

**For General Release**

<b>REPORT TO:</b>	<b>Cabinet Member for Finance and Treasury</b>
<b>AGENDA ITEM:</b>	<b>Background Document – Agenda item 19 Cabinet 16.03.15</b>
<b>SUBJECT:</b>	<b>Collection and Delivery of Bodies to Public Mortuaries Contract</b>
<b>LEAD OFFICER:</b>	<b>Julie Belvir, Director of Democratic and Legal Services</b>
<b>CABINET MEMBER:</b>	<b>Simon Hall, Cabinet Member for Finance and Treasury and Cllr Tony Newman, Leader of the Council</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT</b> There is requirement for the collection of bodies and to deliver them to mortuaries within the jurisdiction of H.M. Coroner for South London	
<b>AMBITIOUS FOR CROYDON &amp; WHY ARE WE DOING THIS:</b> There is requirement for the collection of bodies and to deliver them to mortuaries within the jurisdiction of H.M. Coroner for South London. The South London jurisdiction comprises of the London Boroughs of Croydon, Bromley, Bexley and Sutton and the contract will be entered into by Croydon on behalf of these Boroughs.	
<b>FINANCIAL IMPACT:</b> The precise value of the contract is difficult to estimate as the final value will be based on the number of bodies collected and transported during the contract period. The estimated value is approximately £200,000 per annum for the South London area, not just for Croydon Council and each borough pays for the bodies transported for it under this arrangement..	
<b>KEY DECISION REFERENCE NO.:</b> N/A	

## **1. RECOMMENDATIONS**

- 1.1 The Cabinet Member for Finance and Treasury, in consultation with the Leader of the Council is recommended to approve the award of the Collection and Delivery of Bodies to Public Mortuaries Contract upon the terms detailed, and to the contractor named, in the associated Part B report.
- 1.2 The term of the contract is 3 years with the option to extend for one year.

## **2. EXECUTIVE SUMMARY**

- 2.1 The purpose of this report is to detail the procurement and evaluation process undertaken for the Collection and Delivery of Bodies to Public Mortuaries Contract (the Contract) to serve the needs of the London Boroughs of Croydon, Bromley, Bexley and Sutton (the boroughs) which constitute the area of H.M. Coroner for South London.
- 2.2 The content of this report has been endorsed by the Contracts and Commissioning Board.

<b>CCB Approval Date</b>	<b>CCB ref. number</b>
4 March 2015	CCB0977/14-15

## **3. DETAIL**

### **Background**

- 3.1 There is a requirement for the collection of bodies and their delivery to mortuaries within the jurisdiction of H.M. Coroner for South London. The South London jurisdiction comprises of the London Boroughs of Croydon, Bromley, Bexley and Sutton and this service is being procured on behalf of these boroughs.
- 3.2 There are approximately 1,600 bodies per year collected within the boroughs from the place of death to mortuaries within the respective boroughs. In addition, approximately 60 children and babies per year are collected from mortuaries and taken to Great Ormond Street Hospital for post mortems.

### **Procurement Approach**

- 3.3 An 'open' procurement procedure was carried out using the Council's e-tendering system. The deadline for tender submissions was noon 12<sup>th</sup> January 2015.
- 3.4 An evaluation panel made up of H.M. Coroner for South London, the Head of Environmental Protection| Environment and Community Services (Bromley) and the Head of Corporate Law (Croydon) assessed each tender submission in accordance with the Tenders and Contracts Regulations and Corporate Evaluation Guidance.

3.5 The tenders were evaluated according to the published criteria as set out below

- Quality 40 %
- Price 60 %

3.6 A quality assessment was made by evaluating method statements submitted by the bidders and applying the scoring system 0 (unacceptable) to 5 (Excellent) as stated in the published tender documentation.

3.7 Each method statement had a minimum score and a weighting applied to reflect the relative importance of each, as stated in the published tender documentation.

3.8 The evaluation panel's agreed scores for each method statement was used for evaluation purposes.

3.9 Price represented 60% of the overall score which were awarded on the basis of comparing each bidder's price against the other. The lowest bidder being awarded the full 60%. A contract cost assessment was made based on expected volumes of collections/deliveries as set out in the specification.

**Reason for the Recommendation**

3.10 Four compliant tenders were received by the tender submission deadline. One of the four tenderers failed to receive the minimum score in respect to one of their method statements and therefore in accordance with the published evaluation methodology their tender was rejected at this point and not considered further.

3.11 One tenderer failed to provide all responses as required. Similar to paragraph 3.10 above, and in accordance with the published evaluation methodology, their tender was rejected at this point and not considered further.

3.11 The recommendation to award the contract is based on the Most Economically Advantageous Tender as scored against the published award criteria.

Bidder	Section A Company Information Pass/Fail	Section B Finance/ Insurance Pass/Fail	Section C Professional Capacity Pass/Fail	Quality 40%	Price 60%	Total	Ranking
Bidder 1	Pass	Pass	Pass	38.00	60.00	98.00	1
Bidder 2	Pass	Pass	Pass	32.20	55.81	88.01	2
Bidder 3	Pass	Pass	Pass	Failed to receive minimum score			Fail

Bidder 4	Pass	Pass	Fail				Fail
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#### 4. CONSULTATION

- 4.1 The other boroughs which will use this contract, namely Bromley, Bexley and Sutton and the Coroner for South London have been consulted throughout the procurement exercise.

#### 5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

##### 5.1 The effect of the decision

Entering into the contract commits the Council to a three (3) year contract with the option to extend for a further one (1) year.

##### 5.2 Risks

Finance has appraised the most recent accounts for all the Tenderers and has ascertained that the preferred bidder achieved a financial health score rating of 'good'.

##### 5.3 Options

No other options are being considered in the award of this contract.

##### 5.4 Future savings/efficiencies

Due to the nature of the services there are no future savings/efficiencies anticipated.

Approved by: ***Louise Phillips, Finance Business Partner***

#### 6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER

- 6.1 The Council Solicitor comments that the procurement process as detailed in this report meets the requirements of the Council's Tenders and Contracts Regulations and the statutory duty to demonstrate best value under the Local Government Act 1999.

Approved by: **Gabriel Macgregor, Head of Corporate Law on behalf of the Council Solicitor & Monitoring Officer**

#### 7. HUMAN RESOURCES IMPACT

- 7.1 There are no immediate HR considerations that arise from the recommendations of this report for LBC staff. Whilst the Transfer of Undertakings (TUPE) may apply to this contract, it is likely to be considered a third party service provision transfer from the incumbent service provider to the new service provider, for which the Council will do no more than facilitate the process.

Approved by: **Michael Pichamuthu on behalf of Heather Daley, Director of**

## **Human Resources**

### **8. EQUALITIES IMPACT**

- 8.1 A full equality analysis has not been undertaken as there are statutory procedures/service requirements around the collection of deceased persons. Every deceased person will be treated with the respect and dignity as would be expected in the in the nature and duty of the role.

### **9. ENVIRONMENTAL IMPACT**

- 9.1 There are no environmental impacts arising from this report.

### **10. CRIME AND DISORDER REDUCTION IMPACT**

- 10.1 There are no immediate Crime and Disorder consequences of this proposal.

### **11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

- 11.1 Following analysis of the commercial and quality aspects of the tenders received, it is recommended that the contract for the collection and delivery of bodies to public mortuaries be awarded to the company whose tender is the most advantageous to the Council taking account of both quality and price.

### **12. OPTIONS CONSIDERED AND REJECTED**

- 12.1 No other options have been considered.

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#### **CONTACT OFFICER:**

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#### **BACKGROUND PAPERS -**

None