

**ITEM No ...4.....**

**REPORT TO:** NEIGHBOURHOOD SERVICES COMMITTEE – 4 JUNE 2018  
**REPORT ON:** TENDERS/OFFERS RECEIVED BY HEAD OF ENVIRONMENT  
**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES  
**REPORT NO.** 168-2018

**1. PURPOSE OF REPORT**

1.1 To gain Committee approval for further environmental improvements as part of the 2018/19 programme.

**2. RECOMMENDATIONS**

2.1 It is recommended that approval be given for the project below at:-

<b>Project Reference Project Description</b>	<b>Contractor</b>	<b>Amount</b>	<b>Fees &amp; Other Costs</b>	<b>Total Amount</b>
Project No PC180004 Provost Road	Neighbourhood Services	£28,000	£3,500	£31,500
Project No- PC180046 Cemetery Headstones	Neighbourhood Services	£40,000	NIL	£40,000

**3. FINANCIAL IMPLICATIONS**

3.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on attached sheets.

**4. POLICY IMPLICATIONS**

4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

**5. CONSULTATIONS**

5.1 The Council Management Team have been consulted in the preparation of this report and agree with its contents.

**6. BACKGROUND PAPERS**

6.1 None.

Elaine Zwirlein  
**Executive Director of Neighbourhood Services**

Gary Robertson  
**Head of Environment**

11<sup>th</sup> May 2018



CLIENT	NEIGHBOURHOOD SERVICES	NEIGHBOURHOOD SERVICES
PROJECT NUMBER PROJECT PROJECT INFORMATION	PC180004 Provost Rd/ Canning Street <b>Provost Road/Canning Street</b> – Redesign and landscape improvements to enhance this area. Additional tree and shrub planting, along with the removal of dated fencing will allow greater access for maintenance, and improve the visual aspect of this site and reduce future maintenance burden.	PC180046 Cemetery Headstone stabilisation <b>Cemetery Headstone Stabilisation</b> – This project is for the continuation of the cemetery headstone team who are undertaking health and safety checks and restoration of headstones to ensure that the Council are meeting its duty of care and sustaining cemeteries as a safe and dignified places for burials and to visit.
ESTIMATED START DATE COMPLETION DATE	1 <sup>st</sup> September 2018 31 <sup>st</sup> March 2019	1 <sup>st</sup> August 2018 31 <sup>st</sup> March 2019
TOTAL COST	Works £28,000 Allowances <u>£3,500</u> Total <u>£31,500</u>	Works £40,000 Allowances <u>NIL</u> Total <u>£40,000</u>
FUNDING SOURCE	Capital – allowances for Parks and Open Spaces within the Health, Care and Wellbeing section of the general services capital plan 2018-23.	Capital – allowances for Cemeteries within Service Provision section of the general services capital plan 2018-23
BUDGET PHASING	PROVISION & 2018/2019 £	2018/19 £
ADDITIONAL FUNDING	None	None
REVENUE IMPLICATIONS	There are no major issues	There are no major issues
POLICY IMPLICATIONS	None	None
TENDERS	Offer Price <b>Neighbourhood Services</b> £28,000	Offer Price <b>Neighbourhood Services</b> £40,000
RECOMMENDATION	Acceptance of offer	Acceptance of offer
ALLOWANCES SUB-CONTRACTORS	Professional Fees <u>£3,500</u>	Professional Fees NIL
BACKGROUND PAPERS	None	None

