

United Kingdom-Melton Mowbray: Insurance related to Transport

OJ S 4/2015 07/01/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Melton Borough Council

Postal address: Parkside, Station Approach, Burton Street

Town: Melton Mowbray

Postal code: LE13 1GH

Country: United Kingdom

For the attention of: Rob Bindloss

E-mail: rbindloss@melton.gov.uk**Internet address(es):**General address of the contracting authority: www.melton.gov.uk**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: Official name: Melton Borough Council

Postal address: Parkside, Station Approach, Burton Street

Town: Melton Mowbray

Postal code: LE13 1GH

Country: United Kingdom

For the attention of: Solicitor to the Council

E-mail: vwenham@melton.gov.uk

Telephone: +44 1664502502

Internet address: www.melton.gov.uk**I.2. Type of the contracting authority**

Regional or local authority

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Insurance for Community Transport — Wheels2Work.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

Main site or place of performance: Management of this service takes place in Melton Mowbray, Leicestershire.

NUTS code UKF22 Leicestershire CC and Rutland

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

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

Insurance services related to Melton Borough Council's Wheels2Work Community Transport Service, providing insurance for authorised drivers of scooters and other vehicles under the Wheels2Work scheme.

II.1.6. CPV code(s)

66514100 Insurance related to Transport, 66514110 Motor vehicle insurance services, 66516100 Motor vehicle liability insurance services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Melton Borough Council has been operating the Wheels2Work scheme for 7 years and now has some 170 vehicles in service, mainly scooters, with a few electric bikes. This scheme enables members of the scheme to travel to and from work in a predominantly rural area with poor public transport, and also to get to and from work at unsocial times of day for shift work. The intention of this procurement is to contract for a period of three years from 1.6.2015 subject to continued funding. Funding for 2015-2016 has been secured. With the same proviso related to continued funding, the council reserves the option to extend the contract by up to two periods, each of up to one year in duration, giving a maximum potential contract length of five years.

Estimated value excluding VAT:

Range: between 175 000 and 350 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The council may exercise options to extend the three year contract by one or two extensions, each of up to one year in length, giving a maximum contract term of five years, subject to continued funding.

Provisional timetable for recourse to these options:

in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related 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 governing them

Payment terms will be agreed with the successful contractor.

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. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The broker / intermediary / insurer bidding for this procurement will each have and will have for the duration of the contract such licences, certifications, permissions and be subject to such regulations as are required by law in relation to the fulfilment of the contract.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Tenderers may be excluded if a director / partner / proprietor is in the state of bankruptcy, has been convicted of a criminal offence related to business or professional conduct, has committed grave misconduct in the course of business, has not fulfilled conditions related to the payment of taxes, or is guilty of misrepresentation in supplying information.

III.2.2. Economic and financial ability

List and brief description of conditions: Current insurances held by the bidder, including Employers Liability and Public Liability; and either: an electronic link to the past two years' accounts; or statements of pre-tax profit and loss incurred by the bidder for each of the past two years; net worth of the company.

Minimum level(s) of standards possibly required: Bidders will be assessed in terms of financial stability, liquidity, and insurance cover. The successful bidder will be expected to carry a minimum of 5 000 000 GBP insurance cover.

III.2.3. Technical and professional ability

List and brief description of conditions:

Bidders will need to convince the council that they are appropriately authorised, and have the capability and capacity to undertake the service.

Minimum level(s) of standards possibly required:

As required by the appropriate regulator.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. 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: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

no

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

Time limit for receipt of requests for documents or for accessing documents: 24.2.2015 - 12:00
Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

2.3.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

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

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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

1. This contract is not divided into lots because its relatively small size makes subdivision impractical.
2. This procurement is advertised electronically, but responses are required in hard copy and as described in the tender document. Responses by e-mail will not be accepted.

VI.4. Procedures for review**VI.4.1. Review body**

Official name: Melton Borough Council
Postal address: Parkside Station Approach Burton Street
Town: Melton Mowbray
Postal code: LE13 1GH
Country: United Kingdom
Telephone: +44 1664502502

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Melton Borough Council will incorporate a minimum ten day standstill period at the point of notification of the decision to award the contract. The decision notice will incorporate the award criteria, the reasons for the decision, the reasons (if any) why a tenderer did not meet any specification, the identity of the successful tenderer(s) and a precise statement of when the standstill period is expected to end. Any appeal or challenge against the award decision must be communicated to the address stated in Section I.1 above within the standstill period. If an appeal or challenge to award the contract has not been successfully resolved the Public Contracts Regulations 2006 (As Amended) provide for the aggrieved parties to take action in the High Court. Any such action must be brought promptly (generally within 3 months) although this time period may be reduced to 30 days in certain circumstances. Where a legal challenge is launched the Contracting Authority would be obliged to suspend the making of a contract. Where a legal challenge is launched after the contract has been entered into then that contract could be declared ineffective and / or shortened and / or a fine imposed by the Court.

VI.4.3. Service from which information about the review procedure may be obtained**VI.5. Date of dispatch of this notice**

6.1.2015