

# Public Document Pack

## Officer Decisions

Friday, 3rd August, 2018  
Time Not Specified

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### AGENDA

#### Officer Decisions for week ending 3rd August 2018

1. **Re-procurement exercise for the supply of Document Management Services**  
**Document Management Services Officer Decision** **2 - 4**

Date Published: Date Not Specified  
Harry Catherall, Chief Executive

## RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



**DELEGATED OFFICER DECISION** Director of Finance & Customer Services  
**TAKEN BY:**  
**PORTFOLIO**  
**AREA:** Resources

### SUBJECT:

Re-procurement exercise for the supply of Document Management Services - archive storage, collection, disposal/retrieval and confidential waste disposal (off-site shredding) to BwDBC, which has allowed us to take advantage of the opportunity to potentially combine two current contracts into one contract (as two lots).

### 1. DECISION

To brief the Director of Finance on the outcome of the re-tendering exercise for the supply area detailed above to BwDBC for the continuation of a Corporate Contract for the next four years (as two lots within the one tender), and to seek approval to enter into a Contract with the successful Bidder.

This tender has been advertised through the Official Journal of the European Union (ref 2018/S 081-181540).

### 2. REASON FOR DECISION

The proposed supplier achieved the highest score following tender evaluations on the basis of being most economically advantageous, for both lots.

### 3. BACKGROUND

The current contracts both ended on 30/04/18 but have been temporarily extended to 02/09/18 to allow for the re-tendering exercise to be completed.

For the confidential waste disposal/on site shredding contract, this will be the third formal procurement and for the off-site secure document storage/retrieval services, this will be the second procurement.

Initially, the OJEU advertisement on The Chest eTendering portal attracted 43 expressions of interest.

A decision was taken not to have a pre-tender meeting due to short timescales and so the ITT was issued on 26/04/18.

Of the 43 expressions of interest, 10 organisations submitted bids on The Chest.

Initial checks identified that 1 of those bids (for lot 1) was non-compliant – bidder ref 10 (an incomplete submission), with a further 1 bid identified as non-compliant after failing to respond to clarifications on pricing within a given timescale during the evaluation process (which was for both lots) – bidder ref 1.

The evaluation criteria stated within the tender documents was:-

**Pricing** - 60% (this will be fixed for the initial two year period of the framework).

**Qualitative Assessment** – 40% - bidders responses were to address a number of key areas – including their technical experience, capacity, resources, contract performance monitoring, health and safety, risk assessments, customer service, storage and disposal of sensitive, confidential documents, social value benefits and specific approach to projects.

Tender evaluations were undertaken by a team of 9 Officers with a mix of experience from across the relevant departments of the Authority.

A clarification meeting will now be held with the highest scoring bidder to re-confirm some minor points/aspects of their bid response.

The CAPS Contract Officers, Information Governance/IT Compliance Manager, IG/DP Officer and Town Hall Facilities Manager will attend this clarification meeting.

In addition a site visit (for lot 1 purposes) has now also been scheduled as part of the due diligence checks.

All relevant BwDBC Officers are agreed that we have no concerns whatsoever with this bid in terms of awarding the framework to this organisation.

The results of the evaluations are tabled below:-

Supplier	Lot 1			Lot 2		
	Methodology [max 40%]	Pricing [max 60%]	Total %	Methodology [max 40%]	Pricing [max 60%]	Total %
Bidder Ref 3 - Manchester	32	57.3	<b>89.3</b>	32	60	<b>92</b>
Bidder Ref 4 – Cheshire	24.5	58.44	<b>82.94</b>	24.4	0	<b>24.5</b>
Bidder Ref 2 - Essex ( <i>Blackburn Base for record storage</i> )	19	60	<b>79</b>	No bid submitted for this lot		
Bidder Ref 5 - Manchester	11.5	40.26	<b>51.76</b>	11.5	0	<b>11.5</b>
Bidder ref 8 - Birmingham	23	25.02	<b>48.02</b>	No bid submitted for this lot		
Bidder Ref 7 - Sheffield	21.5	25.22	<b>46.72</b>	21.5	0	<b>21.5</b>
Bidder Ref 6 – Surrey	No bid submitted for this lot			26	0	<b>26</b>
Bidder Ref 9 – London	No bid submitted for this lot			25.5	0	<b>25.5</b>

Where a zero score was awarded on the pricing criteria, this is because the difference between the pricing on those bids and the lowest pricing submitted was 100% or higher than the lowest price, hence a score could not be awarded.

### **Savings**

**Lot 1** – the unit costs for this service area will increase by just under 25% unfortunately, when compared to the current contract unit costs. However we are confident that through the new, centralised approach to contract management of this service, by CAPS, combined with the more formal processes and increased / improved electronic document storage across the Authority (with regard to any new records identified for archive storage), that this will result in a much reduced volume of boxes and files actually being approved for off-site archiving and therefore the additional costs will not be realised to the same level we have experienced in the last 3-4 years).

As recently advised by separate email, we have successfully identified and had approval from asset

owners to destroy approximately 3,000 boxes of records from the current provider's premises in conjunction with the introduction of the General Data Protection Rules in May 2018. This destruction exercise is scheduled to be fully completed by the end of August 2018.

We therefore will have 7,000 boxes remaining in archive record storage which will to be moved from the Lot 1 incumbent supplier's three premises (Bolton, Heywood and Manchester) upon commencement of the new Framework Agreement which is at Trafford Park, Manchester. This has been planned for within the tender exercise, along with scheduled timetable for completion and will not incur any charge to the Authority for this provision.

**Lot 2** - we estimate that by us changing from an on-site to off-site shredding service will bring savings in the region of 68% when comparing and calculating the new pricing submitted on the current number of consoles and current servicing schedules across the Authority.

This level of saving will offset the increased unit costs for archived record storage management and still return a saving in the region of 43% for the Authority.

The additional advantage of this outcome is that the highest scoring bid for both lots is from the incumbent supplier for our confidential waste disposal service (now lot 2). Therefore, by consolidating the service provision of both lots under one supplier/one contract will also reduce internal resource with one less supplier for the Authority to service for processing payments etc.


#### **4. OPTIONS CONSIDERED AND REJECTED**

As previously documented in the paper dated 25/01/18 with regard to the procurement strategy recommended and subsequently approved.

*Further information is available via the following link [ ] or from the report author*

#### **5. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>CONTACT OFFICER:</b>	Maxine Edwards
<b>DATE:</b>	27th July 2018
<b>BACKGROUND DOCUMENTS:</b>	
<b>Signed:</b>	
<b>Director</b>	<b>Date: 27/7/2018</b>