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Contract

Provision of Electoral Printing and Mailing Services for South Staffordshire District Council (SSDC)

Staffordshire County Council

F03: Contract award notice

Notice identifier: 2025/S 000-034260

Procurement identifier (OCID): ocds-h6vhtk-04dbe6

Published 23 June 2025, 9:43am

Section I: Contracting authority

I.1) Name and addresses

Staffordshire County Council

1 Staffordshire Place, Tipping Street,

Stafford

ST162DH

Contact

Nathaniel Taylor

Email

nathaniel.taylor@staffordshire.gov.uk

Telephone

+44 1785854658

Country

United Kingdom

Region code

UKG24 - Staffordshire CC

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.staffordshire.gov.uk/Homepage.aspx>

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

Provision of Electoral Printing and Mailing Services for South Staffordshire District Council (SSDC)

Reference number

IA3300

II.1.2) Main CPV code

- 79823000 - Printing and delivery services

II.1.3) Type of contract

Services

II.1.4) Short description

South Staffordshire District Council (SSDC) are seeking to appoint a single Supplier for Electoral Services' printing and mailing services for the annual canvass and elections which the Returning Officer of SSDC is required to carry out by Statute. All materials must be printed by the Supplier in accordance with the relevant current and up to date legislation, prevailing Electoral Commission and / or Ministry of Housing, Communities and Local Government (MHCLG) or other Official guidance and timescales.

This will include production of:

- Canvass Forms
- Invitation to Register Forms (ITRs)
- Household Notification Letters Polling Cards
- Postal Voting Packs (PVs)
- Ballot Papers

SSDC require a rapid and cost-effective provision of services by The Supplier to meet strict

electoral services deadlines as set out in legislation, including electoral registration and elections. The successful Supplier must have the ability to interface with Xpress electoral management software system, and be able to offer an Election Printing Service that will facilitate seamless secure transfer of appropriate data.

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: £250,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG24 - Staffordshire CC

Main site or place of performance

South Staffordshire Council

Council Offices

Wolverhampton Road

Codsall

WV8 1PX

II.2.4) Description of the procurement

Print and delivery service for planned and ad hoc election material.

This will include production of:

- Canvass Forms
- Invitation to Register Forms (ITRs)

- Household Notification Letters Polling Cards
- Postal Voting Packs (PVs)
- Ballot Papers

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

II.2.11) Information about options

Options: Yes

Description of options

An initial term of 2 years with 3 options to extend by a further 1-year for each extension period. This equates to a total period of 5 years.

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: [2025/S 000-003831](#)

IV.2.9) Information about termination of call for competition in the form of a prior information notice

The contracting authority will not award any further contracts based on the above prior information notice

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

1 January 2025

V.2.2) Information about tenders

Number of tenders received: 6

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

V.2.3) Name and address of the contractor

Opus Trust Marketing Limited t/a Adare SEC

Leicester

Country

United Kingdom

NUTS code

- UKG24 - Staffordshire CC

Companies House

03829462

The contractor is an SME

No

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

Initial estimated total value of the contract/lot: £250,000

Total value of the contract/lot: £250,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Staffordshire County Council

Stafford

Country

United Kingdom