

# WESTON-SUPER-MARE TOWN COUNCIL

## Expressions of Interest for Insurance services for the Council's business services.

Weston-super-Mare Town Council is seeking Expressions of Interest from suitably experienced and qualified companies to provide comprehensive insurance cover for its entire business portfolio. The Insurance / Insurer services will need to have proven and demonstrated experience in Local Council Insurance and the wide-ranging cover that this requires.

Companies from whom Weston-super-Mare Town Council procure goods and services must demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract. Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees.

The Town Council is looking for Insurance cover to be in place and commence on 1<sup>st</sup> July 2023 and as such any submission must confirm that this can be achieved. It is essential that you are able to meet the deadline of 1<sup>st</sup> July 2023 for policy to commence. In addition, we are looking for a company who is able to demonstrate both excellent customer service and client support including assessment and advisory services for the duration of the Policy

Weston-super-Mare Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying companies to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. Schedules of cover requirements will be issued week commencing 17<sup>th</sup> April 2023, appointments to discuss the requirements of the council will also be available this week.

### EVALUATION & ASSESSMENT OF EXPRESSION OF INTEREST

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

| <b>Evaluation Criteria</b>   | <b>Pass / Fail</b> |
|--|--------------------|
| Proven experience in the supply of comprehensive Insurance /Insurer services to Local Councils                       | Pass / Fail        |
| Proven customer Care / Client support and advisory services for the duration of the policy.                          | Pass / Fail        |
| Proven knowledge of the Town Council sector specifically for a large Town Council (guideline population 50,000 plus) | Pass / Fail        |
| Confirmation that employees are paid Real Living Wage.   | Pass / Fail        |
| Confirmation that full Insured cover can commence on 1 <sup>st</sup> July 2023                                       | Pass / Fail        |

Interested parties are asked to submit Expressions of Interest to include their:

- Company name, address, contact name and registration number
- Company bankers name and account number & details of Insurance underwriter if working as a broker.
- Brief details of two recent (within last 36 months) similar size and scope of Insurance cover provided for town or parish councils by the company (Max 1000 words) for references to be sought.
- Confirmation that the company pays real living wage.
- Confirmation that the company will be able to submit a tender and should they be successful, commence Policy 1<sup>st</sup> July 2023

Expressions of Interest should be sent no later than **12 noon on Friday 7<sup>th</sup> April 2023**  
to:

Sarah Pearse  
Deputy Town Clerk  
Weston-super-Mare Town Council  
Grove House  
Grove Park  
Weston-super-Mare  
BS23 2QJ

Email: [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)