

**GREENER EALING LTD (GEL)**

 **INSURANCE CONTRACT**

**Tender Ref: GE23075**

**(DRAFT v4 18.9.24)**

**Pre-market Engagement Information Document**

**September 2024**

1. **Introduction**

Greener Ealing (“the **Buyer**”) is seeking to procure insurance service contract borough-wide to safeguard the company against potential risk, including but not limited to motor vehicles, public and employer liability and other related insurance coverage.

Greener Ealing Ltd is Ealing Council’s wholly owned Local Authority Trading Company (LATCo). The company was established in August 2019 and started trading on the 5th July 2020. Following an options appraisal, the Council opted for a LATCo preferring this option to another round of competition or a directly employed Direct Service Organisation (DSO). The Company’s principal activity is to provide waste collection, street cleansing and other maintenance services on behalf of London Borough of Ealing Council.

On 1st April 2024, the Company became the contractor for the Parking Enforcement contract for the London Borough of Ealing. This required the transfer of staff from the previous contractor and has added to our portfolio of services.

Also in April 2024, we terminated the fleet maintenance services contract with our provider and brought the contract in-house. We aim to enhance operational efficiency and align the new service with the company’s long term goals and objectives.

The Company continues to deliver small to medium sized contracts outside of the main Services Agreement with the London Borough of Ealing Council and continues to look for new business opportunities and growth.

GEL currently employs around 420 staff and in 24/25 GEL turnover is forecasted at approx. £29m. The company operates with approx. 200 vehicles, plant and equipment.

The Contract delivery will be managed by Greener Ealing Ltd.

Currently Greener Ealing has entered into its fifth and final year of insurance agreement with Zurich Municipal. The insurance industry has had some difficult years recently and this has resulted in increasing insurance premium and heightened awareness by underwriters to insurable risks. GEL has approached company broker Marsh to lead on the insurance procurement process and re-tender for the insurance contract. The intention is to review the cover lines that are in place and see if all are required in the way that they are presently held.

1. **The opportunity**

The tender will allow the opportunity to review the cover that is held an address any particular issues or cover gaps, as well as to consider whether the excess requirements is optimal. Also it ensures that the limits are sufficient to meet the exposures faces.

Value for money will be achieved through competitive tender process.

The insurance cover lines needed but not limited will be:

* Employers Liability
* Public & products liability
* Officials Indemnity
* Professional Indemnity
* Fidelity Guarantee
* Motor Fleet
* PA/Travel
* Computer
1. **Contract Details**

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| --- | --- |
| Contract Title | Insurance |
| Contract Value | £7.5m |
| Contract Duration | 3 years plus 2 x 12 months extension |
| Form of Contract | Insurance contract/policy |
| Anticipated tender publication date | 17.12.2024 |
| Anticipated contract start date | 01.07.2025 |

1. **What we ask of you….**

We are conscious that identifying the right supplier to deliver the above contract will be critical to the successful delivery of essential Greener Ealing services. As such, the Council is undertaking a pre-market engagement exercise to engage with potential suppliers and understand the supplier interest for this type of project.

We would ask that you would kindly complete the questionnaire in Annex 1 below and ***must*** be submitted via the messaging facility on the tendering portal no later than 12:00 **(midday) on Monday 4th November 2024.**

The response of interested parties on these questions will help us to finalise our route to market decision for this procurement.

**Activity 3 – Respondent engagement**

It is possible that the Council may wish to contact respondents to discuss or clarify elements of responses. If so, the Council will contact you via the messaging facility on the tendering portal in order to arrange an appropriate date and time for a meeting. For convenience, these meetings will be conducted via Microsoft Teams.

1. **Enquiries**

If you have any questions or require any additional information relating to this pre-market engagement document, please submit these by emailing the messaging facility on the tendering portal.

1. **Annex 1 – Questionnaire**

We would be grateful if you could complete the following brief questionnaire and return it to us.

Please submit your response by emailing the messaging facility on the tendering portal no later than **12:00 (midday) on Monday 4th November 2024.**

Responses received after this date may not be considered as we finalise our procurement approach and documentation. So, please allow plenty of time for uploading your submission.

