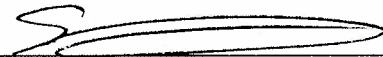


Report for:	Cabinet Procurement Committee 12 th April 2012	Item number	
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Title:	Award of Coroners Removals Contract
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Report authorised by :	Stephen McDonnell Assistant Director of Single Frontline On behalf of Lyn Garner Director of Place and Sustainability Signed 
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Lead Officer:	Bobbi Virgo, Senior Procurement & Contract Officer Tel 0208 489 3348 Bobbi.virgo@haringey.gov.uk
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Ward(s) affected:	Report for Key/Non Key Decision: Non key
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1. Describe the issue under consideration

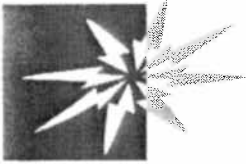
To obtain Members approval to award the contract for Coroners' Removals service

2. Cabinet Member Introduction

This contract forms a key link between the work of the Coroner and the three local authority mortuaries in his jurisdiction, including our facility in Tottenham. The award will provide continuity of service over the next three years with the option to extend for a further year. It will also give value and financial stability to this part of the coroner's work.

3. Recommendations

- 3.1 To award the contract for a Coroners Removal Service to the Contractor identified in the exempt appendix, for a period of 3 years



Haringey Council

from 1 July 2012 to 30 June 2015 with the provision to extend for further periods of up to 1 year, as allowed under CSO 9.07 as the most economically advantageous tender.

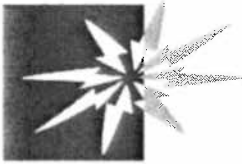
- 3.2 The contract will be monitored by the Council's Coronial service; the Contractor will be required to submit monthly statements of work carried out and invoices raised in relation to services delivered including details of name of deceased, date of collection, time of call out instruction, name of Coroner's manager instructing, time of arrival to collect body, time of delivery to public mortuary and details of amount claimed per body collected and delivered to mortuary.

4. Other options considered

- 4.1 The contracts were originally awarded for 2 years in 2009; the Council's Coronial service exercised the option to extend contracts within the contract term to June 2012. There is no further provision for extension, and the contracts therefore, had to be tendered at this stage

5. Background information

- 5.1 The aim of a Coroners' Removal Service is for the collection and removal of bodies from place of death and transportation to assigned mortuaries to enable Coroners' to determine cause of death within their appropriate jurisdictions.
- 5.2 Service provision covers the boroughs of Barnet, Brent, Enfield, Haringey and Harrow and must be available 24 hours days, 365 days a year, and enacted within a 2-hour call out period.
- 5.3 Current contracts with Dignity Funerals Ltd and Floyd and Son Funeral Directors Ltd were awarded following a tender exercise in 2008. Dignity won the contract for removals in Barnet, Brent and Harrow, and Floyds won the contract for Enfield and Haringey. The contracts were extended to June 2012.
- 5.4 Prices are based on removals per body in standard hours (i.e 8am - 4pm weekdays) and non standard hours (4pm-8am including weekends and bank holidays). The average cost of both services in the last financial year was approximately £120k.
- 5.5 Haringey is the Lead Authority for all the boroughs in relation to this provision; in line with the Council's Standing Orders, (CSO 9.01 contract value exceeds £100k) The Council's Central Procurement Unit placed an advert on Compete for, and Delta the Councils e-tendering system for an open tender process on 5th January 2012.



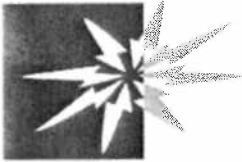
- 5.6 Additionally, Council's Coronial service also placed adverts in several local newspapers covering the above boroughs including, the Enfield Advertiser, Barnet Times, Hendon and Finchley Times, and Haringey Independent, as well, as leaflets advertising the tender opportunity in the Coroners Court in Barnet and various mortuaries within the relevant jurisdictions.
- 5.7 By tender return date, 9th February, 3 bids were received from the organisations identified in the exempt appendix (paragraph 1)
- 5.8 The results of bid Evaluation is contained in the exempt appendix (paragraph 5-7)

6. Comments of the Chief Financial Officer and financial Implications

- 6.1 The cost of the service will be met by the Coronial Support Budget. For the fiscal year 2011/12 this stood at some £1.09m. The budget for 2012/13 will be at a similar level.
- 6.2 The tendered service is not static and actual expenditure in any one year will depend on demand however the revised price structure should provide savings on the unit costs and overall the service should manage within the existing budget.

7. Head of Legal Services and Legal Implications

- 7.1 The Coroner's Removal Service is not considered a priority activity service and so there is no requirement under the Public Contracts Regulations 2006 to follow a European tendering exercise.
- 7.2 The Council's Place and Sustainability Directorate (the Directorate) followed an open tender procedure in accordance with Council Contract Standing Orders (see CSO 9.01A).
- 7.3 The Directorate now wishes to award the contract to the contractor named in the exempt appendix. Because of the value of the award, the Procurement Committee needs to approve it in accordance with CSO 9.07.1 d (contracts valued at over £250,000).
- 7.4 The award criteria is that of most economically advantageous tender (see CSO 9.07.1 b).
- 7.5 The Head of Legal Services confirms that there are no reasons preventing Members from approving the recommendations in this report.



8. Equalities and Community Cohesion Comments

- 8.1 All bidders were asked to submit their Equalities policies , to ensure that they meet Council requirements in demonstrating a commitment to Equal Opportunities and provision of the Equality Act 2012.
- 8.2 Additionally bidders had to demonstrate within their method statement response how they were equipped to deliver the service in a culturally diverse environment.

9. Head of Procurement Comments

- 9.1 This Procurement process had been carried out in line with the Procurement code of Practise.
- 9.2 The recommendation follows a competitive process and has tested the market to achieve a Value for Money outcome.
- 9.3 Contract management arrangements have been out into place to ensure the speedy identification and resolution of any non compliance issues

10. Policy Implications

None

11. Use of Appendices

- 11.1 See Part B for exempt information.

12. Local Government (Access to Information) Act 1985

- 12.1 This report contains exempt and non-exempt information. Exempt information is contained in Part B and is not for publication.. The information is exempt under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):
 - Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).