

UK-Nuneaton: bailiff services

2010/S 21-030059

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Nuneaton and Bedworth Borough Council, Town Hall, Coton Road, Nuneaton CV11 5AA , UNITED KINGDOM.
Tel. +44 2476376394. E-mail: steve.ryder@nuneatonandbedworth.gov.uk. Fax +44 2476376583.

Internet address(es):

General address of the contracting authority: www.nuneatonandbedworth.gov.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Regional or local authority.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

UK-Nuneaton: regional bailiff services.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

Main place of performance: 5 Local Authorities will be included in the contract. The Authorities are:

North Warwickshire Borough Council.

Nuneaton & Bedworth Borough Council.

Rugby Borough Council.

Stratford District Council.

Warwick District Council.

NUTS code: UKG3.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: Duration in months: 36.

Justification for a framework agreement, the duration of which exceeds four years: This framework contract will cover 5 councils as detailed in II.1.2.1 for a period of 36 months with an option to extend for a further 12 months (total 48 months) based on satisfactory performance.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 01 GBP.

II.1.5) Short description of the contract or purchase(s):

Bailiff services for the collection and enforcement of unpaid council tax and business rates. Debt collection services for the collection of other debts owed to North Warwickshire, Nuneaton and Bedworth BC, Rugby BC, Stratford DC and Warwick DC Councils.

II.1.6) Common procurement vocabulary (CPV):

75242110.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

No.

II.1.9) Variants will be accepted:

No.

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope:

This Contract will cover 5 councils as detailed in II.1.2.1 for a period of 36 months with an option to extend for a further 12 months (total 48 months) based on satisfactory performance.

II.2.2) Options:

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:

Duration in months: 48 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required:

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

III.1.4) Other particular conditions to which the performance of the contract is subject:

No.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
(g) is guilty of serious misrepresentation in supplying the information required under this section or has not supplied such information;
(h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
(i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
(j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
(k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.
Please see tender document.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: (a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
(b) the presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;
(c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.
Please see tender document.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:
(a) a list of the works carried out over the past 5 years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct;
(b) a list of the principal deliveries effected or the main services provided in the past 3 years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given:
— where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority,
— where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator.
(c) an indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;
(d) a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;
(e) where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of

the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;

(f) the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;

(g) for public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;

(h) a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;

(i) a statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;

(j) an indication of the proportion of the contract which the services provider intends possibly to subcontract;

(k) with regard to the products to be supplied:

(i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests;

(ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

The supplier must be a member of either:

(i) Association of Civil Enforcement Agencies (ACEA);

OR.

(ii) Enforcement Services Association (ESA)

AND.

(iii) Credit Services Association (CSA).

Please see tender document.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

Yes.

Certificated bailiffs.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**

Restricted.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged minimum number: 3. Maximum number: 5

Objective criteria for choosing the limited number of candidates: See PQQ.

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

FP/01/2010.

IV.3.2) **Previous publication(s) concerning the same contract:**

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

5.3.2010 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.8) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

Suppliers must read through this complete set of instructions and follow the process to respond to this tender. Your tender must be completed and submitted electronically by using Vault through BiPs Delta-ets by the due date of 5.3.2010 (12:00).

The information and documents for this tender will be accessible at the following website www.delta-ets.com.

To be able to access these documents you will need to register your company details and enter the following tender access code (TAC) 04T779942 at the bottom of the registration page, thereafter you will be issued with a username and password. If you have already registered with Delta previously, please follow the link shown and click on the 'Delta-ets Home' tab instead. This will redirect you to the home page where you can log on using your existing username and password to collect the tender documents.

If you have registered and have forgotten your username and password, please click on the forgotten password link on the Delta-ets homepage.

Please keep this username and password secure, and do not pass it to any third parties.

You must log into Delta-ets and then click on the Vault tab, if you have added the TAC code to your registration you will automatically view the tender title. Click on this link and you will be taken into the tenderbox where the documents are stored. If you have previously accessed Delta then please enter the TAC code in Vault and you will then be able to access the documentation. Please check that you are able to access these online ITT documents. If you are experiencing problems, then please contact the Delta helpdesk via email: helpdesk@delta-ets.com or call +44 08452707050 for further assistance.

Please ensure that you allow yourself plenty of time when responding to this invite prior to the closing date and time. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all the documents in an application like WinZip or WinRar.

GO reference: GO 10012818/01.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Royal Courts of Justice, The Strand, London WC2A 2LL , UNITED KINGDOM. Tel. +44 2079476000.

Body responsible for mediation procedures:

Royal Courts of Justice, The Strand, London WC2A 2LL , UNITED KINGDOM. Tel. +44 2079476000.

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

Office of Government Commerce, Roseberry Court, St Andrew's Business Park, Norwich NR7 0HS , UNITED KINGDOM. Tel. +44 8450004999. URL: www.ogc.gov.uk.

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

28.1.2010.