**SECTION 1: INTRODUCTION**

* 1. **Purpose**

Shepway District Council (the Council) wishes to appoint one company of funeral directors on a fixed price per service contract for a period of 3 years with an option to extend for a further 2 years.

**1.2 Background information**

The Council has a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the disposal of deceased persons, who die within the area of Shepway where no other arrangements have been made.

In the period 2016/17 to date we have undertaken this duty 11 times. However, this information is given to show only an indicative figure and in no way indicates the amount of burials that we may be required to undertake during the course of this contract.

**SECTION 2: THE SPECIFICATION**

**2.1 Outline Services**

**2.1.1 Arrangement & Conduction of Burial**

At present, a burial at Hawkinge Cemetery will be arranged by the Council. The grave will be un-purchased and no memorial will be placed on it.

The Council's Provider will provide a dignified funeral with a coffin taken to the cemetery in a hearse attended by bearers. A minister of religion must be present to conduct the graveside service, unless the Provider is otherwise instructed in accordance with the last wishes of the deceased.

**2.1.2 Arrangement & Conduction of Cremation**

The Council may request the cremation of bodies at Hawkinge Crematorium in accordance with the last wishes of the deceased. In this instance, an officiate must undertake a small service before cremation takes place.

**2.1.3 Collection and Storage of Body**

The Provider will collect the body from anywhere within the district or from a local hospital; most often the William Harvey Hospital in Ashford.

The Provider will also store the deceased with appropriate facilities prior to burial or cremation for a maximum of four weeks

**2.1.4 Additional Services**

The provider will be required on ad hoc basis to carry out any other additional tasks relevant to the burial as directed by the council**.**

**2.2 Staff**

The Provider shall ensure that every person employed by them in and about the provision of these services is properly and sufficiently trained and instructed with regards to:

* the tasks or task that person has to perform;
* proper attire in appropriate clothing when carrying out the services under this contract; and
* sensitivity and respect to those attending a funeral service or committal and act in a manner fitting the occasion at all times.

**2.3 Coffins**

Coffins provided for burial purposes may generally be in accordance with the ‘guidance on minimum specifications for coffins, details of which are available from ‘The Funeral Furnishing Manufacturers Association’ (FFMA). For burial purposes, the guidance refers to veneered coffins suitable for burial purposes and includes:

* Sides and ends – E1 (or better) grade chipboard, minimum 650 density of 15mm thickness
* Lids and bottoms – E1 (or better) grade chip board, minimum 650 density of 15mm thickness
* Method; whilst some members may vary the method of assembly, the main criteria regarding glue and size of staples should be equal or better than the following notes:
	1. Mitres – to be well fitted to give a minimum of 35 sq ins. Of glued area. Each mitre to have a minimum of 4 nails or staples – a minimum length of 35mm in each direction.
	2. Bottoms; to be particularly well glued around the periphery, also stapled or nailed every 150mm with nails or staples of minimum 50mm length. Special attention to be paid to gluing around the kerfs where it is not possible to nail or staple
* Large coffins; for coffins in excess of 6’ 2” x 20”, further internal re-enforcement may be necessary.
* In addition, lids and bottoms mouldings must be well glued and if necessary stapled and glued.