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Tender

## **SC23191 Coroner Removals and Transfer Service**

Kent County Council

F02: Contract notice

Notice identifier: 2024/S 000-019481

Procurement identifier (OCID): ocds-h6vhtk-044f05

Published 25 June 2024, 4:42pm

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

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

Kent County Council

Invicta House

Maidstone

ME14 1XQ

#### **Contact**

Mr Joseph Kay

#### **Email**

[Joseph.Kay@kent.gov.uk](mailto:Joseph.Kay@kent.gov.uk)

#### **Telephone**

+44 3000411394

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.kent.gov.uk>

Buyer's address

[www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=b61db9e3-01f1-ee11-8129-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=b61db9e3-01f1-ee11-8129-005056b64545>

**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**

SC23191 Coroner Removals and Transfer Service

Reference number

DN716972

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

- 98000000 - Other community, social and personal services

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

Services

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

Coroners are independent judicial officers, appointed by the local authority within the coroner area. Local authorities have a legal obligation to support the work of Coroner's, to fund all the costs of the service and to provide the necessary resources to enable them to carry out their statutory obligations under the Coroners and Justice Act 2009. This includes the provision of appropriate contractual arrangements for the removal of the deceased. For the four Kent coroner areas of Mid Kent & Medway, North-West Kent, North-East Kent and Central & South-East Kent, KCC is the lead authority for the administrative areas of Kent and Medway.

There are two service requirements to be procured under this process: Lot 1: Coroner Removals Service and Lot 2: Coroner Transfers Service. Please see the sections below for a description of these services.

#### **Selection Questionnaire (SQ)**

At this stage of the project, The Council have issued a Selection Questionnaire, to identify suitably qualified suppliers to provide a Coroners Removal and/or Coroners Transfer Service. To register your interest in this opportunity, please go to [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk). Prospective suppliers must complete the Selection Questionnaire and submit via the Kent Business Portal to be considered for this opportunity. Further information can be found in the Selection Questionnaire documents.

Bidder Briefing

The Council is offering a Bidder Briefing Session, to be held virtually via Microsoft Teams on Monday 1st July 2024 at 10am. The purpose of this session is to explain the Selection Questionnaire (SQ) process, and support prospective suppliers to use our e-tendering system, the Kent Business Portal.

If you wish to join the briefing, please register at the following address:

<https://events.teams.microsoft.com/event/1f2ee65b-43c6-42dd-a379-148966892c2c@3253a20d-c735-4bfe-a8b7-3e6ab37f5f90>

If you are unable to attend this session, a recording will be made available to all prospective tenderers following the session. Questions can also be raised via the Kent Business Portal.

If you require any additional information regarding this opportunity, please do not hesitate to contact Kent County Council through the messaging function on the Kent Business Portal.

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

Value excluding VAT: £4,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 5

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The Coroners Removals Service (Lot 1) has been separated into 15 contract areas:

1 (A) - Sevenoaks A (above A25) , 1 (B) - Sevenoaks B (below A25) , 1 (C) - Dartford & Gravesham , 1 (D) - Tunbridge Wells , 1 (E) - Tonbridge and Malling , 1 (F) - Medway , 1 (G) - Maidstone , 1 (H) - West Swale , 1 (I) - East Swale , 1 (J) - Ashford , 1 (K) - Canterbury , 1 (L) - Shepway , 1 (M) - Thanet , 1 (N) - Dover NEK , 1 (O) - Dover CSEK

The Council anticipates that suppliers will be awarded up to 5 contract areas for Lot 1 (Coroners Removals Service). There is no limit to the number of areas an organisation can tender for. Further details on the proposed contract lotting can be found in the "SC23191 Information Document".

The Coroners Transfer Service (Lot 2) has been separated into 2 separate contract areas.:

2 (A) West Kent, 2 (B) East Kent

## **II.2) Description**

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

Coroners Removals Service

Lot No

1

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

- 98370000 - Funeral and related services

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

NUTS codes

- UKJ4 - Kent

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

Coroners Removals (Lot 1)

The coroner may decide that a suitable practitioner (normally a pathologist) is required to examine the deceased and carry out a post-mortem examination to discover the cause of death. In this scenario, the deceased needs to be transported from where it is lying to a designated mortuary for further enquiries to be made (to hold a post-mortem if required). The movement of the deceased to the mortuary constitutes a "Coroners Removal".

In the cases where a post-mortem has been deemed necessary, the deceased needs to be transferred from the location of death to one of the designated post-mortem facilities below;

QEQM Hospital, Margate

William Harvey Hospital, Ashford

Medway Maritime Hospital, Gillingham

Tunbridge Wells Hospital, Pembury

Darenth Valley Hospital, Dartford

Where an organisation is awarded a contract area, they are responsible for providing this service throughout the specified area. They must deliver this service 24/7, 365 days a year, and in accordance with the service requirements as detailed within the specification.

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £4,000,000

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

Start date

1 January 2025

End date

31 December 2028

This contract is subject to renewal

Yes

Description of renewals

The initial terms for this contract is 3 years with an optional extension period of up to 24 months.

Contract extension will be subject to supplier performance etc throughout the initial term.

Please refer to the tender documents (Terms and Conditions) for further information.

#### **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**

Coroners Transfers Service

Lot No

2

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

- 98370000 - Funeral and related services

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

NUTS codes

- UKJ4 - Kent

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

Coroners Transfer

In some cases, it is necessary to transfer the deceased from a designated mortuary to another designated mortuary. These transfers can occur locally as a transfer between mortuaries within Kent and Medway but can occur outside of Kent. This is due to the specific expertise that different mortuaries possess (E.g. London mortuary specialises in child deaths, Brighton mortuary specialises in infectious cases etc.) Cases like these where the deceased is transferred between mortuaries are more commonly known as a "Coroners Transfer".

Where an organisation is awarded a contract area, they are responsible for providing this service throughout the specified area. They must deliver this service 24/7, 365 days a year, and in accordance with the service requirements as detailed within the specification.

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £4,000,000

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

Start date

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Contract extension will be subject to supplier performance etc throughout the initial term.

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### **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

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-010638](#)

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

Date

26 July 2024

Local time

12:00pm

**IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

12 August 2024

**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)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

Optional Requirement

As a category 1 responder under the Civil Contingencies Act, Kent County Council has a duty to plan and prepare for emergencies. In the event of a Mass Fatality event, the Council may require contracted Coroners Removals and Transfer suppliers to provide additional services in order to transport the deceased, to meet the urgent demands of the event. This may involve additional mortuary transfers as required, and/or transportation of the deceased from a temporary mortuary site to an NHS mortuary. There is no guarantee that this provision will be used. Further information will be provided at the Invitation to Tender stage.

Please note that the published contract value includes the potential 5 year total duration for both the Coroners Removals and Transfer Service contracts, based on historic volumes and current rates.

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

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

Kent County Council

Maidstone

Country

United Kingdom