

**United Kingdom-Leeds: Business services: law, marketing, consulting, recruitment, printing and security**

OJ S 128/2020 06/07/2020

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Leeds City Council

Postal address: St George House, third Floor, 40 Great George Street

Town: Leeds

NUTS code: UKE Yorkshire and the Humber

Postal code: LS1 3DL

Country: United Kingdom

Contact person: DIS Strategic Sourcing Team

E-mail: [its.procurement@leeds.gov.uk](mailto:its.procurement@leeds.gov.uk)

Telephone: +44 1133782494

**Internet address(es):**Main address: <http://www.leeds.gov.uk>Address of the buyer profile: <http://www.leeds.gov.uk>**I.1. Name and addresses**

Official name: The Council of the Borough of Kirklees

Postal address: Market Street

Town: Huddersfield

NUTS code: UKE Yorkshire and the Humber

Postal code: HD1 2YZ

Country: United Kingdom

E-mail: [alicia.wydell@kirklees.gov.uk](mailto:alicia.wydell@kirklees.gov.uk)**Internet address(es):**Main address: <https://www.kirklees.gov.uk>Address of the buyer profile: <https://www.kirklees.gov.uk>**I.1. Name and addresses**

Official name: Leeds and York Partnership NHS Foundation Trust

Postal address: St Mary's House, North Wing, Chapel Allerton

Town: Leeds

NUTS code: UKE Yorkshire and the Humber

Postal code: LS7 3JX

Country: United Kingdom

E-mail: [b.fawcett@nhs.net](mailto:b.fawcett@nhs.net)**Internet address(es):**Main address: <https://www.leedsandyorkpft.nhs.uk/>Address of the buyer profile: <https://www.leedsandyorkpft.nhs.uk/>**I.2. Information about joint procurement**

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The contract involves joint procurement

### **I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.yortender.co.uk](http://www.yortender.co.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.yortender.co.uk](http://www.yortender.co.uk)

### **I.4. Type of the contracting authority**

Regional or local authority

### **I.5. Main activity**

General public services

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

ITS190029 Scanning Services Framework

Reference number: DN481883

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security

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

Services

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

This framework is for the supply of scanning services and software. The services to be provided against this framework agreement shall include but not be limited to:

- bulk scanning services;
- specified level of scanning standards;
- metadata creation, naming and indexing of images;
- use of optical character recognition software;
- secure transportation of filing cabinets, files, records and documents;
- secure storage facilities for filing cabinets, files, records and documents;
- scan on demand services;
- file retrieval and return service;
- disposal and destruction of filing cabinets;
- disposal and destruction of files, records and documents;
- Provision of ad-hoc software requirements in support of the required services;
- provision of specialist scanning including microfiches and registrar services documentation;
- scanning of incoming mail into the organisation and processing to enable accurate distribution across the Council.

Please note:

The framework will take the form of a catalogue of individually listed prices for services required and allow for the pricing of specific unique requirements which will be based upon the agreed catalogue pricing structure.

Requests to participate in this procurement must be made electronically at [www.yortender.co.uk](http://www.yortender.co.uk) by searching for reference DN481883 or the title: ITS190029: scanning services framework.

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

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

This contract is divided into lots: no

## **II.2. Description**

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

NUTS code: UKE Yorkshire and the Humber

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

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- metadata creation, naming and indexing of images;
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Please note:

The Framework will take the form of a catalogue of individually listed prices for services required and allow for the pricing of specific unique requirements which will be based upon the agreed catalogue pricing structure.

Requests to participate in this procurement must be made electronically at [www.yortender.co.uk](http://www.yortender.co.uk) by searching for reference DN481883 or the title: ITS190029: scanning services framework.

### **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**

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

Duration in months: 48

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: no

### **II.2.13. Information about European Union funds**

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

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

## Section III: Legal, economic, financial and technical information

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### III.1. Conditions for participation

#### III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

#### III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Open procedure

#### IV.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

### IV.2. Administrative information

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

Date: 05/08/2020 Local time: 12:00

#### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

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

English

#### IV.2.7. Conditions for opening of tenders

Date: 05/08/2020 Local time: 12:00

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Four-year term.

### VI.3. Additional information

The Council has chosen not to divide this procurement into lots. The Council is seeking to appoint a single supplier who can offer the full range of scanning services. It has considered separate lots but concluded that the scope of requirements and inter-dependency of processes involved make it impractical and uneconomical. It would, therefore, not be appropriate to divide the Councils requirements into lots.

### VI.4. Procedures for review

**VI.4.1. Review body**

Official name: Leeds City Council

Town: Leeds

Country: United Kingdom

**VI.5. Date of dispatch of this notice**

02/07/2020