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Contract

## **NHDC 202209-04 Shared Waste Garden Waste Permit Provision**

North Hertfordshire District Council

F03: Contract award notice

Notice identifier: 2022/S 000-034799

Procurement identifier (OCID): ocids-h6vhtk-037487

Published 8 December 2022, 1:47pm

### **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](mailto: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](http://www.north-herts.gov.uk)

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.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**

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.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £300,000

### **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**

Quality criterion - Name: Quality / Weighting: 40%

Price - Weighting: 60%

### **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

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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: [2022/S 000-028475](#)

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## **Section V. Award of contract**

### **Contract No**

NHDC 202209-04

### **Title**

NHDC 202209-04 Shared Waste Garden Waste Permit Provision

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

8 December 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

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

**V.2.3) Name and address of the contractor**

Euro Labels Ltd

London

Country

United Kingdom

NUTS code

- UKI - London

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: £300,000

Total value of the contract/lot: £300,000

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**Section VI. Complementary information**

**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](mailto: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](mailto:info@cedr.com)

Telephone

+44 2075366000

Fax

+44 2075366001

Country

United Kingdom

Internet address

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



