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Tender

Provision of Enforcement Agency Services for the collection of unpaid Penalty Charge Notices

Lancashire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-061544

Procurement identifier (OCID): ocds-h6vhtk-051546 ([view related notices](#))

Published 2 October 2025, 9:41am

Scope

Reference

BB/CORP/LCC/25/053

Description

Lancashire County Council enforce on and off-street parking restrictions across Lancashire and any contravention of parking restrictions is enforced under the provisions of the Traffic Management Act 2004 and Transport Act 2000.

Enforcement takes the form of Penalty Charge Notices (PCNs) which are issued to motorists in breach of the restrictions. Where a motorist fails to pay a PCN within the time allowed, a charge certificate is served which increases the penalty by 50%. Should the penalty continue to remain unpaid, the Council can register the debt at the Traffic Enforcement Centre (TEC).

Where a penalty charge has been registered and remains unpaid or unchallenged, the TEC can issue authority for a warrant for Execution of Recovery. This warrant authorises the recovery of the debt by a certified Enforcement Agent. Lancashire County Council

requires contracts with two certified Enforcement Agents to deliver services to collect revenue from unpaid PCNs.

Total value (estimated)

- £6,232,800 excluding VAT
- £7,479,360 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 December 2025 to 4 December 2027
- Possible extension to 4 December 2029
- 4 years

Description of possible extension:

After the initial contract term, the Authority may extend the Contract by any number of defined periods, provided that the total duration does not exceed four years.

Main procurement category

Services

CPV classifications

- 75242110 - Bailiff services
- 98351110 - Parking enforcement services

Contract locations

- UKD4 - Lancashire

Participation

Legal and financial capacity conditions of participation

Detailed in Appendix 4 of the tender pack

Technical ability conditions of participation

Detailed in Appendix 4 of the tender pack

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

14 October 2025, 11:00am

Tender submission deadline

30 October 2025, 11:00am

Submission address and any special instructions

<https://www.lancashire.gov.uk/fusion-supplier-portal/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

24 November 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 March 2029

Award criteria

Name	Type	Weighting
Quality Questions	Quality	90%
Social Value	Quality	10%

Other information

Description of risks to contract performance

Allocation of Debts

During the initial 6 months of the Contract, the Concessionaires will receive an equal allocation of the debts.

Following the initial 6-month period, the Collection Rate performance of the Concessionaires will be assessed, and debt allocation percentages may be amended in favour of the Concessionaire with the higher Collection Rate.

Concessionaire performance will then be reviewed every quarter, and the debt allocation percentages may be adjusted further in line with performance.

Where a concern regarding performance is identified earlier through the monthly reports provided, the Authority reserves the right to make such adjustments to the reallocation of debt prior to the quarterly review date.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Concession

Documents

Associated tender documents

<https://www.lancashire.gov.uk/fusion-supplier-portal/>

Technical specifications to be met

<https://www.lancashire.gov.uk/fusion-supplier-portal/>

As per Appendix 2 of the tender pack

Contracting authority

Lancashire County Council

- Public Procurement Organisation Number: PBBJ-2179-TNXM

PO Box 100, County Hall

Preston

PR1 0LD

United Kingdom

Email: contractscorporate@lancashire.gov.uk

Region: UKD45 - Mid Lancashire

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

SOCIAL VALUE PORTAL LTD

Summary of their role in this procurement: To evaluate social value criteria

- Companies House: 09197997
- Public Procurement Organisation Number: PQHH-4489-TLZM

Tintagel House

London

SE1 7TY

United Kingdom

Email: sales@socialvalueportal.com

Region: UKI45 - Lambeth

Contact organisation

Contact Lancashire County Council for any enquiries.