

## **DUNDEE CITY COUNCIL**

**REPORT TO: Leisure and Arts Services Committee – 21 June 2004**

**REPORT ON: Tender for the schedule of rate for the repair of headstone memorials within cemeteries situated in Dundee.**

**REPORT BY: Director of Leisure and Arts**

**REPORT NO: 475-2004**

### **1.0 PURPOSE OF REPORT**

1.1 To gain committee approval for the adoption of Schedule of Rates for the repair of headstone memorials.

### **2.0 RECOMMENDATIONS**

2.1 That Robertson's Memorials be accepted to carry out works up to a value of £30,000 based on the supplied schedule of rates.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 The costs of £30,000 will be met from the Leisure and Arts 2004/05 capital allocation for repairs of memorial headstones.

### **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 None

### **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None

### **6.0 MAIN TEXT**

6.1 Tender documentation was sent to six memorial mason companies and three companies returned as listed below:

Robertson's Memorials, Aberdeen  
East Coast Memorials, Dundee  
Mossman Memorials, Dundee

It is recommended that the offer as detailed below from Robertson's Memorials, Aberdeen be accepted as giving the most advantageous prices over the whole tender. See appendix 1 for the full breakdown of the tender and for a note of the tender Schedule of Rates.

### **7.0 CONSULTATION**

7.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and Assistant Chief Executive (Community Planning), Communities Department have all been consulted on this report and are in agreement with its contents.

**8.0 BACKGROUND PAPERS**

8.1 None

**STEVE GRIMMOND  
DIRECTOR OF LEISURE and ARTS  
4 JUNE 2004**

## Tender for the Repair of Headstone Memorials

| Rate | Mossman | Robertson's | East Coast |
|------|---------|-------------|------------|
| 1    | £55.00  | £60.00      | £69.00     |
| 2    | £125.00 | £70.00      | £115.00    |
| 3    | £187.50 | £90.00      | £205.00    |
| 4    | £250.00 | £360.00     | £255.00    |
| 5    | £157.50 | £75.00      | £118.00    |
| 6    | £218.75 | £90.00      | £160.00    |
| 7    | £312.50 | £105.00     | £272.00    |
| 8    | £500.00 | £450.00     | £322.00    |
| 9    | £105.00 | £50.00      | £25.00     |

**Schedule of rate for the repair of headstone memorials within cemeteries situated in Dundee.****Preamble:**

All repairs to be carried out to National Association of Memorial Masons (NAMM) standards as a minimum. Method statements, working practices and risk assessments must be supplied with the supplied rates and tender documentation. It would be anticipated that tranches of work would be given to the successful company over the financial year up to 31 March 2005.

The ordering of work would be initiated through site meetings and agreement reached as to the schedule of rates to be applied for each memorial headstone to allow for accurate ordering and costing. All priced schedule of rates as noted below will include transport to and from the site, all materials to be used and uplift of all arising's from the site for disposal all at the contractors expense.

**Schedule of rate to be priced as follows:**

- Rate 1 Repair a memorial headstone under 1 metre in height from the ground level, which requires work to safely re attach the headstone to the plinth.
- Rate 2 Repair as per rate 1 but the stone is 1 to 1.5 metres in height from the ground level.
- Rate 3 Repair as per rate 1 but the stone is above 1.5 to 2.5 metres in height from the ground level.
- Rate 4 Repair as per rate 1 but the stone is above 2.5 metres in height from the ground level.
- Rate 5 Repair a memorial headstone under 1 metres in height from the ground level, that requires the foundations and lower plinth to be reset safely.
- Rate 6 Repair as per rate 5 but the stone is 1 to 1.5 metres in height from the ground level. The Leisure and Arts Department wish to get indicative costs for the above works.
- Rate 7 Repair as per rate 5 but the stone is 1.5 to 2.5 metres in height from the ground level. The Leisure and Arts Department wish to get indicative costs for the above works.
- Rate 8 Repair as per rate 5 but the stone is above 2.5 metres in height from the ground level.
- Rate 9 A day works rate. To include all transport and materials and uplift and removal of arising's for exceptions to the above rates.

