**Great Yarmouth Borough Council Direct Funeral Services**

**Specification for Tender 2018**

Great Yarmouth Borough Council will be providing the option of Great Yarmouth Borough Council Direct Funeral Services for cremations.

The Council is seeking a single suitable professional funeral director to meet the needs of the service. The family will be the applicant and will be responsible for the completion and delivery of the paperwork to Great Yarmouth Crematorium (excluding the CREM 4, 5 and 6). All payments will be made directly to Great Yarmouth Borough Council at the time of booking.

The collection of bodies is to be made in an appropriate vehicle and funerals will be conducted in a professional manner with punctuality, decency, decorum and respect whether or not mourners are in attendance.

The Applicant will be responsible for the collection of ashes.

The Council is seeking to award a contract for a period of two years with options to extend the period for a further one year plus one year. Prices will be fixed for the initial period and will then be available for negotiation based on the evidence of increased costs.

**Option 1 – Simple Cremation only, no service and no attendance**

**Cremation to take place at Great Yarmouth Crematorium delivery time by agreement**

Collection of body from James Paget Hospital Mortuary, if home or nursing home within a radius of 15 miles an additional fee of £240 will be charged to the family; for a large body (coffin size in excess of 33” wide, 78” long and 29” depth) an additional fee of £240 will be charged to the family.

24 hours per day service

Body to be gowned no viewing and no embalming

Simple wooden coffin with handles and name plate

Doctors’ Fees; when a Coroner submits a CREM 6 the Dr’s fees will still be paid to the Funeral Director

Delivery of CREM 4, 5 & 6 to Great Yarmouth Crematorium

Transport to the crematorium by Private Ambulance or appropriate transport

**Option 2 – Simple Cremation & Service, 30 minute service with attendance, includes Wesley Music choices (restricted service time to 8.15am, 8.45am, 4pm and 4.30**

Collection of body from James Paget Hospital Mortuary, if home or nursing home within a radius of 15 miles an additional fee of £240 will be charged to the family; for a large body (coffin size in excess of 33” wide, 78” long and 29” depth) an additional fee of £240 will be charged to the family.

24 hours per day service

Body to be gowned no viewing and no embalming

Simple wooden coffin with handles and name plate

Doctors’ Fees; when a Coroner submits a CREM 6 the Dr’s fees will still be paid to the Funeral Director

Delivery of CREM 4, 5 & 6 to Great Yarmouth Crematorium

Transport to the crematorium by Appropriate Transport

Celebrant/Minister additional £170

**Option 3 – Flexible Cremation & Service, 45 minute service with attendance, includes Wesley Music choices (any service time subject to availability)**

Collection of body from James Paget Hospital Mortuary, if home or nursing home within a radius of 15 miles an additional fee of £240 will be charged to the family; for a large body (coffin size in excess of 33” wide, 78” long and 29” depth) an additional fee of £240 will be charged to the family.

24 hours per day service

Body to be gowned no viewing and no embalming

Wooden coffin with handles and name plate

Doctors’ Fees; when a Coroner submits a CREM 6 the Dr’s fees will still be paid to the Funeral Director

Delivery of CREM 4, 5 & 6 to Great Yarmouth Crematorium

Transport to the crematorium by Appropriate Transport

Celebrant/Minister additional £170

The Council requires that the successful contractor is committed to a professional code of conduct, for example the National association of Funeral directors or the National Society of Allied and Independent Funeral Directors.

Any quantities set out in the Invitation to Tender are for the service required by the Council and are based on historic requirements, no guarantees are provided with respect to these quantities accurately predicting future demand.

All information supplied in connection with this Invitation to Tender shall be regarded as confidential. By submitting an offer the tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information.