

ITEM No ...3.....

REPORT TO: NEIGHBOURHOOD SERVICES COMMITTEE – 27 SEPTEMBER 2021

REPORT ON: TENDER FOR HEADSTONE SAFETY IN CEMETERIES

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO. 261-2021

1. PURPOSE OF REPORT

1.1 To gain committee approval for the purchase of services for the restoration of Headstone Memorials within Dundee Cemeteries.

2. RECOMMENDATIONS

2.1 It is recommended that Vermicon Environmental be awarded a two year contract with the option to extend by a further two years up to a maximum value of £100,000. The contract period will commence 30th September 2021, running to 29th September 2023 with the option to extend for a period of up to 2 years.

3. FINANCIAL IMPLICATIONS

3.1 The Executive Director of Corporate Services has confirmed that the cost for the above is available through the Capital Plan 2021-2026 as detailed at Appendix 1 on the attached sheet.

4. MAIN TEXT

4.1 Reference is made to Article VII of the minute of meeting of the Environment Committee of 29th October, 2012 whereby the cemetery headstone inspection and testing programme was introduced. Significant progress has been made in the last few years in both the recording and making safe headstones within cemeteries throughout Dundee. Headstones are regularly inspected by the staff from Neighbourhood Services. Any stones which require attention and are below 1.5 metres in height are made safe. However, for headstones over 1.5 metres, a specialist Contractor is required to make dangerous headstones safe and carry out restoration works as required.

5. POLICY IMPLICATIONS

5.1 This report has been subject to an assessment of any impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. A copy of the Impact Assessment is available on the Council's website at www.dundee.gov.uk/iia/reports.

6. CONSULTATIONS

6.1 The Council Management Team have been consulted in the preparation of this report and are in agreement with its contents.

7. BACKGROUND PAPERS

7.1 None.

Elaine Zwirlein
Executive Director of Neighbourhood Services

Tony Boyle
Head of Environment

24th August 2021

Appendix 1

CLIENT	NEIGHBOURHOOD SERVICES																							
PROJECT NUMBER PROJECT	Headstone Safety in Cemeteries																							
PROJECT INFORMATION	Purchase of services for the restoration of Headstone Memorials within Dundee Cemeteries																							
ESTIMATED START DATE COMPLETION DATE	September 2021 March 2023																							
TOTAL COST	£50,000 per annum																							
FUNDING SOURCE	Capital Plan 2021-26, Service Provision , Cemetery Infrastructure																							
BUDGET PROVISION & PHASING	2021/2022 - £50,000 2022/2023 - £50,000																							
ADDITIONAL FUNDING	None																							
REVENUE IMPLICATIONS	There are no major issues																							
POLICY IMPLICATIONS	None																							
TENDERS	Contractor (One return only) Vermicon Environmental <table border="0"> <thead> <tr> <th>Rate</th> <th>Height</th> <th>Price (£)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3m and above</td> <td>320.00</td> </tr> <tr> <td>2</td> <td>2m to 3m</td> <td>280.00</td> </tr> <tr> <td>3</td> <td>Less than 2m</td> <td>260.00</td> </tr> <tr> <td>4</td> <td>Dayworks per hr</td> <td>22.00</td> </tr> <tr> <td>5</td> <td>Concrete Raft per metre</td> <td>150.00/m2</td> </tr> <tr> <td colspan="2">Total</td> <td>1032.00</td> </tr> </tbody> </table>	Rate	Height	Price (£)	1	3m and above	320.00	2	2m to 3m	280.00	3	Less than 2m	260.00	4	Dayworks per hr	22.00	5	Concrete Raft per metre	150.00/m2	Total		1032.00	Quality Ranking	Cost Ranking
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5	Concrete Raft per metre	150.00/m2																						
Total		1032.00																						
		1	1																					
RECOMMENDATION	To accept the tender with highest ranking score for cost and quality from Vermicon Environmental																							
SUB-CONTRACTORS	None																							
BACKGROUND PAPERS	None																							

