

Our Ref: Trib P1&2

Your Ref:

Date: 10th May 2022

Dear Suppliers,

**Contract Title:** **Temporary Barriers - Further Tribology Testing - Phases 1 & 2**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 5PM 23rd May 2022.

david.collins@environment-agency.gov.uk

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

David Collins

Senior Advisor – Temporary Barrier Review

E-mail: [david.collins@environment-agency.gov.uk](mailto:david.collins@environment-agency.gov.uk)

Telephone: 07770 846269

**The Environment Agency**, Clyst Honiton Depot, Westcott Road, Exeter, Devon. EX5 2LL

***Please delete this page before issuing the document to suppliers***

**Guidance**

This is the RFQ pack template to be sent out to suppliers. Please complete your Procurement Plan before proceeding at this stage.

All content in red is to be edited. Instructions in red need to be deleted before issuing. Please read through the guidance throughout this document carefully.

Below is a short summary of the sections and which ones will require your attention.

**Section 1**

Outlines the Environment Agency’s background and ethics. You do not need to complete any part of this section aside from the contract reference and title.

**Section 2**

Give a summary of your requirement. Outline the process that you will go through to award the contract from the point of view of what the potential suppliers need to know.

You also need to confirm the terms and conditions that will govern the contract, confirm the contact for queries and set out the key procurement and contract timescales.

**Section 3**

Insert the evaluation criteria and weightings that will be used to assess the suppliers’ bids. This section also advises suppliers what scoring methodology will be used.

**Section 4**

Requires you to tell suppliers what information you want them to return as part of their bids. Insert the specification for your requirement. This will be heavily informed by the plans and documents you have created outlining your requirements and deliverables.

**Section 5**

Insert the specification for your requirement. This will be heavily informed by the plans and documents you have created outlining your requirements and deliverables.

**Section 6**

Provide information on how the contract will be managed. You also need to advise how frequently you want to be invoiced under the contract.

**Section 7**

Sustainability considerations, no input is required

**Section 8**

Additional contract information for the prospective suppliers. No input is required.

**Appendix A**

Choose the pricing schedule you will use to capture the suppliers’ costs. Some examples are included in Appendix A. However, you can also create an alternative price schedule if none of the examples suit your requirement. Once the RFQ has been issued, the supplier will set out their costs in the pricing schedule and will return with their bid.

**Appendix B**

You must complete the “Held by Environment Agency” table if you will be giving the awarded suppliers access to our information or data. The Prior Rights Schedule also needs to be completed by suppliers if they are going to give us access to their intellectual property over the lifetime of the contract.

**Appendix C**

The supplier’s acceptance of the terms and conditions – to be signed and completed by the supplier.

**Request for Quotation**

**Temporary Barriers - Further Tribology Testing**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

The Environment Agency require a series of tribology tests to be carried out on samples of their stock of temporary defence barriers and kentledge blocks. These tests build upon the results of a previous set of tests carried out in November 2021 and have the desired outcome of better understanding the coefficient of friction of a variety of surfaces in scenarios likely to be encountered during barrier deployment. The results of this testing will ultimately inform the amount of kentledge required for future deployment of the barriers.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 8 weeks from the date of order. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Research (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency byDavid Collins

## Contact Details and Timeline

David Collins will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

[david.collins@environment-agency.gov.uk](mailto:david.collins@environment-agency.gov.uk) 07770846269

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 5 PM 23/05/22 |
| Evaluation of Request for Quote submissions | 27/05/22 |
| Award of contract | 30/05/22 |
| Project/Contract end date | 01/08/22 |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

* Price – 60%
* Quality – 40%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

**• Test methodology 20%**

**• Details of the rig to be used 10%**

**• Photographs of the proposed surfaces 20%**

**• Proposed timeline detailing key milestones 50%**

**Note - In order to meet interdependent programme deadlines, the Environment Agency would prefer that the testing be complete within 8 weeks of the date of placing of an order. If this is unachievable, we require that an achievable timescale be outlined.**

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response**  **The tenderer provides a response which in the opinion of the evaluators is:** | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met. | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met. | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met. | 0 |

**Section 4**

**Information to be returned**

**Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.**

Please complete and return the following information:

* completed Pricing Schedule (Appendix A);
* completed Prior Rights Schedule (Appendix B);
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).
* A proposal document detailing as a minimum:
  + Test methodology
  + Details of the rig to be used
  + Details of the proposed vertical loads to be tested
  + Photographs of the proposed surfaces
  + Details of the method of adding the required mass to the barriers
  + Proposed timeline detailing key milestones (***Note*** - In order to meet interdependent programme deadlines, the Environment Agency would prefer that the testing be complete within 8 weeks of the date of placing of an order. If this is unachievable, we require that an achievable timescale be outlined.)
  + Consideration of the contribution of wear to the test results

In accordance with the Environment Agency’s standard terms and conditions and intellectual property policy, any asset designed and / or constructed for the purpose of this testing and wholly funded by the Environment Agency will become the property of the Environment Agency.

