

Ireland-Naas: Storage and warehousing services
OJ S 168/2023 01/09/2023
Contract award notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Health Service Executive (HSE)

National registration number: N/A

Postal address: Head Office

Town: Naas

NUTS code: IE Éire / Ireland

Postal code: Millennium Park

Country: Ireland

Contact person: Nicola Monaghan

E-mail: nicola.monaghan1@hse.ie

Telephone: +353 0

Internet address(es):

Main address: <http://www.hse.ie>

Address of the buyer profile: <https://irl.eu-supply.com/ctm/Company/CompanyInformation/Index/461>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Health

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Contract for Records Management Service for CHO 8 (Midlands, Louth, Meath)

Reference number: HSE 20804

II.1.2. Main CPV code

63120000 Storage and warehousing services

II.1.3. Type of contract

Services

II.1.4. Short description

The HSE wishes to establish a new contract for the provision of a Records Management Service on behalf of Community Healthcare Organisation in the Midlands, Louth, and Meath region (MLM CHO 8). The counties of MLM CHO8 include Laois, Offaly, Longford, Westmeath, Louth and Meath. MLM CHO 8 wishes to procure a quality service provider to

provide a record management service for health services in the region. The service will include a safe and secure collection and off-site storage and record management service, including electronic inventory management for the intake, retrieval, archiving services, record tracking and cataloguing, and secure disposal of records. The Service will also include the full digital scanning and storage to media devices on request.

II.1.6. Information about lots

This contract is divided into lots: no

II.1.7. Total value of the procurement

Value excluding VAT: 165 000,00 EUR

II.2. Description

II.2.2. Additional CPV code(s)

64120000 Courier services, 72252000 Computer archiving services, 79995100 Archiving services, 79996100 Records management

II.2.3. Place of performance

NUTS code: IE Éire / Ireland

II.2.4. Description of the procurement

The HSE wishes to establish a new contract for the provision of a Records Management Service on behalf of Community Healthcare Organisation in the Midlands, Louth, and Meath region (MLM CHO 8). The counties of MLM CHO8 include Laois, Offaly, Longford, Westmeath, Louth and Meath.

MLM CHO 8 wishes to procure a quality service provider to provide a record management service for health services in the region. The service will include a safe and secure collection and off-site storage and record management service, including electronic inventory management for the intake, retrieval, archiving services, record tracking and cataloguing, and secure disposal of records. The Service will also include the full digital scanning and storage to media devices on request.

The service is required for 4 main groups of records;

1. Archived records that are currently on site in MLM CHO 8 locations and will be required to be moved off-site;
2. Archived records in external locations under- legacy arrangements with multiple (approx. 5) suppliers;
3. Records on hand (2023);
4. Future records (2024+)

A records management project involving extensive cataloguing of legacy files has been undertaken from July -December 2022 across MLM CHO8 in accordance with the HSE File Management & Records Retention Policy (2013/2014). This project has generated an estimated 75,000 hard copy records/ files requiring long-term storage and/or archiving. Currently a mixed storage model is in place i.e. MLM CHO8 are using its own facilities for records storage space and there are a number of external suppliers providing a service to the care groups and functions within MLM CHO 8. The plan is to standardise the approach across MLM CHO 8 prioritising HSE space for clinical and staff accommodation and active files and the removal of records/files for longer term storage / archiving off- site to an approved service provider under a compliant contract arrangement.

II.2.5. Award criteria

Quality criterion - Name: Methodology / Weighting: 55%

Quality criterion - Name: Implementation / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Price - Weighting: 30%

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 IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

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 in the OJ S: [2023/S 053-157905](#)

IV.2.8. Information about termination of dynamic purchasing system

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

Section V: Award of contract

Contract No: 1

Title:

Contract for Records Management Service for CHO 8 (Midlands, Louth, Meath)

A contract/lot is awarded: yes

V.2. Award of contract

V.2.1. Date of conclusion of the contract

28/08/2023

V.2.2. Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 3

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

V.2.3. Name and address of the contractor

Official name: Iron Mountain Ltd

National registration number: 8236398T

Postal address: Damastown Rise, Damastown Industrial Estate, Damastown,

Town: Dublin 15

NUTS code: IE Éire / Ireland

Country: Ireland

The contractor is an SME: yes

V.2.4. Information on value of the contract/lot

Total value of the contract/lot: 144 000,00 EUR

V.2.5. Information about subcontracting

Section VI: Complementary information

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Four Courts

Postal address: Inns Quay,

Town: Dublin

Country: Ireland

VI.5. Date of dispatch of this notice

29/08/2023