



## **Yate Town Council Insurance Renewal 2023**

Yate Town Council reaches the end of a 5-year agreement with its current insurance providers in April 2023 and is opening up invitations to tender to insurance providers for a new 3-year agreement, with an option to extend the agreement to 5 years.

### **How to tender:**

Please find attached the following information to assist in providing your quotations:

- Yate Town Council Indicative Insurance Policy Schedule
- Vehicles & Equipment List

Please also note the following:

- Estimated salary bill for 2023/2024 is £916,242 (excluding NI and Pensions);
- Current policy provides terrorism cover;
- Yate Town Council runs events throughout the year, the events scheduled for 2023/2024 are all low risk no fireworks/inflatables/less than 500 people at any one time except the following:
  - Easter egg – potentially over 500 people;
  - Yate Rocks! In the Park & Great Choir Showcase – more than 500;
  - Remembrance Parade and Service – potentially over 500 people.
- Yate Town Council consists of:
  - 43 employment posts both full and part time with varying clerical and manual duties;
  - 17 Members;
  - Volunteers – averaging 150 hours per week maximum.

Within your quote documentation please provide a copy of your company insurance policy document and details of any additional cover / services that you provide that would be available.

Tenders will be assessed in terms of best value for money, level of cover and for the service offered.

It is prohibited for prospective contractors to contact Yate Town Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

**The tender process will open on Friday 24<sup>th</sup> February 2023 and run for 3 weeks until noon on Friday 17<sup>th</sup> March 2023.**

The decision process and key dates will then be as follows:

- All tenders will be opened and reviewed following the closing date **noon Friday 17<sup>th</sup> March 2023**
- We may contact you at this point if we have any queries about your tender or require any clarification.



- A synopsis of the tenders will be presented to the Finance & Governance Committee of Yate Town Council on **Tuesday 28<sup>th</sup> March 2023** to review and formally awarded the contract.
- We will respond to everyone who submitted a valid tender to notify you of the outcome no later than 5.00pm on **Thursday 30<sup>th</sup> March 2023**.

**Please return all tenders via email to [tenders@yatetowncouncil.gov.uk](mailto:tenders@yatetowncouncil.gov.uk) addressed to the “Town Clerk” no later than noon Friday 17<sup>th</sup> March 2023.**

Please get in touch with me directly should you have any questions regarding the details of the tender or if you require further information to provide a quote. My email address is [PCarroll@yatetowncouncil.gov.uk](mailto:PCarroll@yatetowncouncil.gov.uk)

**HOWEVER, please ENSURE the actual tender is submitted to the specific email address in the document above. Tenders submitted via any other email address will not be considered.**

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Tel: 01454 866506

Website: [www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)