitise the records. Most records are held in cardboard boxes, measuring 405mmL x 280mmW x 265mmH that carry the brand of the current contract holder alongside outsized roll plan boxes. There are some boxes measuring 381mmL x 330mmW x 270mmH. There are also outsize, maps/plans stored flat or in plan chests and rolled plan drawings stored in plan tubes, The Council also stores some information in microfilm/fiche format. Most of the information will be in the standard cardboard boxes, the dimensions of which are stated above.

The Council is particularly keen to see how suppliers will reduce their impact on the environment through innovative approaches to managing the Council's records throughout their lifecycle and the life of the contract. This is with reference to buildings management, consumables, storage, transport, digital storage, digitisation and confidential document disposal.

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

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

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

Start date

8 March 2023

End date

7 March 2033

This contract is subject to renewal

Yes

Description of renewals

The contract maybe subject to renewal after the initial period or following and extension

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

Description of options

An initial 7 years plus a possible extension of up to 36 months

### **II.2.14) Additional information**

Warwickshire County Council will be using its e-tendering system (In-Tend) for the administration of this procurement process and providers must register with the system to be able to express an interest.

The web address is: [www.csw-jets.co.uk](http://www.csw-jets.co.uk)

Registration and use of In-Tend is free. Once registered, all correspondence for this procurement process must be via the in-tend correspondence function. However, if you are unable to register with the website please email us at [procurement@warwickshire.gov.uk](mailto:procurement@warwickshire.gov.uk)

During the course of the contract period the range and scope of these services may be subject to modification and variation to meet the changing needs and requirements of the Council, potential changes in legislation and the changing demands placed on the Council by its customers.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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

17 November 2022

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

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

Royal Court of Justice

The Strand

London

Country

United Kingdom