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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

Country

United Kingdom

Region code

UKG13 - Warwickshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

I.3) Communication

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

<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

<http://www.csw-jets.co.uk>

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

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

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

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.

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

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