

Record of officer decision

Decision title:	To spend from the Property Services Estates Capital Works Programme to replace the timber and glazed front elevation screen to the Book of Remembrance Room at Hereford Crematorium & Cemetery
Date of decision:	6 September 2021
Decision maker:	Delivery Director Property Services
Authority for delegated decision:	<p>This decision is to apply for the spend of the budget as agreed by the key decision made on 31st March 2021 (Report Ref: Property Services Estates Capital Works Programme)</p> <p>Decision - Property services estates capital works programme - Herefordshire Council</p>
Ward:	Greyfriars
Consultation:	None.
Decision made:	That authorisation be given to implement the above recommendation in respect of the key decision dated 31 st March 2021 and spend within the approved budget for Condition Survey works at Hereford Cemetery and Crematorium, Property Services Estates Capital Works Programme CAP1143, of not more than £25k (inclusive of professional fees, contingencies, etc) and enter into an Agreement with S C Joseph Ltd.
Reasons for decision:	<p>The existing glazed timber screen to the front elevation of the Book of Remembrance Building is no longer fully weather-tight and nearing end of life. It is intended to replace this with a new aluminium framed screen with double glazed windows and doors. This will improve the environment for mourners and improve energy ratings.</p> <p>S C Joseph Ltd have been identified as the bidder representing best value for money following a competitive tender and assessment process in accordance with Council procurement procedures. Quotations were invited from three prospective companies and two returned valid quotation for consideration.</p> <p>The work to be awarded to S C Joseph Ltd at a cost of £18,424.00.</p> <p>The overall budget of £65k is also to fund replacement floor finishes and to improve access paths; all at Hereford Crematorium and Cemetery.</p>
Highlight any associated risks/finance/legal/equality considerations:	None

Details of any alternative options considered and rejected:	Do nothing – This was rejected because a lack of investment on building improvement works on council property estate assets could render them to deteriorate further
Details of any declarations of interest made:	None

Signed

Sarah Jowett
Delivery Director Property Services

Date: 6 September 2021