

**TO: EXECUTIVE MEMBER FOR CULTURE, CORPORATE SERVICES AND PUBLIC PROTECTION  
OCTOBER 2017**

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**CREMATOR MAINTENANCE CONTRACT**  
**Director of Environment, Culture & Communities**

**1 PURPOSE OF REPORT**

- 1.1 To award a contract for cremator maintenance following the completion of a competitive procurement process.

**2 RECOMMENDATIONS**

- 2.1 **That the Executive Member for Culture, Resources and Public Protection approves the award of the cremator maintenance contract to tenderer A.**
- 2.2 **That the new contract starts from the 1<sup>st</sup> November 2017**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 The tender submission from company A was ranked in first place following evaluation.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There is no alternative as the Cemetery and Crematorium is an essential part of the Councils portfolio and is due to expand further in 2018 with the addition of a new chapel. The Council also has a statutory duty to cremate a body within 24-48 hours of receiving it; if it can't fulfil that duty the Crematorium would have to stop receiving bodies, with subsequent disruption and distress.

**5 SUPPORTING INFORMATION**

- 5.1 Two new cremators were installed in 2012 by Facultatieve Technologies Ltd and under this contract a five year maintenance element was also purchased. This contract is now due to expire at the end of October 2017 and requires tendering.
- 5.2 A procurement plan was written and signed by the Director of Environment, Culture & Communities in January 2017. Approval was sought and received to use a Yorkshire Purchasing Organisation (YPO) framework which had four suppliers one of which was the incumbent.
- 5.3 The requirement of the framework meant that a mini competition had to be undertaken with all four suppliers. This was concluded on the 30<sup>th</sup> August. Only one tender was submitted.
- 5.4 The bid was evaluated by a small team of Officers in order to comply with the framework requirements and to be satisfied that the bid was complete.
- 5.5 The combined quality / price score following evaluation was –

Supplier	Quality score	Income score	Overall Rank
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Tenderer A	73	100	1
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5.6 The full evaluation results are show in the confidential annex.

5.7 Subject to agreement it is recommended that a new contract commences from the 1<sup>st</sup> November 2017 with tenderer A.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

6.1 There are no specific legal implications arising from the reports recommendations. The procurement process has been undertaken in compliance with statutory and constitutional requirements.

### Borough Treasurer

6.2 The financial implications are set out in the confidential annex.

### Equalities Impact Assessment

6.3 N/A

### Strategic Risk Management Issues

6.4 As the recommendation is that the incumbent be awarded the contract for maintenance the risk is perceived to be low.

### Other Officers

6.5 N/A

## **7 CONSULTATION**

### Principal Groups Consulted

7.1 N/A

### Method of Consultation

7.2 N/A

### Representations Received

7.3 N/A

### Contact for further information

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