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Tender

## **SCC RD - Transport Removals Service on Behalf of H.M. Coroner for Surrey**

Surrey County Council

F02: Contract notice

Notice identifier: 2022/S 000-011882

Procurement identifier (OCID): ocds-h6vhtk-033507

Published 6 May 2022, 3:57pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Surrey County Council

Woodhatch Place, 11 Cockshot Hill

Reigate

RH2 8EF

#### **Contact**

Rob Davis

#### **Email**

[Robert.davis@surreycc.gov.uk](mailto:Robert.davis@surreycc.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKJ2 - Surrey, East and West Sussex

**Internet address(es)**

Main address

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

Buyer's address

<https://supplierlive.proactisp2p.com/>

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplierlive.proactisp2p.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

SCC RD - Transport Removals Service on Behalf of H.M. Coroner for Surrey

Reference number

DN1360

#### **II.1.2) Main CPV code**

- 98371100 - Cemetery services and cremation services
  - AA01 - Metal

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Surrey County Council (“the Council”) is seeking to re-procure the contract for A Transport Removals Service on Behalf of H.M. Coroner for Surrey.

#### **II.1.5) Estimated total value**

Value excluding VAT: £570,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 - North Surrey

Lot No

1

**II.2.2) Additional CPV code(s)**

- 98371100 - Cemetery services and cremation services
- 98371110 - Cemetery services

**II.2.3) Place of performance**

NUTS codes

- UKJ2 - Surrey, East and West Sussex

**II.2.4) Description of the procurement**

The Coroners Act 1988 places several duties on Local Authorities for the provision of a Coroner's Service. The Coroner is an independent judicial officer whose role is to investigate the causes of sudden deaths, deaths of unknown cause, unnatural or violent deaths or deaths in custody. Bodies that fall under the jurisdiction of the Coroner are transported to a designated mortuary under specific conditions for further investigation and possible post-mortem.

The proposed objectives of this procurement are as follows.

- i. To put in place via an open tender process a compliant contract to deliver a Coroner's Transport Removal service on behalf of HM Coroner for Surrey.
- ii. To ensure the contract provides value for money.
- iii. To deliver a contract which supports collaborative working and delivers continuous improvement.
- iv. To deliver a service which compliments and helps to support other contracts such as the provision of mortuary services.

The proposed objectives of the contract are as follows:

- i. To meet the requirements of The Coroners Act 1988.
- ii. The movement of deceased, coming under the jurisdiction of the Coroner, to a pre-designated mortuary for investigation.
- iii. Collection of deceased within 1 hour of the call out.

iv. Adherence to strict procedures to ensure the dignity of the deceased is maintained at all times.

v. Adherence to strict procedures to ensure integrity of evidence that may be pertinent to a criminal investigation.

vi. Adherence to strict procedures to ensure safekeeping of any personal effects on the deceased and preservation of evidence (compliance).

In order to meet these objectives, The Council is seeking to appoint one or more contractors to cover the predetermined geographical lots within Surrey. The successful contractor(s) will be required to be member of one of the following:

i. National Association of Funeral Directors

ii. The National Society of Allied & Independent Funeral Directors

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

It is anticipated that the contract term will be a maximum of 5 years (i.e., 3-year initial term plus options to extend for two 1-year periods thereafter).

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Lot 2 - South West Surrey

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 98371100 - Cemetery services and cremation services
- 98371110 - Cemetery services

### **II.2.3) Place of performance**

NUTS codes

- UKJ2 - Surrey, East and West Sussex

### **II.2.4) Description of the procurement**

As per Lot 1.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

As per Lot 1.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - South East Surrey

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 98371100 - Cemetery services and cremation services
- 98371110 - Cemetery services

### **II.2.3) Place of performance**

NUTS codes

- UKJ2 - Surrey, East and West Sussex

### **II.2.4) Description of the procurement**

As per Lot 1.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

As per Lot 1.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

The appointed supplier will be required to actively participate in the achievement of social and/or environmental objectives. Accordingly, contract performance conditions will relate in particular to social, environmental or other corporate social responsibility considerations. Further details can be found in the procurement documents and the contract.

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

6 June 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

6 June 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Selection Questionnaire responses and tenders are to be completed electronically using the Proactis Supplier Network (the Portal) <https://supplierlive.proactisp2p.com/>. The Portal provides a web-based tool that provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and potential bidders. The Portal allows for tender clarifications and submitting your bid electronically. In order to bid for this opportunity, Candidates should register their organisation on the Portal. Bidders will remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from Bidders in connection with taking part in this procurement, regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the procurement documents by the Council at any time. The Council reserves the right at any time to:

- (i) reject any or all responses and to cancel or withdraw this procurement at any stage;
- (ii) award a contract without prior notice;
- (iii) change the basis, the procedures and the time-scales set out or referred to within the procurement documents;
- (iv) require a bidder to clarify any submissions in writing and/or provide additional information (failure to respond adequately may result in disqualification);
- (v) terminate the procurement process; and
- (vi) amend the terms and conditions of the selection and evaluation process.

All discussions and correspondence will be deemed strictly subject to contract until a

formal contract is entered into. The formal contract shall not be binding until it has been signed and dated by the duly authorised representatives of both parties subject to a sufficient number of satisfactory responses being received.

#### **VI.4) Procedures for review**

##### **VI.4.1) Review body**

Royal Courts of Justice

Strand

London

Country

United Kingdom

##### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

Any appeals should be promptly brought to the attention of the Head of Procurement of the Council at the address specified in Section I) above and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the timescales specified by the applicable law, including, without limitation, the Public Contracts Regulations 2015. In accordance with such Regulations, the Council will also incorporate a minimum 10 calendar day standstill period from the date information on award of contract is communicated to tenderers.