

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

### Order Form

ORDER REFERENCE: Contract Ref: ECM-60600

THE BUYER: Elizabeth Davies

BUYER ADDRESS Defra group Commercial,  
Area 1A, Nobel House, 17 Smith Square, London  
SW1P 3JR

Acting on behalf of The Environment Agency

THE SUPPLIER: Atlas Facilities Management Ltd.

SUPPLIER ADDRESS: 82, Hampton Road West, Hanworth,  
Middlesex TW13 6DZ

REGISTRATION NUMBER: 05572730

DUNS NUMBER: 347718533

DPS SUPPLIER REGISTRATION SERVICE ID: 7772

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 11<sup>th</sup> February 2021. It's issued under the DPS Contract with the reference number RM6130/60600 for the provision of Office and Window Cleaning at the Environment Agency Thames Barrier.

#### DPS FILTER CATEGORIES:

General office - Non Customer Facing, Secure Facilities, Outer London - South, External - Window Cleaning, 3 - 6 storeys, Internal - (Routine Cleaning) Including Cleaning Consumables, Internal - Deep (Periodic) Cleaning C, Internal - Routine and Reactive Cleaning A,B &C, Internal – Wet and Dry changing room cleaning, Provide cleaning equipment for example vacuum cleaners, Security Clearance required, Outer London South.

## 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) for RM6130 Building Cleaning Services
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6130 Building Cleaning Services
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for RM6130 Building Cleaning Services
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - 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 13 (Implementation Plan)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
4. Order Schedule 20 (Order Specification) and CCS Core Terms (DPS version) v1.0.1
5. Joint Schedule 5 (Corporate Social Responsibility) for RM6130 Building Cleaning Services

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.

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ORDER START DATE:	<b>15/2/2021 (including two week mobilisation period – service delivery to commence 1/3/2021)</b>
ORDER EXPIRY DATE:	<b>28/3/2023</b>
ORDER INITIAL PERIOD:	<b>2 years + 1 year extension + 1 year extension + 1 year extension (total 5 years)</b>

### DELIVERABLES

This order is for the cleaning of the Thames Barrier offices which are distributed across five buildings in the Charlton (SE7) area of London (Thames Barrier Control Tower and Workshop, Thames Barrier Duty Quarters, and the Information & Learning Centre). 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 **£81,060.32** excluding VAT.

### ORDER CHARGES

Option A: **Fixed price for initial two year period - £162,120.64**

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 1.3, 1.4, and 1.5 (if used) in DPS Schedule 3 (DPS Pricing)]

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Contract additions or changes agreed in writing.
- Contract extension – CPI linked increases will be considered as each extension year is exercised.
- Specific Change in Law

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

All Environment Agency invoices submitted by suppliers must quote a valid SOP purchase order number and must be submitted to the correct PO Box number or email address:

Non-compliant invoices with no Purchase Order number will be rejected and returned to the supplier.

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The Purchase Order will be supplied to the supplier at the start of the contract and must be quoted on all invoices.

Invoices must be sent to;

Postal address:

Shared Services Connected Limited

EA Procure to Pay

PO Box 797

Newport

NP10 8FZ

Email address:

[APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com)

Non-compliant invoices with no Purchase Order number will be rejected and returned to the supplier.

### CONTRACT MANAGER

*REDACTED*

Environment Agency

Thames Barrier, Eastmoor Street, Charlton, London SE7 8LX

External: *REDACTED* | Mobile: *REDACTED*

### BUYER'S ENVIRONMENTAL POLICY

Available online at <https://www.gov.uk/government/organisations/environment-agency>

### BUYER'S SECURITY POLICY

*As stated in specification*

### SUPPLIER'S AUTHORISED REPRESENTATIVE

*To be confirmed during mobilisation*

### SUPPLIER'S CONTRACT MANAGER

*To be confirmed during mobilisation*

### PROGRESS REPORT FREQUENCY

*To be defined during mobilisation*

### PROGRESS MEETING FREQUENCY

*To be defined during mobilisation*

### KEY STAFF

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*To be defined during mobilisation*

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

**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)]