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Tender

## **Enforcement Agent Services**

LIVERPOOL CITY COUNCIL

F24: Concession notice

Notice identifier: 2024/S 000-035199

Procurement identifier (OCID): ocds-h6vhtk-04b2a4

Published 30 October 2024, 2:58pm

The closing date and time has been changed to:

**16 December 2024, 9:00am**

See the [change notice](#).

### **Section I: Contracting authority/entity**

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

LIVERPOOL CITY COUNCIL

Liverpool City Council

LIVERPOOL

L31DS

#### **Contact**

Emma Albel

#### **Email**

[emma.albel@liverpool.gov.uk](mailto:emma.albel@liverpool.gov.uk)

**Telephone**

+44 1513511827

**Country**

United Kingdom

**Region code**

UKD72 - Liverpool

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Procurer/Advert/View?advertId=0abaaefa-ec92-ef11-8130-005056b64545>

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted electronically via

<https://procontract.due-north.com/Procurer/Advert/View?advertId=0abaaefa-ec92-ef11-8130-005056b64545>

**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**

Enforcement Agent Services

Reference number

DN724610

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

- 79940000 - Collection agency services

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

Services

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

Concession contract for enforcement agent services for the collection and enforcement of the following debt types:

? Council Tax

? Non-Domestic Rates (also known as Business Rates)

? Levies imposed by Business Improvement Districts (BIDs)

? Commercial Rent

? Housing Benefit Overpayment

? Social Care Charging

? Parking Fines

? Sundry debts

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

Value excluding VAT: £7,500,000

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

This concession is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

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

The aim of the exercise is to procure enforcement agent services for the collection and enforcement of debts owed to Liverpool City Council. The Council is looking to appoint no more than four agents to provide the services.

Enforcement agent services are required for the collection and enforcement of the following debt types:

? Council Tax

? Non-Domestic Rates (also known as Business Rates)

? Levies imposed by Business Improvement Districts (BIDs)

? Commercial Rent

? Housing Benefit Overpayment

? Social Care Charging

? Parking Fines

? Sundry debts

Interested parties will need to meet the requirements of the procurement documents available through ProContract at the link above, reference DN724610.

Volumes of cases referred to agents can not be guaranteed through the life of the

contract, indicative volumes are however provided in the procurement documents.

#### **II.2.5) Award criteria**

Concession is awarded on the basis of the criteria stated in the procurement documents

#### **II.2.7) Duration of the concession**

Duration in months

36

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

There will be an extension option available on the contract of up to 24 months.

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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, indication of information and documentation required

Bidders must comply with the Ministry of Justice National Standards for Enforcement Agents, must be a Corporate Member of CIVEA and a member of the Enforcement Conduct Board.

Full details of requirements are available in the procurement documents.

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

Selection criteria as stated in the procurement documents

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

#### **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

Bidders must deliver the Services in accordance with the following industry standards:

- Taking Control of Goods: National Standards (April 2014);
- Taking Control of Goods (Fees) Regulations 2014 (as amended);
- Certification of Enforcement Agents Regulations 2014.

Full details of requirements are available in the procurement documents.

#### **III.2.2) Concession performance conditions**

The terms and conditions of contract detail key performance indicators which will be reported on throughout the life of the contract.

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## **Section IV. Procedure**

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Originally published as:

Date

27 November 2024

Local time

2:00pm

Changed to:

Date

16 December 2024

Local time

9:00am

See the [change notice](#).

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Liverpool City Council

Liverpool

Country

United Kingdom