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Contract

Insurance Broker Services

Glasgow City Council

F03: Contract award notice

Notice identifier: 2023/S 000-012678

Procurement identifier (OCID): ocds-h6vhtk-0391ec

Published 3 May 2023, 2:54pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

Contact

Laura Moffat

Email

laura.moffat2@glasgow.gov.uk

Telephone

+44 1412876410

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Insurance Broker Services

Reference number

GCC005513CPU

II.1.2) Main CPV code

- 66518100 - Insurance brokerage services

II.1.3) Type of contract

Services

II.1.4) Short description

The Council is seeking an Insurance Broker to commercially procure, place and negotiate terms of cover, premiums and related matters within the insurance market on the Council's behalf. The Broker will also be responsible for liaising with insurers, claims handlers and loss adjusters, developing current systems to produce certificates of insurance, premium invoices, providing advice, guidance and support to the Council and their Arms Length Organisations (ALEO's) and all other associated activities.

The estimated contract value includes the broker fee and total policy value. The broker fee is estimated at 700k for the duration of the contract including extensions. The total policy value is estimated to be between 48m and 56m for the duration of the contract including extensions. The range reflects variations in policy requirements and coverage that may occur.

The procurement will be undertaken via the Public Contracts Scotland - Tender portal (PCS-T).

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PSC-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this Contract Notice when completing the SPD in PCS-T.

II.1.6) Information about lots

This contract is divided into lots: No

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

Value excluding VAT: £56,700,000

II.2) Description

II.2.2) Additional CPV code(s)

- 66510000 - Insurance services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

The Council is seeking an Insurance Broker to commercially procure, place and negotiate terms of cover, premiums and related matters within the insurance market on the Council's behalf. The Broker will also be responsible for liaising with insurers, claims handlers and loss adjusters, developing current systems to produce certificates of insurance, premium invoices, providing advice, guidance and support to the Council and their Arms Length Organisations (ALEO's) and all other associated activities.

The Broker will be required to assess, recommend and place all classes of insurance as needed as well as providing professional advice and guidance on risk management and other related areas. The supplier will act as a broker on behalf of the Council, their client.

The estimated contract value includes the broker fee and total policy value. The broker fee is estimated at 700k for the duration of the contract including extensions. The total policy value is estimated to be between 48m and 56m for the duration of the contract including extensions. The range reflects variations in policy requirements and coverage that may occur.

II.2.5) Award criteria

Quality criterion - Name: Mobilisation & Service Commencement / Weighting: 6

Quality criterion - Name: Methodology / Weighting: 16

Quality criterion - Name: Team & Account Management / Weighting: 18

Quality criterion - Name: Risk Management / Weighting: 10

Quality criterion - Name: Added Value & Training / Weighting: 10

Quality criterion - Name: Continuous Improvement / Weighting: 5

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 30

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.

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: [2022/S 000-035662](#)

Section V. Award of contract

Contract No

GCC005513CPU

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

28 March 2023

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 0

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

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

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

V.2.3) Name and address of the contractor

Willis Limited

51 Lime Street

London

EC3M 7DQ

Country

United Kingdom

NUTS code

- UKI - London

The contractor is an SME

No

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

Total value of the contract/lot: £56,560,000

Section VI. Complementary information

VI.3) Additional information

(SC Ref:722258)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G2 9DA

Email

glasgow@scotcourts.gov.uk

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Glasgow City council ("the council") must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent. When sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 ("The Regulations"). The Council is obliged to comply with the regulations and any eligible economic operator can bring an action in the Sherriff Court of the Court of Session where a consequence of a breach by the Council, suffers or risks suffering loss or damage.

The bringing of court proceedings during the standstill period means that the council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of:
or

the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.