

PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

Introduction

Author:	Diana Morris		
Project Title:	Cremator Replacement at the City of London Cemetery and Crematorium – Specialist consultant/ Project Manager		
Summary of Goods or Services to be sourced To appoint a specialist consultant to project manage the replacing of the crematorium’s aging cremators with new, more efficient and environmentally friendly units. This will ensure the sustainability of the service provided by the City of London Cemetery & Crematorium.			
Contract Duration:	TBC	Contract Value:	£130,000 (budget in the Committee Gateway 3-4)
Stakeholder information			
Project Lead & Contract Manager: Gary Burks	Category Manager: Diana Morris	Lead Department: Open Spaces	
Other Contact		Department	

Specification Overview

Summary of the Specification: No specification provided, see summary above.
Technical and Pricing evaluation ratio 60% (Technical) / 40% (Price)
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped)
Project Objectives: The project is to protect and maintain cremation services provision at the City of London Cemetery and Crematorium, improve energy efficiency and reduce pollution by replacing the old cremators with new ones.
Does the scope of those project include the processing of personal data? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, have you defined roles and responsibilities within your project specification? For more information visit Designing Specifications under GDPR. You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to Committee (for information).

Customer Requirements

Target completion date	April 2020	Target Contract award date	May 2019
Are there any time constraints which need to be taken into consideration? The project requires six months lead in period.			

Efficiencies Target with supporting information	
The new cremators will be energy efficient approximately 5 - 10% less energy will be required to run the system.	

City of London Initiatives

How will the Project meet the City of London’s Obligation to Adhere to the Corporation Social Responsibility: Yes – appropriate RP questions will be agreed with the RP Manager and the PM. The recommended option meets the OSPAR convention recommendations for the abatement of mercury and other toxins.
Take into account the London Living Wage (LLW): Yes – this will be included within the tender documentation
Consideration for Small to Medium Enterprises (SME): Yes

Are there TUPE/Pension liabilities that need to be considered?

Other: N/A

Procurement Route Options

Make v buy to be considered; also indicate any discarded or radical options

Option 1: OJEU – N/A

Advantages to this Option:

Disadvantages to this Option:

Please highlight any possible risks associated with this option:

Option 2: Sub OJEU – Advertise opportunity

Advantages to this Option:

Advertise to seek competitive responses from the market
Potential wider range of suppliers
Only companies interested in tendering for this opportunity will submit bids

Disadvantages to this Option:

No limit on the number of bidders that respond
Potential for lengthy process as all the responses have to be evaluated
Higher level of resources required to deliver the procurement procedure

Please highlight any possible risks associated with this option: Availability of resources to run this project

Option 3: External Framework

Advantages to this Option:

Quick route to market reducing timescales
Compliant procurement route
Limited number of responses to evaluate

Disadvantages to this Option:

Limited market place
Framework capacity to meet the timescale

Please highlight any possible risks associated with this option: Framework busy, suppliers can be more selective in the type of projects that they respond to.

Procurement Route Recommendation

City Procurement team recommended option

Option 2 - Sub OJEU advertised opportunity is recommended as the best option due to the specialist nature of these services.

Sign Off

Date of Report:	
Reviewed By:	
Department:	
Reviewed By:	
Department:	Chamberlain's Department