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Tender

## **CO0419 Procurement of Insurance Policies by Essex County Council**

Essex County Council

F02: Contract notice

Notice identifier: 2024/S 000-031622

Procurement identifier (OCID): ocids-h6vhtk-04a538

Published 3 October 2024, 8:16am

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

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

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

#### **Contact**

Mr Philip Armstrong

#### **Email**

[philip.armstrong@essex.gov.uk](mailto:philip.armstrong@essex.gov.uk)

#### **Telephone**

+44 333

#### **Country**

United Kingdom

**Region code**

UKH3 - Essex

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Login>

**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**

CO0419 Procurement of Insurance Policies by Essex County Council

Reference number

DN738003

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

- 66000000 - Financial and insurance services

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

Services

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

Essex County Council seeks to procure the following Insurance services, through an Open procedure procurement exercise:

Lot 1: Property Insurance (comprising buildings and contents that the Council are responsible for and includes maintained schools)

Lot 2: Motor Insurance (comprising general fleet and waste vehicles)

Lot 3: School Journeys (travel) Insurance (for all maintained schools. The policy covers all authorised personnel on official schools trips for personal accident and travel.)

Lot 4: Engineering Inspection Insurance (for all relevant plant in ECC buildings and maintained schools.)

Each Lot will be awarded to a single supplier for the contract duration. Each contract will be for an initial term of 3 years (commencing 1st April 2025), with an option to extend for up to a further 2 years (12 month increments each).

Bidders must also note that the contracts are for provision of Insurance Policy Services only. The Council's broker service is contracted to a third party provider who are supporting this tender procedure.

#### **II.1.5) Estimated total value**

Value excluding VAT: £5,431,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Combined Property Insurance

Lot No

1

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

- 66515200 - Property insurance services

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

NUTS codes

- UKH3 - Essex

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

Property insurance for all buildings and contents that the Council is responsible for, including maintained schools (the policy also covers Business Interruption) for a period of 3 years with the

option to extend for a further 2 periods of 12 months.

Bids will be assessed on a 60:40 basis for price:quality (of which 5% of the quality score will assess social value) in accordance with the evaluation and award criteria set out in the tender documents. All evaluation and award criteria are set out in the tender documents.

Bidders are required to undertake their own due diligence. Any errors must be raised prior to tender submissions and will be clarified by the Authority.

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

Quality criterion - Name: Quality / Weighting: 35

Quality criterion - Name: Social value / Weighting: 5

Price - Weighting: 60

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **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) Description**

### **II.2.1) Title**

Motor Insurance (comprising general fleet and waste vehicles)

Lot No

2

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

- 66514110 - Motor vehicle insurance services

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

NUTS codes

- UKH3 - Essex

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

Motor insurance for vehicles within our general fleet and waste fleet for a period of 3 years with the

option to extend for a further 2 periods of 12 months.

Bids will be assessed on a 60:40 basis for price:quality (of which 5% of the quality score will assess social value) in accordance with the evaluation and award criteria set out in the tender documents. All evaluation and award criteria are set out in the tender documents.

Bidders are required to undertake their own due diligence. Any errors must be raised prior to tender submissions and will be clarified by the Authority.

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

Quality criterion - Name: Quality / Weighting: 35

Quality criterion - Name: Social value / Weighting: 5

Price - Weighting: 60

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **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) Description**

#### **II.2.1) Title**

School Journeys (travel) Insurance

Lot No

3

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

- 66514100 - Insurance related to Transport

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

NUTS codes

- UKH3 - Essex

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

School Journey (travel) insurance for all maintained schools. The policy covers all authorised personnel on official schools trips for personal accident and travel for a period of 3 years with the

option to extend for a further 2 periods of 12 months.

Bids will be assessed on a 60:40 basis for price:quality in accordance with the evaluation and award criteria set out in the tender documents. All evaluation and award criteria are set out in the tender documents.

Bidders are required to undertake their own due diligence. Any errors must be raised prior to tender submissions and will be clarified by the Authority.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals



Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **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) Description**

#### **II.2.1) Title**

Engineering Inspection Insurance

Lot No

4

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

- 66519200 - Engineering insurance services

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

NUTS codes

- UKH3 - Essex

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

Engineering Inspection insurance services. This is a statutory requirement to comply with Health & Safety legislation. The inspection contract covers all relevant plant in ECC buildings and maintained schools for a period of 3 years with the option to extend for a further 2 periods of 12 months.

Bids will be assessed on a 70:30 basis for price:quality in accordance with the evaluation and award criteria set out in the tender documents. All evaluation and award criteria are set out in the tender documents.

Bidders are required to undertake their own due diligence. Any errors must be raised prior to tender submissions and will be clarified by the Authority.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 April 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

#### Description of options

Initial contract term will be for 3 years, with option to extend for a further maximum period of 2 years (in one year increments). It is likely that these services will be re-tendered before expiry.

#### **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.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 November 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 1 April 2025

#### **IV.2.7) Conditions for opening of tenders**

Date

22 November 2024

Local time

12:05pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

For this tender the Authority will be using the ProContract eSourcing portal <https://procontract.due-north.com> throughout the procurement process, and all communications relating to this procurement exercise must be via the portal's messaging system.

It is recommended that any bidder not already registered on the ProContract eSourcing portal, register at the earliest opportunity.

Please direct all queries through the ProContract messaging functionality linked with the advertised opportunity. Anyone contacting the Council directly via email will be directed to the portal for communications.

A registered supplier account is needed to access information, but registration is free of charge. The Proactis supplier helpdesk (<https://www.proactis.com/uk/support-login/support/>) can help with any registration queries. Please direct any technical queries to the helpdesk in the first instance, selecting the Supplier Support option on the home page.

The Council reserves the right to amend timescales for any reason and change the evaluation criteria where necessary for example if there are genuine omissions or mistakes. We also reserve the right to cancel the procurement exercise and/or not to award all or part of a contract. The Council will not be responsible for any costs incurred by bidders in relation to this procurement exercise.

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

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

Royal Court of Justice

Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom