**DPS Schedule 6 (Order Form Template and Order Schedules)**

**Order Form**

ORDER REFERENCE: **PS/23/26 Provision of Landscaping and Grounds Maintenance Services**

THE BUYER: Driver Vehicle and Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Morriston, Swansea, SA6 7JL

THE SUPPLIER: Countrywide Grounds Maintenance Limited

SUPPLIER ADDRESS:Neighbourly Training Centre, Building 4, Brackley Campus, Buckingham Road, Brackley, NorthamptonshireNN13 7EL

REGISTRATION NUMBER:611731279

DUNS NUMBER: 34-821-0923

DPS SUPPLIER REGISTRATION SERVICE ID: **[Unknown**]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 13th March 2024.

It’s issued under the DPS Contract with the reference number **RM6264** for the provision of Provision of Grounds Maintenance Services.

DPS FILTER CATEGORY(IES):

Planned snow and ice clearance,

Reactive snow and ice clearance,

Soft Landscaping Services,

Tree Surgery (Arboriculture),

South West Wales, Swansea,

£100,001 - £250,000

**ORDER INCORPORATED TERMS**

The following documents are incorporated into this Order Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form, including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6264**
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6264
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)]
  + Joint Schedule 7 (Financial Difficulties)
  + Including Annex 5
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)

* Order Schedules for RM6264

* + Order Schedule 1 (Transparency Reports)
  + Order Schedule 3 (Continuous Improvement)
  + Order Schedule 5 (Pricing Details)
  + Order Schedule 6 (ICT Services)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 8 (Business Continuity and Disaster Recovery)
  + Order Schedule 9 (Security)
  + Order Schedule 10 (Exit Management)
  + Order Schedule 11 (Installation Works)
  + Order Schedule 13 (Implementation Plan and Testing)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 15 (Order Contract Management)
  + Order Schedule 16 (Benchmarking)
  + Order Schedule 18 (Background Checks)
  + Order Schedule 20 (Order Specification)
  + Order Schedule 25 (Billable Works and Projects)
  + Order Schedule 26 (Buyer Remedies for Default and Step in Rights)

1. CCS Core Terms (DPS version) v1.0.03
2. Joint Schedule 5 (Corporate Social Responsibility) RM6264

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

**ORDER SPECIAL TERMS**

None

EFFECTIVE DATE: 26/11/2024

DATE THE CONTRACT PERIOD COMMENCES: 1/04/2025.

MOBILISATION PERIOD: 6 Weeks prior to contract commencement.

START DATE / DATE THE ORDER CONTRACT INITIAL PERIOD COMMENCES / DATE CONTRACT YEAR 1 COMMENCES: 1st April 2025

DATE ORDER CONTRACT INITIAL PERIOD ENDS: 31st March 2028

Fixed Price & Contract Award Value - £403,835.86

Total Contract Value including DVLA Discretionary sum - £688,794.98

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 1 (start and end dates):

1st April 2028 to 31st March 2029

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 2 (start and end dates): 1st April 2029 to 31st March 2030

TOTAL MAXIMUM CONTRACT PERIOD 1st April 2025 to 31st March 2030

**ORDER CONTRACT DELIVERABLES**

See details in Order Schedule 20 (Order Specification)]

**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£150,000.**

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**TARGET COST**

Not Applicable

**PAYMENT METHOD**

1. Please refer to Annex A - DVLA invoicing procedures
2. Purchase order numbers will need to be communicated from DVLA to the supplier on each work order. The purchase order number will need to be quoted on each invoice from the supplier.

**BUYER’S INVOICE ADDRESS:**

Shared Services Arvato

Email: ssa.invoice@sharedservicesarvato.co.uk

Postal Address: Shared Services Arvato 5 Sandringham Park Swansea Vale

SA7 0EA

**INDEXATION**

**Pricing Schedule Completion – Application of CPI**

The costs for Year 1 in the pricing schedule should be fixed and not subject to change.  Future years (Year 2 – Year 3, including Extension period) should be costed using a **CPI rate of 2%**.

**Note:** This is for evaluation purposes only. The actual rate of CPI applied (when the contract is live) will be adjusted in accordance with and up to but not to exceed the actual CPI rate from the November prior to the contractual anniversary date.

**PASS THROUGH COSTS**

Not Applicable

**MORE FAVOURABLE COMMERCIAL TERMS**

For this DPS these will only apply to Pass Through Costs

**BILLABLE WORKS**

The estimated total value range for Billable Works shall be as set out below:

|  |  |
| --- | --- |
| **Tier** | **Estimated total value range** |
| Tier One Billable Works | >£5,000 |
| Tier Two Billable Works | £5,001>£15,000 |
| Tier Three Billable Works | £15,001>£100,000 |
| Tier Four Billable Works | >£100,001 |

**BILLABLE WORKS NOT REQUIRING APPROVAL**

Not applicable, all billables work requires approval by the Agency

**BUSINESS CRITICAL EVENTS**

Business critical events would include but not be limited to; Substantial Power Failure, Flood, Fire, Explosion, Collapse, Storm damage and any event that would severely impede the normal operations of the Buyer’s business.

**Value of unauthorised spend in such circumstances would be up to £10,000 per event**

**WARRANTY**

As per 3.1.2 of the Core Terms (90 Days)

**CYBER ESSENTIALS**

Basic

**BUYER’S AUTHORISED REPRESENTATIVE**

XXXX redacted under FOIA section 40

Head of Hard Services and Projects

XXXX redacted under FOIA section 40

**BUYER’S ENVIRONMENTAL POLICY**

Appended at Annex D Corporate Environmental Policy

**BUYER’S SECURITY POLICY**

Appended at Annex J DVLA Physical Security Policy

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

XXXX redacted under FOIA section 40

**[Regional Manager**]

XXXX redacted under FOIA section 40

**[Principality House,Unit 9, Baglan Energy Park, Neath, Port Talbot, SA11 2GA**]

**SUPPLIER’S CONTRACT MANAGER**

XXXX redacted under FOIA section 40

**[Contracts Manager**]

XXXX redacted under FOIA section 40

**[Principality House,Unit 9, Baglan Energy Park, Neath, Port Talbot, SA11 2GA**]

**PROGRESS REPORT FREQUENCY**

To be discussed at point of transition

**PROGRESS MEETING FREQUENCY**

To be discussed at point of transition

**KEY STAFF**

XXXX redacted under FOIA section 40

**[Operations Manager**]

XXXX redacted under FOIA section 40

**[Principality House,Unit 9, Baglan Energy Park, Neath, Port Talbot, SA11 2GA**]

**KEY SUBCONTRACTOR(S)**

**[N/A]**

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Appended at Joint Schedule 4 Commercially Sensitive Information.

**SERVICE CREDITS**

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender).

1. Attachment 3 Specification – Section 10 Social Value.
2. Alignment to Evaluation Questions – Q7 & Q8

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXX redacted under FOIA section 40 | Signature: | XXXX redacted under FOIA section 40 |
| Name: | XXXX redacted under FOIA section 40 | Name: | XXXX redacted under FOIA section 40 |
| Role: | Managing Director | Role: | Head of FM Commercial |
| Date: | 21/11/24 | Date: | 26/11/24 |