

United Kingdom-Melton Mowbray: Insurance services

OJ S 180/2013 17/09/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Melton Borough Council
Postal address: Parkside, Burton Street
Town: Melton Mowbray
Postal code: LE13 1GH
Country: United Kingdom
For the attention of: Tony Hall
E-mail: thall@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: the abovementioned address

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: yes

Official name: Rutland County Council

Postal address: Catmose

Town: Oakham

Postal code: LE15 6HP

Country: United Kingdom

Official name: Corby Borough Council

Postal address: Deene House, New Post Office Square

Town: Corby

Postal code: NN17 1GD

Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Insurance services for the three nominated collaborating local authorities.

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: In the areas covered by the following local authorities:

- 1) Rutland County Council
- 2) Corby Borough Council in Northamptonshire
- 3) Melton Borough Council in Leicestershire

NUTS code UKF2 Leicestershire, Rutland and Northamptonshire

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)

A collaborative tender for insurance services for 3 local authorities:

- 1) Rutland County Council, where all of the Council's insurance is being tendered
- 2) Corby Borough Council, where the cover for leaseholders and mortgage properties is being tendered
- 3) Melton Borough Council, where the cover for tenants' contents is being tendered

II.1.6. CPV code(s)

66510000 Insurance services, 66512000 Accident and health insurance services, 66513000 Legal insurance and all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering 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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Potential value of all the lots between 2 000 000 GBP and 2 250 000 GBP.

II.2.2. Information about options

Options: yes

Description of options: Each lot of the contract is for 3 years with 4 further options to renew, each for a period of 1 year (i.e. a potential contract length of 7 years).

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

Information about lots

Lot No: 1

Lot title: Rutland County Council

1) Short description

Rutland County Council

2) CPV code(s)

66510000 Insurance services, 66512000 Accident and health insurance services, 66513000 Legal insurance and all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering insurance services

3) Quantity or scope

The value of the contract over a full seven years is approximately GBP 1 540 000.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Corby Borough Council leaseholders and mortgage properties

1) Short description

Corby Borough Council - leaseholders and mortgage properties insurance only

2) CPV code(s)

66510000 Insurance services, 66512000 Accident and health insurance services, 66513000 Legal insurance and all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering insurance services

3) Quantity or scope

The value of the contract over a full seven years is approximately GBP 480 000.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Melton Borough Council

1) Short description

Melton Borough Council - tenants' contents insurance only

2) CPV code(s)

66510000 Insurance services, 66512000 Accident and health insurance services, 66513000 Legal insurance and all-risk insurance services, 66514000 Freight insurance and Insurance services relating to transport, 66514110 Motor vehicle insurance services, 66515000 Damage or loss insurance services, 66515100 Fire insurance services, 66515200 Property insurance services, 66515300 Weather and financial loss insurance services, 66515410 Financial loss insurance services, 66515411 Pecuniary loss insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability insurance services, 66516400 General liability insurance services, 66516500 Professional liability insurance services, 66519200 Engineering insurance services

3) Quantity or scope

The value of the contract over a full seven years is approximately GBP 130 000.

4) Indication about different time frame or duration

5) Additional information about lots

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

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

The contract for each council is to be with one or more insurance companies, and, if applicable, one or more brokers or intermediaries. Brokers / agents / intermediaries may bid together with one or more insurance companies. Where the use of a broker / agent / intermediary is an integral part of the bid then the cost of employing the broker / agent / intermediary shall be considered to be an integral cost associated with the bid.

III.1.4. Contract performance conditions

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

Description of particular conditions: Bids will be evaluated so as to provide the most economically advantageous outcome for each council across the requirements in the specification, and not on an item by item basis where this creates disadvantage for the council (s) concerned. Nevertheless, bids for elements of the insurance required may be submitted where they reflect the cover and excess requirements stipulated by the councils.

Bidders are encouraged to support the councils at a time of financial stringency by providing the covers required in the most efficient and cost effective way, such as offering to eliminate any duplications in cover or any other means which do not disadvantage the council(s).

Bidders are urged to provide narrative on any area which reduces cost through such an efficiency.

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; pre-tax profit or loss incurred by the bidder for each of the past two years; net worth of the company. Where the bidder is representing other companies, this information is required for each of the organisations.

Minimum level(s) of standards possibly required: Bidders will be assessed in relation to their role in the supply chain in terms of financial stability, liquidity, and insurance cover. Insurance companies will be expected to carry a minimum of GBP 5 000 000 insurance cover.

III.2.3. Technical and professional ability

List and brief description of conditions:

Insurers must be licensed to transact business in the categories mentioned, in the UK or EU member state of domicile.

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: 30.10.2013 - 12:00

Payable documents: no

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

6.11.2013 - 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

Invitations to tender will be despatched electronically but tender submissions must be returned in hard copy format only according to the instructions on the face of the tender. Any electronic tender submissions will be discounted. Bids will be evaluated so as to provide the most economically advantageous outcome for each council across the insurance requirement as tendered, and not on an item by item basis where this creates disadvantage overall.

Nevertheless, bids for elements of the insurance required may be submitted where they reflect the cover and excess requirements stipulated by the councils.

The Contracting Authority for this tender is Melton Borough Council, the lead authority for the Welland Procurement Unit, which is conducting this tender on behalf of the nominated councils (Rutland, Corby and Melton).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Melton Borough Council

Postal address: 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 contracts. 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 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 made 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

13.9.2013