

Mr David Lundy
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Jo Pavely
Procurement Delivery Partner
Highways England
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9th March 2020

OFFICIAL – SENSITIVE

**Provision of Equipment & Consumables for
Traffic Officer and Asset Delivery Vehicles**

Dear David,

I refer to the above contract as originally awarded to you on 27 July 2015 which is due to expire on 31st March 2020.

I am writing to inform you that Highways England wishes to extend the contract period under the existing terms and conditions by utilisation of Single Tender Action (STA). This extension period will commence on 1st April 2020 for 52 weeks and will expire on 31 March 2021.

When the contract is scheduled to expire, there is a requirement for the *Supplier* to hand over to the *Purchaser* the following no later than 31 March 2021;

- Details and quantities of Consumable items ordered and paid for by the *Purchaser* (but held) by the *Supplier*.
- Delivery of Consumables items held by the *Supplier* to a designated location as instructed by the Contract Manager.
- A complete history of purchases made by the *Purchaser* during the lifetime of contract (this shall include for each item, the numbers ordered & despatched, with the cost of the item); this data should be aggregated to each financial year of operation.
- A specification for each individual item on the *Purchasers* product list.

In addition to the above requirement, the following actions need to be completed no later than 3 August 2020 in a format to be agreed with the Contract Manager

- For each individual product on the *Purchasers* product list, a full account of where the item is currently obtained/sourced from (including key contacts where applicable).
- For each individual item, details relating to any calibration/safety checking regime (including cycle-times, brief detail of what the safety checks involve and roles of responsibility).

Final Order

To finalise accounts, it is expected that the last order placed by the *Purchaser* with the *Supplier* will be no later than 20th March 2021 (with the exception of any urgent orders placed by the *Purchaser* at the discretion of the Contract Manager). This end date will enable orders placed by the *Purchaser* to be fulfilled and delivered in full by the *Supplier* and for subsequent invoices submitted by the *Supplier* to be paid in full.

Can you please confirm your agreement to continue providing your services up to the revised contract end date, under the existing terms and conditions, by signing (and returning) the enclosed Contract Data.

Yours sincerely



Jo Pavely
Procurement Delivery Partner (National Operations)

Annex A – Contract Data NEC3 Short Supply Contract (Pro-Tect Safety Signs) March 2020