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Contract

## **21050: Norwich City Council Leasehold Housing Property Material Damage Insurance**

Cambridgeshire County Council Insurance on behalf of Norwich City Council

F03: Contract award notice

Notice identifier: 2022/S 000-008631

Procurement identifier (OCID): ocids-h6vhtk-02fb4b

Published 31 March 2022, 9:16am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Cambridgeshire County Council Insurance on behalf of Norwich City Council

New Shire Hall, Emery Crescent, Enterprise Campus,

Alconbury Weald, Huntingdon

PE28 4YE

#### **Contact**

Mr Mark Greenall

#### **Email**

[Mark.Greenall@cambridgeshire.gov.uk](mailto:Mark.Greenall@cambridgeshire.gov.uk)

#### **Telephone**

+44 1223699112

#### **Country**

United Kingdom

**NUTS code**

UKH15 - Norwich and East Norfolk

**Internet address(es)**

Main address

<https://www.norwich.gov.uk>

Buyer's address

<https://www.norwich.gov.uk/info/20297/procurement>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

21050: Norwich City Council Leasehold Housing Property Material Damage Insurance

Reference number

DN573020

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

- 66515200 - Property insurance services

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

Services

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

Norwich City Council (The “Authority”) wishes to invite tenders for the supply of services works in respect of Norwich City Council Leasehold Housing Material Damage Insurance as detailed within the tender documentation.

The estimated total value of the contracts of the life of the agreements is estimated to be between £1,000,000 and £1,500,000. This contract value estimation is provided for guidance only and the final values will be determined by the market and bids received.

Arthur J. Gallagher Insurance Brokers has been selected to assist the Insurance Service in the tender following a break of the existing Long Term Agreement which has triggered this tender process,

Please note that this does not stop other entities of Arthur J. Gallagher Ltd bidding for the contract detailed in this notice.

Please note that any questions relating to the tender process should sent via the Proactis Procurement Portal for this project (DN573020) and the messaging system provided within that e-tendering facility:

The ProContract is located at <https://procontract@due-north.com/Login>.

Tenderers who experience technical difficulties when using ProContract should contact the support desk Mon-Fri, 9:00 to 17:30 on Telephone: 0330 005 0352 or Email:

[ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Lowest offer: £1,000,000 / Highest offer: £1,500,000 taken into consideration

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

#### **II.2.2) Additional CPV code(s)**

- 66515200 - Property insurance services

#### **II.2.3) Place of performance**

NUTS codes

- UKH15 - Norwich and East Norfolk

#### **II.2.4) Description of the procurement**

Norwich City Council has a large-retained housing portfolio comprising approximately 17,700 units spread around the administrative boundary of Norwich City.

There are 3,230 properties that have been purchased on a leasehold arrangement by residents under the right to buy legislation conferred within the Housing Act. These comprise mostly flats. A full schedule of properties is provided within this tender document.

The properties are currently insured under the Council's insurance programme with cover being provided by the current provider who are leaving the market, hence the reason for this tender process. This tender is separate from the Council's main programme and set to stand alone and completely separate from the remainder of the Council's insurance arrangements.

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

Quality criterion - Name: Cover / Weighting: 25

Quality criterion - Name: Underwriting and Policy Management / Weighting: 5

Quality criterion - Name: Claims Management / Weighting: 10

Price - Weighting: 60

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Authority are seeking bids for a number of options as detailed in the Invitation to Tender documentation and shall then seek to select the best option thereafter against the evaluation criteria stated within the Invitation to Tender documentation.

#### **II.2.13) Information about European Union Funds**

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

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## **Section IV. Procedure**

### **IV.1) Description**

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

Open procedure

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-029658](#)

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## **Section V. Award of contract**

### **Title**

21050: Norwich City Council Leasehold Housing Property Material Damage Insurance

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

8 March 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Avid Insurance Services Limited

Central Square, 5th Floor, 29 Wellington Street

Leeds

LS1 4DL

Country

United Kingdom

NUTS code

- UKH15 - Norwich and East Norfolk

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £1,246,415

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## **Section VI. Complementary information**

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

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

Clare Ellis, Head of Procurement

New Shire Hall, Emery Crescent, Enterprise Campus,

Alconbury Weald, Huntingdon

PE28 4YE

Email

[Procurement2@cambridgeshire.gov.uk](mailto:Procurement2@cambridgeshire.gov.uk)

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Authority will incorporate a minimum 10 day standstill period at the point information on the award of the contract is communicated to tenderers. The duration of this standstill will be disclosed at this point. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Such additional information should be required from (Refer to address in part 1.1). If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England,

Wales and Northern Ireland). Any such action must be brought promptly. Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages.

If the Contract has been entered into the Court may order the ineffectiveness of a Contract where serious breach have occurred in addition to any fine, the Court may instead provide for alternative penalties, either contract shortening, fines or both.

The Authorities have invested in an e-tendering tool in order to facilitate its tendering processes in a compliant and transparent manner.

Potential Provider's will need to register an account via the Pro contract Portal' at <https://procontract.due-north.com/Login> before being able to view the full tender details.

In order to access the tender documentation, click "Find Opportunities", then on the drop-down menu, filter by "LGSS" by clicking on "Update" to find the relevant opportunity. Please ensure that you read the tender documents carefully in order to be aware of the requirements and relevant deadlines.

The Council reserves the right to award all, part or none of the business forming the subject matter of this procurement and to abandon, halt, pause, or postpone this procurement at any time. Under no circumstances will the Council incur any liability (including, but not limited to, liability as to costs) in respect of this procurement exercise, the abandonment of the same, or any documentation issued as part of this procurement exercise.

The Award of any contract shall need to follow the necessary legislation process with relevant Norwich Leaseholders and as detailed in the tender documentation.

This contract is not being split up into Lots as the provision is for a single provider to cover the whole risk for the authority for this type of Insurance