

ITEM No ...3.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH & INFRASTRUCTURE COMMITTEE -
9 JUNE 2025

REPORT ON: SOURCING STRATEGY FOR THE PROVISION OF HEADSTONE SAFETY
WORK IN CEMETERIES

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 170-2025

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present a summary of a sourcing strategy as outlined in Section 5 of this report and seek approval to award a tender for the provision of Cemetery Headstone Safety Works to ensure compliance with Health and Safety legislation.

2. RECOMMENDATION

- 2.1 It is recommended that the Committee: -

- approves the Sourcing Strategy as outlined in Section 5 of this report.
- delegates authority to the Executive Director of Neighbourhood Services to follow an open tender process to award a contract where the tender price is less than £250,000.
- notes that if the outcome of the open tender process is greater than 10% above this amount, then the outcome will be brought back to Committee for consideration.

3. FINANCIAL IMPLICATIONS

- 3.1 The award of the contract will be for an initial period of three years and the Council will have the option to extend the contract for one year, followed by a further one-year period. The Executive Director of Corporate Services confirms that funding is available from, 'Design a Modern Council, Cemeteries', Capital Plan 2025-30, with the anticipated average spend being £50,000 per annum.

4. BACKGROUND

- 4.1 The Council must ensure the appointment of a suitably qualified Contractor for Cemetery Headstone Safety Works.

5. SOURCING STRATEGY SUMMARY

- 5.1 The procurement will follow an Open Tender procedure to appoint a single competent contractor to undertake the works required to ensure headstone safety across cemeteries within Dundee. The procurement will be carried out in line with the Public Contracts (Scotland) Regulations 2015.
- 5.2 All works must be carried out to National Association of Memorial Masons (NAMM) standards and this will be evaluated as part of the tendering evaluation process.

6. RISK ANALYSIS

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge. The overall contract risk for this strategy was considered Low by Procurement.

Description of Risk	Actions to be taken to manage Risk
Commercial Risk - That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - The procurement exercise will follow an Open Tender competitive procedure in respect of the required services. This will be carried out in compliance with the Public Contracts (Scotland) Regulation 2015.
Technical Risk - This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk - This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Low Risk – a contract management process will be put in place with the use of Key Performance Indicators to ensure standards are met. There will be a review carried out throughout the initial contract period.
Contractual Risk - Being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Medium Risk - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract. There are not many suppliers available within the market to deliver this project.
Procurement Risk - where a procurement is found unsound in law, through the public procurement rules	Low Risk – this is low value works procurement. This procurement will involve an open tender which will ensure widest reach within the supplier market.

7. POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

8. CONSULTATION

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9. BACKGROUND PAPERS

9.1 None

Tony Boyle
Executive Director of Neighbourhood Services

Catherine Conroy
Interim Head of Environment

Date: 19 May 2025

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