**Section 5**

**Specification**

# Background to the Requirement

**Specification for Tribology Testing**

**Background**

The Environment Agency require a series of tribology tests to be carried out on samples of their stock of temporary defence barriers and kentledge blocks. These tests build upon the results of a previous set of tests carried out in November 2021 and have the desired outcome of better understanding the coefficient of friction of a variety of surfaces in scenarios likely to be encountered during barrier deployment. The results of this testing will ultimately inform the amount of kentledge required for future deployment of the barriers.

**Requirements**

For reasons of programming, the testing is to be split into two phases which are to be priced separately.

**Common requirements for both phases**

Surfaces to be tested are:

* Concrete (not required for kentledge blocks)
* Hot Rolled Asphalt (HRA)
* Surface Dressed Asphalt
* Contaminated Surface Dressed Asphalt (5mm dressing of sand)
* Grass
* Gravel

All surfaces are to be wet during testing. The sample of barrier and kentledge blocks along with spares, will be supplied by the Environment Agency.

A full report detailing, but not limited to, test methodology; equipment used; photographs of surfaces tested and results must be issued to the contract manager and approved by them.

**Phase 1 – Temporary Defence Barriers**

Testing is to take place on two types of barrier (Geodesign EUR 101 [fig 1] and Inero H100 [fig 2]) using one support leg in addition to a benchmark test using uncorroded steel plate.



Fig 1 – Geodesign EUR101 Fig 2 – Inero H100

Testing is to take place under a variety of loads between 40 and 500 kg, exact loads are to be defined by the supplier.

The suite of tests required for barrier legs is defined in table 1:

**Table 1 – Summary of barrier leg testing to be completed (numbers in brackets previously completed.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Barrier Type / Surface | Vertical Load Applied (Exact Range to be agreed) (kg) | | | | |  | | | | |
| Under 50kg | 50 | 100 | 150 | 200 | | 300 | 400 | 500 | Total No |
| Bench marking Unrusted Steel on concrete |  | 3 |  | 3 |  | | 3 | 2 | 3 | 15 |
| Geodesign (EUR 101/125) on concrete slab | (9) | (6) | (6)  2 | 2 | 2 | | 2 | 3 | 2 | 13  (23 Total) |
| Inero on Concrete Slab | (6) | (3)  2 | (3) | 2 | 3 | | 3 | 3 | 2 | 15  (21 Total) |
| Geodesign on asphalt | (2) | (2)  1 | (2)  1 | 3 | 2 | | 2 | 3 | 3 | 15  (20 Total) |
| Geodesign on surface dressing | (2) | (2)  1 | (2)  1 | 3 | 2 | | 3 | 3 | 2 | 15  (20 Total) |
| Geodesign on surface dressing (contaminated) |  |  | 2 | 2 | 2 | | 2 | 2 |  | (10 Total) |
| Inero on asphalt | (1) | (2)  1 | (1)  2 | 3 | 3 | | 3 | 3 | 2 | 17  (20 Total) |
| Inero on Surface Dressing | (1) | (2)  1 | (1)  2 | 3 | 3 | | 3 | 3 | 2 | 17  (20 Total) |
| Geodesign on Grass | (2) | (3)  1 | (3)  1 | 2 | 2 | | 2 | 3 | 3 | 14  (22 Total) |
| Inero on Grass | (2) | (2)  1 | (2)  1 | 3 | 2 | | 3 | 3 | 2 | 15  (20 Total) |
| Geodesign on Natural Ground / gravel | (2) | (3)  1 | (3)  1 | 2 | 2 | | 2 | 3 | 3 | 14  (22 Total) |
| Inero on Natural Ground / gravel | (2) | (2)  1 | (2)  1 | 3 | 2 | | 3 | 3 | 2 | 15  (20 Total) |
| **Total No of Tests** |  |  |  |  |  | |  |  |  | **175** |

**Phase 2 – Concrete Kentledge Blocks**

In addition to the testing of barrier legs the Environment Agency requires testing to take place on concrete kentledge blocks [fig 3].



