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Food & Rural Affairs

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Wilson Sherriff  
2 Clarence Terrace  
Matlock Bath  
Derbyshire  
DE4 3NY

**Your ref:** ecm\_65138  
**Our ref:** 36030  
**Date:** 30/06/2022

Dear [REDACTED],

## **Award of contract for the supply of SMP-R & NCERM2 on behalf of The Environment Agency**

Following your tender/ proposal for the supply of SMP-R & NCERM2 to The Environment Agency (EA), we are pleased to award this contract to you.

This letter Award Letter and its Annexes set out the terms of the contract between The Environment Agency (EA) as the Authority and Wilson Sherriff 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 a location as agreed between the Authority and the Supplier.
2. The charges for the Services shall be as set out in the Task Quotation Form dated 31<sup>st</sup> May 2022.
3. The specification of the Services to be supplied is as set out in the Task Quotation Form dated 31<sup>st</sup> May 2022.

4. The Term shall commence on Monday 11<sup>th</sup> July 2022 and the Expiry Date shall be Monday 10<sup>th</sup> July 2023.

5. The address for notices of the Parties are:

Authority	Supplier
<p>[REDACTED]</p> <p>Red Kite House, Howbery Park, Benson Lane, Wallingford, Oxfordshire, OX10 8BD</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED] [REDACTED]</p>	<p>Wilson Sherriff 2 Clarence Terrace Matlock Bath Derbyshire DE4 3NY</p> <p>Attention: [REDACTED]</p> <p>Email: [REDACTED]</p>

6. The following persons are Key Personnel for the purposes of the Agreement:

Name	Title
[REDACTED]	SRO (Senior Responsible Officer)
	Project Lead
	Commercial Lead
	Category Manager

7. 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 [REDACTED]. Alternatively you may post to Shared Services Connected Ltd, PO Box 769, Newport, Gwent, NP20 9BB. 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 [REDACTED]

## Liaison

For general liaison your contact will continue to be [REDACTED] [REDACTED]  
[REDACTED] or, in their absence, [REDACTED] [REDACTED]  
[REDACTED]

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 Environment Agency would be grateful if you could arrange the contract to be executed, by way of electronic signature, on behalf of Wilson Sherriff and within 7 days by 7<sup>th</sup> July 2022.

Yours faithfully,

***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.***

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

Signed for and on behalf of Wilson Sherriff

Date:	4.7.22

Signed for and on behalf of Defra Group Commercial

Date:	06/07/2022

### **Annex 1 – Conditions of Contract**



Conditions of  
Contract\_WS.docx

### **Annex 2 – Suppliers Task Quotation Form (tender)**



SEAFS Coastal  
erosion proposal fina

### **Annex 3 – Feedback**

