



Department
for Environment
Food & Rural Affairs

Manley House
Kestrel Way, Exeter
EX2 7LQ

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

Your ref: UK.3894014

Our ref: 30085

Date: 18/08/2020

██████████
Bureau Veritas UK Limited

Suite 206 Fort Dunlop

Fort Parkway

Birmingham

West Midlands

B24 9FD

Dear ██████████

Award of contract for the supply of Public Safety Risk Assessments – Air Quality Equipment

Following your proposal for the supply of Public Safety Risk Assessments – Air Quality Equipment to Environment Agency, we are pleased to award this contract to you.

This Award Letter and its Annexes set out the terms of the contract between Environment Agency as the Authority and Bureau Veritas UK Ltd as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the “**Conditions**”). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by the Authority and may delay the conclusion of the Agreement.

For the purposes of the Agreement, the Authority and the Supplier agree as follows:

1. The Services shall be performed at various locations as described in the tender (Appendix B – EA sites requiring PSRA).
2. The charges for the Services shall be as set out in the Supplier’s tender dated 04 August 2020.

3. The specification of the Services to be supplied is as set out in the tender dated 21 July 2020.
4. The Term shall commence on 1 September 2020 and the Expiry Date shall be 31 March 2021.
5. The address for notices of the Parties are:

| Authority | Supplier |
|--|---|
| Environment Agency Attention: [REDACTED] [REDACTED] [REDACTED] | Bureau Veritas UK Limited Attention: [REDACTED] [REDACTED] [REDACTED] |

6. The Authority may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a “**Relevant Conviction**”), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

Payment

Our preference is for all invoices to be sent electronically, quoting a valid purchase order number (PO Number), to Accounts-Payable_ea_procure_to_pay@gov.sscl.com
 Alternatively you may post to:

Shared Services Connected Limited
 EA Procure to Pay
 PO Box 797
 Newport
 NP10 8FZ

Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and

telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to ea_procure_to_pay@gov.sscl.com or by telephone 0345 300 1861 between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be Jon Silcock (jon.silcock@environment-agency.gov.uk) 020 847 48707 in their absence, Jon Brookes (jon.brookes@environment-agency.gov.uk) 020 771 42256.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. The Authority would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Bureau Veritas UK Limited and within 7 days by 25 August 2020.

Yours faithfully,

[Redacted signature block]

Execution of this award notification letter is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract will be formed on the date on which both Parties communicate acceptance of its terms on the Authority's eSourcing System.

| |
|--|
| Name: [Redacted] [Redacted] [Redacted] |
| Signature [Redacted] |
| Date: [Redacted] |

We accept the terms set out in this Award letter and the annexed Conditions.

Signed for and on behalf of Bureau Veritas UK Limited

| |
|--|
| Name: [REDACTED] [REDACTED] [REDACTED] |
| Signature: [REDACTED] |
| [REDACTED] [REDACTED] |