

## Approved Exemption Record Form

	Details
<p>Exemption category</p> <ul style="list-style-type: none"> <li>• Unforeseeable emergency</li> <li>• Exceptional Circumstances</li> <li>• Limited market</li> <li>• Prior approval</li> </ul>	<ul style="list-style-type: none"> <li>• Limited market</li> </ul>
<p>Details / Circumstances / Explanation of why an exemption was required:</p>	<ul style="list-style-type: none"> <li>• TRDC requires specialist cleaning and fixing of memorial markers in East Lane cemetery, which is a heritage site. The markers have become covered in moss and detritus over the years, making it difficult and, on many, impossible to read. An unknown number of markers have also come loose on their plinths and require re-fixing to ensure they remain in situ. A few markers have broken, these will remain broken, but will be fixed back to their plinths in pieces. This work is to ensure that the history of the site can be maintained in a respectful manner and people can be properly traced.</li> <li>• Two contractors on a limited market have been approached for quotes.</li> <li>• TRDC has only one quote – (which is worst case, as the number of markers requiring fixing is unknown until each is checked);</li> </ul> <p>515 markers to be cleaned at £20 each - £10,300 (inc VAT £12,360)</p> <p>All markers require cleaning.</p> <p>515 markers to be fixed back in place £25 each - £12,875 (inc VAT £15,450)</p> <p>Not all markers require fixing, but until on site cannot</p>

	<p>determine.</p> <p>Total (worst case) £23,175 (£27,810 inc VAT)</p> <p><i>using a specialist DOFF cleaning system that has been approved by the war graves commission. This uses a high temperature, low heat system.</i></p> <p>This work will be funded by the Management and Maintenance grant funding held in Reserves for Leavesden Country Park as part of the original Lottery Funded project.</p>
Approved by (Name and date):	
<ul style="list-style-type: none"> <li>• CE</li> <li>• HoS</li> </ul>	Emma Sheridan ( AD Environment)
Portfolio Holder informed (Name and Date):	Cllr Sarah Nelmes
Date reported to Committee:	
Contract Title:	East Lane memorial works
Vendor / Contractor:	Memsafe
Date Contract let:	
Term of Contract:	
End date:	
Total Value of Contract:	Total (worst case) £23,175 (£27,810 inc VAT)
TRDC Contract Manager (Name and contact details):	Craig Thorpe
Comments / Other Information:	
Date entered onto Exemptions Register:	
Signed by Head of Service:	Emma Sheridan

Copies to:

Contract File  
Head of Service  
Corporate Procurement Manager  
Central Register of Exemptions