

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director of Finance & Resources

Service Area: Commercial Assets & Property Development

Title of Decision: To award a contract for the Kingshill Cemetery Development

Decision made and reasons:

Decision:

To approve the award of a contract for improvement works to be carried out at Kingshill Cemetery.

Reason:

The current facilities at Kingshill Cemetery are now in a state of disrepair so the works are required to bring the cemetery up to the required standard.

The Council tendered the contract on the open market, advertising the requirement on both the local portal, Supply Hertfordshire and the national portal, Contracts Finder.

Out of the 6 tender returns received, the recommendation is to award the contract to Millstream Estate Services Ltd as their submission showed the best value for money of all bids against the evaluation criteria.

Reports considered:

Procurement report attached

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Building Surveyor – Commercial Assets & Property Development

Team Leader – Commercial Assets & Property Development

Team Leader - Commissioning, Procurement & Compliance

Financial Comments:

The remaining capital budget for the two schemes to be completed under this contract is £187,000 which will leave £37,000 to complete the CCTV installation and road work elements of the project.

Lucy Tash

Accountant (Finance & Operations)

Monitoring Officer Comments:

Officers must ensure that an appropriate contract for works is in place before the works commence.

Deputy S151 Officers Comments:

This project is part of the approved capital programme and the projected tender costs are within budget.

Implications:

Value for Money:

The tenders were evaluated against the following criteria:

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- Previous Experience
- Health & Safety
- Method Statements on how the works will be carried out including project programme and resourcing
- Price of the works

This ensures that the Council takes into account all aspects of the requirement to ensure true value for money

Financial:

The works has been budgeted from the capital programme. The winning bidders price of £150,482.00 which is within budget.

Risk:

The current facilities at Kingshill Cemetery are now in a state of disrepair. If this contract is not awarded and the works are not undertaken this will mean more ongoing repairs which will have a knock on effect on the revenue budget.

Officer Signature:

Date:

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