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Tender

## **Sheriff Officer Services**

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-017104

Procurement identifier (OCID): ocds-h6vhtk-02ca3e

Published 20 July 2021, 4:14pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

#### **Contact**

Corporate Procurement

#### **Email**

[corporateprocurement@northlan.gov.uk](mailto:corporateprocurement@northlan.gov.uk)

#### **Telephone**

+44 1698403876

#### **Fax**

+44 1698275125

**Country**

United Kingdom

**NUTS code**

UKM84 - North Lanarkshire

**Internet address(es)**

Main address

<http://www.northlanarkshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00010](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.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**

Sheriff Officer Services

Reference number

NLC-CPT-21-025

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

- 79100000 - Legal services

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

Services

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

The Officers.

Council is seeking to put in place a Framework Agreement to fulfil its requirement to provide Sheriff Officer Services across various services including the Housing Service with Enterprise and Communities and Legal Services within Legal and Democratic Solutions. This requirement is to fulfil its legal obligations in relation to a number of functions required to be carried out by Sheriff Officers.

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

Value excluding VAT: £880,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

## **II.2) Description**

### **II.2.1) Title**

Sheriff Officer Services - Hamilton Sheriff Court

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79100000 - Legal services

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

NUTS codes

- UKM84 - North Lanarkshire

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

Sheriff Officer Services within the jurisdiction of Hamilton Sheriff Court. The services required under this Framework Agreement and any resultant Call Off Contract, include but are not to be restricted to:

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Service or intimation of documents

Ejection

Citation

Diligence

Charges for Payment

Earnings Arrestment

Attachment

Auction

Arrestment

Inhibition

Foreign Citation

Tracing and enquiries

Pre-sue reporting

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#### **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**

Value excluding VAT: £440,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will be awarded for an initial period of 24 months with the Council reserving the sole right to extend for a further two 12 months periods. Accordingly, the potential maximum term of the Framework Agreement is 48 months

#### **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**

PLEASE BE AWARE OF THE EXCLUSION GROUNDS:

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

### **II.2) Description**

#### **II.2.1) Title**

Sheriff Officer Services - Airdrie Sheriff Court

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 79100000 - Legal services

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

NUTS codes

- UKM84 - North Lanarkshire

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

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.

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Ejection

Citation

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

All service providers must have Membership of the Society of Messengers-at-Arms and Sheriff Officers.

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

List and brief description of selection criteria

Bidders must respond to SPD questions 4A.2, 4B.5.1, 4B.5.2.

Minimum level(s) of standards possibly required

4A.2 - Bidders must confirm must confirm Membership of the Society of Messengers-at-Arms and Sheriff Officers.

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4B.5.1 Employer's (Compulsory) Liability Insurance = 10,000,000GBP

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4B.5.2 Public Liability Insurance = 5,000,000GBP

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

List and brief description of selection criteria

Bidders must respond to SPD questions 4C.1.2, 4C.8.2, 4C.10.

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The bidder response to question 4C.1.2 will be scored by an evaluation panel using the following rationale:

Score Definition

100 -Response is completely relevant. It is unlikely that the response could be more comprehensive or be improved upon. It provides full assurance that the requirements will be met in full in every respect

90 -Response is almost entirely relevant. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides complete details of how the requirement will be met.

80 -Response is highly relevant. Detailed response demonstrates a thorough understanding of the requirement and provides almost totally complete details of how the requirement will be met.

70 -Response is relevant. The response is sufficiently detailed to demonstrate a thorough understanding and provides at least 70% of the required details on how the requirement will be fulfilled.

60 -Response is substantially relevant and acceptable and demonstrates a broad understanding of the requirement to a satisfactory depth but could have been more detailed.

50 -Response is at least 50% relevant and acceptable. The response demonstrates an understanding of the requirement but lacks details on how the requirement will be fulfilled in certain areas.

40 -Response is partially relevant but not sufficiently detailed to demonstrate how the requirement will be met. There is a lack of depth of detail or understanding in many areas.

30 -Response has some relevance but is generally insufficient. The response addresses some elements of the requirement but contains limited detail or explanation to demonstrate an understanding or how the requirement will be met.

20 -Response demonstrates a lack of understanding and little pertinent detail or explanation of an understanding or how the requirement will be met.

10 -Response demonstrates little relevance, understanding or explanation of how the requirement will be met.

0 -Nil or irrelevant response.

Minimum level(s) of standards possibly required

4C.1.2. Bidder response will be scored by an evaluation panel. Bidders are required to provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver

requirements of the Framework Agreement which were similar in regards to scope, scale and duration.

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4C8.2 Bidders will be required to confirm the number of managerial staff for the last three years.

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4C.10 Bidders are required to confirm whether they intend to subcontract and, if so, what proportion will be sub-contracted.

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Responses to 4C8.2 and 4C.10 will not be evaluated.

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## **III.2) Conditions related to the contract**

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The services can only be provided from an external service provider who are Members of the Society of Messengers-at-Arms and Sheriff Officers.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **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**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

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

Date

25 August 2021

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

25 August 2021

Local time

12:00pm

Place

North Lanarkshire Council

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately 9 months prior to expiry of the proposed Framework

### **VI.2) Information about electronic workflows**

Electronic payment will be used

### **VI.3) Additional information**

Tenderers must indicate in the Pricing Schedule that they agree that fees payable will be subject to the fees under the Act of Sederunt (Sheriff Appeal Court Rules 2015 and Sheriff Court Rules Amendment) (Miscellaneous) 2016 and any subsequent updates/amendments. This is a pass/fail condition of appointment to the Framework.

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The council reserves the right before moving from selection stage to award stage to request candidates produce supporting documentary evidence or certificates referenced in their SPD response. In any case, these must be provided prior to contract award.

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Tenderers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19236. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

There is an opportunity for Tenderers to meet the Council's objectives for community benefits through employment and training opportunities; local initiatives such as event sponsorship; support for social enterprises etc.

Tenderers should provide in their ITT response, how in performance and delivery on this framework they will endeavour to support the Council in supporting the social needs of the communities that it serves.

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(SC Ref:660602)

#### **VI.4) Procedures for review**

##### **VI.4.1) Review body**

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

[hamilton@scotcourts.gov.uk](mailto:hamilton@scotcourts.gov.uk)

Telephone

+44 1698282957

Country

United Kingdom

##### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to

a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.