Fig 3 – 2 x 250kg and 1 x 500kg kentledge blocks

The suite of tests required for kentledge blocks is defined in table 2:

**Table 2 – Summary of kentledge block testing to be completed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test / Surface | Mass of kentledge block (kg) | | |  | |
| 250 | 500 | Total No | |
| Kentledge block on asphalt | 10 | 10 | 20 | |
| Kentledge block surface dressing | 10 | 10 | 20 | |
| Kentledge block on surface dressing (contaminated) | 10 | 10 | 20 | |
| Kentledge block on Grass | 10 | 10 | 20 | |
| Kentledge block on Natural Ground / gravel | 10 | 10 | 20 | |
| **Total No of Tests** |  |  | **100** | |

Further details of the requirements are detailed in Specification Appendix 1 below.

**Proposal**

In order to be considered for carrying out this series of tests potential suppliers are asked to provide a proposal detailing as a minimum:

* Test methodology
* Details of the rig to be used
* Details of the proposed vertical loads to be tested
* Photographs of the proposed surfaces
* Details of the method of adding the required mass to the barriers
* Cost
* Proposed timeline detailing key milestones
* Consideration of the contribution of wear to the test results

In accordance with the Environment Agency’s standard terms and conditions and intellectual property policy, any asset designed and / or constructed for the purpose of this testing and wholly funded by the Environment Agency will become the property of the Environment Agency.

**Timescales**

The Environment Agency require that a proposal be submitted on or before 5pm on 16th May 2022.

In order to meet interdependent programme deadlines, the Environment Agency would prefer that the testing be complete within 8 weeks of the date of placing of an order. If this is unachievable, we require that an achievable timescale be outlined.

**Queries and feedback**

Please direct any queries or feedback to David Collins:

[David.collins@environment-agency.gov.uk](mailto:David.collins@environment-agency.gov.uk) 07770846269.

**Specification Appendix 1 (Extract from JBA Report)**

1. **Further Tribology Testing**

Given the relatively large scatter for some of results, the loading applied being smaller than those the barriers maybe subjected at maximum water levels and the relatively small sample size with 6 tests being carried out on each surface for each barrier type, it is recommended that further tribology testing is carried out. The following section outlines future testing to be carried out.

* 1. **Additional Vertical Load**

In the next round of testing, the vertical load applied to the barriers should be increased. In order to provide sufficient resistance, so that the horizontal force applied when sliding occurs is similar to that imposed on the barriers by 1m of water.

It is recommended that the additional vertical load applied to the barrier be in the region of 400-500kg, which is significantly higher than the 100kg applied in the 2021 tribology testing.

The tribology testing should be carried out for barriers with no additional load applied and the minimum additional vertical load applied should be approximately 45kg which is roughly equivalent to 3 sandbags. Further testing at lower vertical loads is not required, given testing already carried out and the higher variability at lower loads.

The method of applying this additional vertical loading to the barriers is to be determined in by the testing contractor in the testing methodology. The increments of additional loading applied to should be determined by the contractor, however it must be ensured that the number of tests carried out ensure sufficiently large sample size, as discussed in Section 3.3 The vertical weights to be used will need to be agreed with JBA.

* 1. **Combining surfaces for values of the Coefficient of Friction**

The tribology testing carried out by HR Wallingford tested the barrier and the membrane on 9 no. surfaces, the surfaces tested are listed in Table 2. The JBA stability calculations used coefficient of friction for 3 no. main surface types (Asphalt, Concrete and Natural Ground). The additional tribology testing should test be carried out in the 4 no. surfaces previously used, these should comprise, tests on the following surfaces:

1. Concrete paved surfaces, the results for the coefficient of friction on concrete surfaces (Ref A, E and G) should be combined.
2. Testing should be completed on hot rolled asphalt surfaces (Ref C) and surface dressed asphalt (ref B).
3. Testing should be undertaken on poor quality grass surface (Grass) (Ref D and I)
4. Testing should be undertaken on natural ground and loose gravel (Ref F and H).

Combining the results for the coefficient of friction for similar surfaces in this way will give a larger sample size, with the aim of reducing variability and scatter within the data, as well as simplifying the results for application in stability calculations.

* 1. **Number of Tests**

In order reduce the coefficient of variation and provide an accurate value for the coefficients of friction for the 5 surface types (Concrete, Hot Rolled Asphalt, Surface Dressed Asphalt, Natural Ground (Grass), Natural Ground (Gravel)) an increased number of tests is required. As part of previous tribology testing carried out in December 2021, 6 no. tests were carried out per barrier type for each surface. For some surfaces and barrier types (Surface A,E and G for EUR 101 and EUR125 barriers) up to 2 of the 6 test results were excluded from the average values coefficient of friction due to high variability.

