



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Mike Jones, Mark Kentell Principal Parks Officer, Head of Environmental Enhancement

2. TITLE OF PROPOSED CONTRACT:

Grave Digging Services

The proposed contract for the above will be between £10,000 and £25,000.

With this RFW I include a copy of the specification or brief which has been prepared for this contract and which details the goods, services and/or works which will be provided.

Specification Attached (and provide a brief description of the contract below):

North Devon Council is seeking a contractor for a three year fixed term contract (with the option of a 1 year extension) to carry out grave digging operations prior to burials at both cemeteries. The contract will also be required to back fill the graves immediately after the burial has taken place.

I can also confirm that the contract terms which will be used for this contract will be the Council's standard terms and conditions for goods and services or (where relevant) works or, where this is not the case, I have sought the approval of Legal Services to the alternative terms and conditions that I propose to use for this contract.

In accordance with the Council's Contract Procedures Rules, three alternative quotes should be obtained and the lowest quotation should be accepted.

I can confirm that I have sought advice from Legal Services and we have agreed that it is appropriate that this requirement be waived for the following reason(s):

*(Delete A, B **OR** C as applicable)*

B Received fewer than three price quotes

NOTE: This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to supplyingndc@northdevon.gov.uk immediately following approval.



3. THE PROPOSAL IS TO AWARD THIS CONTRACT TO THE FOLLOWING SUPPLIER:

Chris Tucker Grave Digging Services

4. DETAIL

I can confirm that, despite non-compliance with the requirement to seek at least three quotes, the award of this contract to the above supplier will be best value for the Council for the following reason(s):

The contract opportunity was advertised on the Procurement Portal and at least 3 contractors were encouraged to submit tenders. Only one tender was received.

Where quotes were received (option B or C above) please provide summary information below:

Quotation 1:

Does the quotation conform to the provided specification? Y

Supplier Name: Dave Tucker Grave Digging Services

Quotation Price:

Quotation 2:

No Tender received

Quotation 3:

No Tender Received

5. DECISION TO BE MADE BY: Mark Kentell, Head of Environmental Enhancement

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To be completed by Decision Taker:

6. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Y

7. DECISION TAKER'S COMMENTS: I am happy to approve this RFW as every effort has been made to obtain three quotes but only one was received. The work is an essential service that cannot be delayed, so we don't have time to go out for tenders again.

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