

Record of officer decision

Decision title:	Audio Visual System at Hereford Crematorium
Date of decision:	13 August 2018
Decision maker:	Assistant Director Environment & Place
Authority for delegated decision:	Directorate scheme of delegation
Ward:	Countywide
Consultation:	Other LA crematorium
Decision made:	Award a contract to Vivedia Ltd (trading as 'Obitus') for the provision of an audio and visual system (supply, install and maintenance) for a period of eight years at a total cost of £77,400.00
Reasons for decision:	<p>A procurement exercise was undertaken in June 2018 with a closing date for submission on 16th July 2018 at 12:00noon at which point two suppliers opted out from submitting a quotation.</p> <p>Following a tender evaluation process Vivedia Ltd satisfied the panel of their ability to deliver on all aspects of the specification.</p> <p>As the total contract value exceeded £75,000 a waiver for exemption to contracts procedure rules has subsequently been signed off.</p>
Highlight any associated risks/finance/legal/equality considerations:	The total cost of £77,400.00 is forecast to be fully recovered over the lifetime of the contract. There no other risks associated with this contract.
Details of any alternative options considered and rejected:	Continue to provide a limited service at the crematorium. The existing equipment is now aging and only able to offer cd music and basis visual tributes using projectors
Details of any declarations of interest made:	None

Signed Assistant Director Environment & Placec Date: 13 August 2018