It is recommended that the minimum number of tests carried out per surface (Surfaces A-I) per barrier type (EUR101, and H100) is 15. Assuming 5 surfaces, 2 barrier types and 15 tests per surface per barrier type, a total of 150 tests to be carried out.

With tests being carried out for barriers with no additional weight, barriers with a minimum of 45kg of additional weight and with a maximum additional weight of up to 400-500kg. Method for loading the barriers and the increments at which the additional loads are applied are to be determined in the testing methodology.

The agreement of the condition / quality of the grass surfaces shall be agreed with the Environment Agency, typical photos are provided in Appendix A.

The supporting legs of the barriers can be removed to undertake testing, but modifications to the contact face with the ground are not permitted, all surfaces should be wet during the testing.

* 1. **Bench Marking**

In the next round of testing, benchmark testing should be carried out to on surfaces with a *“known”* coefficient of friction. Tribology testing between, plain steel and concrete should be carried out to determine how to results from tribology testing at compares to *“known”* coefficient of friction. The loading applied and number of tests carried out should be similar to tests conducted on the barriers.

Benchmarking should be completed using the same methodology / process for the tests above.

* 1. **Sensitivity Testing**

In the next round of testing, sensitivity testing should be carried out to on surfaces which have been contaminated to assess the impact of the this on the coefficient of friction. Tribology testing between, the Geodesign and surface dressed asphalt with a nominal 5mm thick dressing of sand be carried out to determine how to results from tribology testing could vary depending on the contamination to the surface.

This is testing and the benchmark testing on surface dressed asphalt shall be completed in the first part of the testing programme to allow the impacts to be assessed.

1. **Conclusions and Recommendations**

Following the tribology testing carried out by HR Wallingford it is recommended that further testing is carried out in order to provide further confidence in the values for the coefficients of friction.

It is recommended that the vertical loading applied to the barriers is increased to resist horizontal loading similar to that applied with 1m of water against the barrier. The additional loading applied should be approximately 400-500kg, the minimum additional load applied should be ~45kg and tests also being carried out for barriers with no additional load. The method for applying additional loading and the increments of additional loading to be determined by the Contractor as part of the testing methodology.

The results for similar surface types should be combined, to give a larger sample size and to simplify the results for application in stability calculations. Surface Ref A, E and G should be combined to give values of the coefficient of friction for Concrete. Surface Ref B and C should be retested to give values of the coefficient of friction for Hot Rolled Asphalt and Surface Dressed Asphalt. Surface Ref D and I should be combined to give values of the coefficient of friction for Natural Ground (Grass). Surface Ref F and H should be combined to give values of the coefficient of friction for Natural Ground (Gravel).

In order reduce the coefficient of variation and provide an accurate value for the coefficients of friction an increased number of tests is required to match that shown in Table 3. Benchmark testing to compare to published values and sensitivity testing to assess the impacts of contamination should be completed.

Once the tribology testing has been carried and the coefficient of friction for each individual test calculated, a design value for the coefficient of friction must be calculated. Rather than using an average for the coefficient of friction a design value for the coefficient of friction should be calculated based on the methods outlined in Eurocode 1990 Annex D, specifically equation D.1. See Equation 2 and values outlined in Section 4 of this report.

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by **….**

xxxxxxxxxxxxxxxDavid Collins

Title: xxxxxxxxxSenior Advisor – Temporary Barrier Review

E-mail: david.collins@environment-agency.gov.uk xxxxxxx.xxxxxxx@environment-agency.gov.uk

Telephone: xxxxxxxxxx07770 846269

The contract will be managed vis a series of meetings including start up and progress meetings. These will either be virtual of face to face at the suppliers premises.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The successful supplier must invoice once after completion of the contract.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
    - Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
    - Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
    - Efficient Energy and Water Use.
    - Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
    - Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Please remove the pricing schedules you do not require.**







**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Completion of tribology testing of temporary defence barriers and completion of report** |  |
| **2. Completion of tribology testing of kentledge blocks and completion of report** |  |
| **TOTAL** |  |







**APPENDIX B - PRIOR RIGHTS SCHEDULE**

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project** | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

Held by the Contractor

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project** | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

**Explanation of Contractor's Prior Rights**  
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

**APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

**Please ensure you attach the terms and conditions before issuing to suppliers.**

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_