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Tender

## **Sheriff Officer Services 2026 - 2030**

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2025/S 000-062758

Procurement identifier (OCID): ocds-h6vhtk-05a94e

Published 7 October 2025, 10:32am

### **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)

#### **Country**

United Kingdom

#### **NUTS code**

UKM84 - North Lanarkshire

**Internet address(es)**

Main address

<https://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/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Sheriff Officer Services 2026 - 2030

Reference number

NLC-CPT-25-046

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

- 79100000 - Legal services

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

Services

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

The Council is seeking to put in place a Framework Agreement to fulfil its requirement to provide Sheriff Officer Services across various services including Enterprise and Communities and Legal and Democratic Services. 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 all lots

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

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

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

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

Quality criterion - Name: Quality / Weighting: 100

Price - Weighting: 0

### **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**

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**

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**

The services required under this Framework Agreement and any resultant Call Off Contract, include but are not to be restricted to:

.

Service or intimation of documents

Ejection

Citation

Diligence

Charges for Payment

Earnings Arrestment

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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**

Selection criteria as stated 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 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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Not applicable

#### **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

11 November 2025

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: 6 (from the date stated for receipt of tender)

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

Date

11 November 2025

Local time

12:00pm

Place

MS Teams

Information about authorised persons and opening procedure

Tenders received will be opened in accordance with condition 18.5 of the Councils General Contract Standing Orders. Date and time of the Opening of Tenders (as stated above) is subject to change at the Councils sole discretion.

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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 ordering will be used

Electronic invoicing will be accepted

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30195. 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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

Bidders should refer to the requirements stated within PCS-Tender.

(SC Ref:810855)

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

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

Scottish Courts

Edinburgh

Country

United Kingdom