



Department
for Environment
Food & Rural Affairs

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

Algeco UK Ltd
Manor Drive
Peterborough
PE4 7AP

Your ref: 0030241131
Our ref: P-31276
Date: 19/05/23

Dear

Ref:- Award of Contract for the Rental of Temporary building offices at Warmley Depot, Bristol for 2023/24

Following your proposal for the Rental of Portacabins at Warmley Depot to the Environment Agency, we are pleased to award this contract to you.

This letter (Award Letter) set out the terms of the contract between The Environment Agency as the Authority and Algeco 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 the Clients site:- Warmley Depot, Caxton Works, Caxton Business Park, Tower Road North, Warmley BS30 8XJ.
2. The charges for the Services shall be as set out in below:-

Product code	Product description	Qty		

JP12				
				£16,891.68

3. The specification of the Services to be supplied are the rental of Temporary buildings at Warmley site as listed below :-

Product code	Product description

4. The Term shall commence on 1st April 2023 and the Expiry Date shall be 31st March 2024

5. The address for notices of the Parties are:

Authority	Supplier
Environment Agency, Warmley Depot, Caxton Works Caxton Business Park, Tower Road North, Warmley, Bristol, BS30 8XJ Attention: 	Algeco UK Ltd, Manor Drive, Peterborough, PE4 7AP Attention: Email:

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

Name	Title
	manager Algeco

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 APinvoices-DEF-U@gov.sscl.com. Alternatively you may post to Shared Services Connected Ltd, Sortation Ref 601, Phoenix House, Newport, NP10 8FZ. 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 by email to APinvoices-DEF-U@gov.sscl.com.

Liaison

For general liaison your contact will be [REDACTED]

Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] at the above address within 7 days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

[REDACTED]
Senior Category Officer: Office Buildings Team

Signed for and on behalf of Environment Agency

Name: [REDACTED] [Facilities Operations Officer]	Name: (Procurement) [REDACTED]
Signature:	Signature: [REDACTED] [REDACTED]
[REDACTED]	Date: 15/05/23

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

Signed for and on behalf of Algeco

Name: [REDACTED] [REDACTED]	
Signature:	Date: