

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE

3 FEBRUARY 2005

SUBJECT: INSURANCE TENDER – LIST OF CONTRACTORS

REPORT BY DIRECTOR OF FINANCE

Abstract: This report provides information in relation to the current tender for insurance services and puts forward for approval a conditional select list of contractors who are recommended for invitation to tender. The report also seeks delegated authority to the Director of Finance, in consultation with the Convener of this committee, to accept the most economically advantageous tender.

1 RECOMMENDATION

1.1 It is recommended that the Committee –

- i. note the contents of the report and agree all contractors notifying an interest be issued tender documents;
- ii. delegates authority to the Director of Finance in consultation with the Convener of this Committee to approve the final select list of contractors;
- iii. delegates authority to the Director of Finance, in consultation with the Convener of this committee, to accept the most economically advantageous tender; and
- iv. notes the Director of Finance will bring forward to this Committee, a further report on the results of the tendering exercise to this committee.

2 INTRODUCTION

2.1 Report 1064/04 to the Resources and Central Services Committee of 9 September 2004 gave the background to the current tender exercise to procure insurance covers over the main classes of Property, Liabilities and Motor from 1 April 2005.

2.2 This report details the progress to date in relation to the re-tendering exercise and indicates the timescale for the letting of the contract.

3 CONTRACTORS LIST

3.1 The tender for insurance services has been advertised in the OJEU, under the restricted procedure, in accordance with European Procurement regulations and a number of expressions of interest were received. Contractors expressing an interest were asked to complete a pre-qualification questionnaire. The degree of completion of the pre-qualification questionnaires was varied and all contractors who had expressed an interest were offered an extended timescale to 3rd February 2005 to provide a completed pre-qualification questionnaire. Pre-qualification questionnaires have been received from, or are anticipated to be received from, those contractors listed below. In the event that a pre-qualification questionnaire is not returned by 3rd February 2005 or the contractor fails to satisfy the Council's minimum economic, financial and technical standards, the contractor will be removed from the select list. To allow tender documents to be issued immediately following receipt of the application forms, delegated authority is sought for the Director of Finance in

consultation with the Convener of the Resources and Central Services Committee to agree the final select list of contractors. Accordingly, it is recommended that tender documents be issued to the following for return by noon on 28 February 2005:-

All covers	Part Covers
Zurich Municipal (current provider) * see note	AXA
Royal Sun Alliance	
AIG (through Risk Management Partners)	

Note Zurich Municipal implements a policy of dealing with Local Authorities direct as opposed to via insurance brokers. All other contractors will provide their tenders via the Council's Brokers.

4 CONTRACT LETTING

- 4.1 Subsequent to the receipt of the tender documents, the Council Brokers, Willis, will present recommendations to Council Officers based on the all tenders excepting that of Zurich Municipal. These recommendations will be compared to the tender received direct by the Council from the Zurich Municipal and the most economically advantageous package for Angus Council will be evaluated.
- 4.2 In order that the contract be let in advance of expiry of the current contract and to ensure continuity of cover, delegated authority is sought for the Director of Finance, in consultation with the Convener of the Resources and Central Services Committee, to authorise the award of the contract.

5 FINANCIAL IMPLICATIONS

- 5.1 Provision for insurance premiums has been included within the overall Insurance Fund Budget allowance contained in the 2005/06 Revenue Budget based on the 2004/05 Revenue Budget provision.
- 5.2 It is envisaged that the current tendering exercise will produce similar cost premiums and the overall insurance provision cost will be accommodated within the overall specific insurance funding provided – the 2005/06 Revenue Budget base provision.

6 HUMAN RIGHTS IMPLICATIONS

- 6.1 There are no direct Human Rights implications arising from the contents of this report.

7 CONSULTATION

- 7.1 The Chief Executive and Director of Law and Administration have been consulted in the preparation of this report.

NOTE

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

DSS/JW - 19/01/05

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