**1415-174 Vaults and Mausolea**

Islington Council invites suitable expressions of interest from suppliers for 1415-174 Vaults and Mausolea.

**Current status / Background**

ICCS have been providing these products for a number of years over several areas within Islington and St Pancras Cemeteries. We are looking to extend our current provision to new areas within the main site as well as increasing on the existing areas.

The current arrangement is due to expire and the Council seek to establish a single supplier framework agreement.

**The requirement**

ICCS are looking for applications from companies that can provide, install and maintain bespoke vaults and mausolea which are suitable for their purpose and fit in with the general ethos of Islington and St Pancras Cemetery, which holds a wide range of memorial styles from 1854 to date.

It is expected that a minimum of 32 new vaults and 24 new mausolea will be required each year. In any event it is not expected that more than 64 new vaults or 48 new mausolea will be wanted in any one year. The successful tenderer will also have to take into account the problems of ground excavation and reinstatement around these schemes without interfering with the operation of the cemetery or of funerals in the area.

The vaults and mausolea will be made of reinforced concrete with suitable finishes to provide adequate weather and erosion proofing.

**Lots**

This contract will not be split into lots as each element is integral to the installation of the whole product.

**TUPE [Transfer of Undertakings (Protection of Employment) Regulations]**

Potential providers must be aware that TUPE may or may not apply to this service. Further details will be available in the invitation to tender.

**Contract Period**

The contract period will be for 48 months from an estimated start date in May 2016.

**Contract Value**

The estimated total value of this contract is £1,332,000m over the maximum 48 months term of the contract. This is based on £333k per annum. However the Council is confident the bids received will be lower than the estimated value.

**Award criteria**

The contract will be awarded to the Most Economically Advantageous Tender (MEAT) in accordance with the Public Contracts Regulations 2015. MEAT for this contract is quality 40% and cost 60%. Further details will be provided in the invitation to tender.

**Cost 60%**

**Quality 40%**

**Quality made up of:**

Proposed approach to effectively controlling delivery, costs and risks for this contract (10%)

Proposed approach to design and longevity of vaults and mausolea (10%)

Proposed approach to installation of vaults and mausolea (10%)

Proposed approach to maintenance of vaults and mausolea, including faults, back-up service (5%)

Proposed approach to Sustainability in relation to this project (5%)

**Total 100%**

Tenderers should be aware that we reserve the right to hold site visits and interviews during the tender process. Site visits and interviews will be for verification/clarification purposes of the written submission.

We reserve the right to interview leading bidders.

**Procurement Process**

This contract will be procured using the Open Procedure. The Open Procedure means that all bidders who successfully express an interest will automatically be invited to tender and have access to the tender documents. Those who submit a tender and meet the minimum requirements will have their full tender, method statements and pricing evaluated.

**How to express an interest**

If you wish to apply for this contract please follow the steps below:

Register your company free of charge via the **London Tenders Portal**.

Link: <https://procontract.due-north.com>

Await acceptance. You will receive an email confirming your username and password.

Use your username and password to log into the London Tenders Portal and express your interest in 1415-174 Vaults and Mausolea, 45215400 - Cemetery works, 45112714 – Landscaping work for cemeteries, 45210000 – Building construction work,

Shortly after you have expressed interest, you will receive a second email containing a link to access the tender documents.

**Deadlines**

The deadline for expressions of interest is: **11:59 on Monday 04/04/2016**

Submission of Tender documents by: **12 noon on Monday 04/04/2016**

**Late submissions will not be accepted.**

**Additional information**

* Islington Council and its partners are committed to work towards a ‘Fairer Islington’, for more information see www.islington.gov.uk.
* Please **do not** include any publicity material with your submissions.
* Islington Council aims to provide equality of opportunity and welcomes applicants who meet the qualitative selection criteria from black and minority ethnic communities and disabled groups.
* The Council encourages all types of organisation who meet the qualitative selection criteria including Voluntary and Community Sector (VCS) organisations, Social Enterprises or not for profit enterprises and small to medium enterprises (SME) to tender.
* Your submission will be marked in stages. Only applicants who meet the requirements at each stage will progress to the next stage. Further details will be contained in the tender documents.
* Please include the Contract Number of this tender process when communicating with the Council in any way.
* All questions relating to this contract should be raised via the question and answer section of the relevant contract on the London Tenders Portal. Please do not contact any officer of the council directly.
* Applicants are advised that all costs incurred either directly or indirectly in preparation, submission or otherwise related to this advertisement will be borne by them, and in no circumstances will the council be responsible for any such costs. Applicants are also advised that the council at its sole discretion acting reasonably and in good faith reserves the right to abandon the procurement at any stage prior to contract award.
* As part of a commitment to transparency the council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful contractor should expect details of spend against the contract to appear on the council website [www.islington.gov.uk](http://www.islington.gov.uk/Council/councilworks/councilfinance/default.asp). The council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation. What constitutes commercially sensitive information is a matter for the council’s sole discretion. However, tenderers will be invited to identify information they consider to be commercially sensitive in their tender return and this will be taken into account in the council forming a view.