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| **Organisation details** |
| **Question** | **Response** |
| Name: |  |
| Organisation: |  |
| Organisation postal address: |  |
| Contact email address: |  |
| Contact telephone number: |  |

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| **Q1** | **Conractor’s Interest** |
| Please could you confirm if you are interested in participating in this tender exercise.It may be that the lot structure will be:1. Liability, FG, Computer, PA
2. Motor
3. Package of Lots 1 and 2

Please could you confirm which lot/s you have interest and capability to participate in  |
| **Response** |
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| **Q2** | **SELF INSURED RETENTIONS / EXCESS** |
| It is likely that different levels will be required as options under all lots – do you anticipate being able to quote under each?On liability and motor, at approximately what level do you generally consider excesses to be optimal in terms of premium reduction compared to additional risk retained? |
| **Response** |
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| **Q3** | **AGGREGATE STOP LOSS** |
| Is your organisation able to accommodate an aggregate stop loss on the motor risk, assuming an deductible is implemented? If so, would you be able to quote if the Company were to specify the desired level, or would you wish to calculate that and offer it yourself? |
| **Response** |
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| **Q4** | **PROCUREMENT PROCESS** |
| If the tender were issued via an open procedure, would that cause any concerns for you? Alternatively, have you any preference for utilising of frameworks? |
| **Response** |
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| **Q5** | **RISK MANAGEMENT** |
| The company may welcome risk management support moving forward (liability and fleet) – does your organisation generally offer such services within the premium pricing? |
| **Response** |
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| **Q6** | **CLAIMS HANDLING** |
| Should the Company move to a non-conventional programme on some/all of the lines, would you be able to offer claims handling for the claims below the deductible, and would this incur fees?  |
| **Response** |
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**Disclaimer**

The Council is conducting this pre-market engagement exercise in accordance with the principles of equal treatment, non-discrimination and transparency as required under Public Contracts Regulations 2015. To that end, it is important to stress that the specification for the appointed supplier will not be designed to give direct or indirect advantage to any potential supplier, and all information concerning the procurement will be disseminated to all interested parties - it is the intention that no one organisation will be in receipt of information which will not be available to all (save for any information which is commercially sensitive to that party).

Organisations should request clarification of any issues within this pre-market engagement document which are not clear, or any errors, omissions or concerns which they may believe may impact on the success of this exercise. If we consider that a query may have a material effect on the pre-market engagement process, all interested parties will be notified.

By participating in this pre-market engagement exercise, interested parties:

* acknowledge that information shared with us may potentially be disclosed to third parties. Organisations are therefore asked to clearly state where information is considered to be commercially sensitive;
* confirm that they have not and they will not: (i) canvass any staff member of, or adviser to, the Council; (ii) discuss their engagement in the exercise with the media; (iii) attempt to fix or fix with any other person, the amount (including rates and prices to be quoted) of any prospective tender; (iv) enter into any agreement or arrangement with any other person that a person shall refrain from participating in the pre-market engagement and/or any subsequent procurement process; and/or; (v) offer, give or agree to give any inducement or reward in respect of this prospective procurement.

For the avoidance of doubt, the above provisions shall not restrict any organisation in discussing its position with its professional advisers or prospective consortium partners.

This pre-market engagement document does not constitute a call for competition. For the avoidance of doubt, this document has been produced solely for the purpose of conducting a pre-market engagement exercise and will not formally commence any procurement process or constitute any commitment by the Council to undertake any subsequent procurement exercise.

All costs and expenses incurred by or on behalf of suppliers in respect of this pre-market engagement document, including preparing, submitting and presenting the response are wholly the responsibility of the supplier. The Council accepts no liability for these costs, including costs that may arise out of, or result from, any variation or amendment of the terms and conditions of the pre-market engagement document or termination of the request process.

The document is not intended to be exhaustive and the Council reserves the right to add to or amend the document, as more information becomes known. The Council shall be free to withdraw this pre-market engagement document at any time prior to executing contractually binding agreements with any supplier, without incurring any liability.