



**AUTHORITY: The Secretary of State for the Home  
Department (acting through the Home Office)**

**SCHEDULE 38  
(ASSETS)**

**Campsfield House Immigration Removal Centre  
Contract**

# 1. ASSET OWNERSHIP

1.1. All assets used in connection with the provision of the Services shall remain the property of the Authority, regardless of whether such assets are:

- purchased by and/or transferred to the Authority during the Previous Contract;
- purchased by the Authority during the Term of this Contract;
- purchased by the Authority (in full), but which are operated offsite through the Term of this Contract;
- recorded by the Supplier in input sheet 1.06, 1.07 and 1.07 c of the Financial Pricing Model, where the Authority has paid the entire purchase price of the asset;

are part of a building and/or are classified or operate for the benefit of the **Campsfield**

- IRC;

purchased by the Authority (in part) but are exclusively used for the provision of Services at the Campsfield IRC; and/or

- that are brought on site by the Supplier for the provision of the Services and which are replaced by the Authority during the Term of this Contract.

1.2. All assets purchased and owned by the Supplier, that are used by the Supplier, under the terms and conditions of this Contract and recovered through the Overhead mark-up, but which the Supplier has not recorded the cost of in either input 1.06, 1.07 and 1.07 c of the Financial Pricing Model, shall remain the Supplier's Asset.

# 2. ASSET REGISTER

2.1. The Supplier shall ensure that the Asset Register is in place 60 days from the Operational Service Commencement, which shall include all plant, equipment, systems and building fabric items incorporated in the IRC and that the Asset Register is maintained and is available for inspection at the IRC at all times.

2.2. The Asset Register shall be completed using a template to be agreed with the Authority which shall include the information listed in Annex A to this Schedule 38.

2.3. The Supplier must identify within the Asset Register both Maintained and non-Maintained Assets to facilitate robust maintenance management of Maintained Assets.

2.4. The Supplier shall allocate a unique asset number to each Asset.

2.5. The Supplier is responsible for recording on the Asset Register both Supplier and Authority's assets.

2.6. The Supplier is to seek agreement from the Authority prior to its disposal of any asset.

2.7. The Supplier will ensure that an up to date and accurate Asset Register is updated in accordance with this Schedule and held in the Virtual Library in accordance with Annex 4 of Schedule 24 (*Reports and Records Provisions*) and will refer to assets owned by the Authority as 'Authority Assets'.

- 2.8. The Asset Register shall be updated every time that there is a change in the Assets under any Notice of Change or otherwise. The updated Asset Register shall be provided in the Virtual Library in accordance with Schedule 24 (*Reports and Records Provisions*) and submitted to the Authority electronically at least annually commencing 12 months after the Operational Service Commencement Date and additionally every time that there is a change in the Assets under any Notice of Change or otherwise. The Authority will review on submission and provide comment within seven working days.

### **3. INVENTORY OF ASSETS**

- 3.1. The Supplier shall ensure that an inventory of the Assets is maintained and is available for inspection by the Authority at the IRC at all times.

### **4. LEASED ASSETS**

- 4.1. The Supplier may lease the following equipment (the list below, which is not exhaustive), wholly or substantially for the purpose of performing or contributing to the performance of the whole or any part of the Contract, subject to prior written approval of any Named Representatives of the Authority, other than those agreed during Implementation, which shall not be unreasonably withheld:

- 4.1.1. Motor vehicles – Numbers and types of vehicles to be agreed with the Authority prior to signing the lease;
- 4.1.2. Photocopying machines – Number of machines to be agreed with the Authority prior to signing the lease;
- 4.1.3. Shredding machines – Number of machines to be agreed with the Authority prior to signing the lease;
- 4.1.4. Fax Machine machines – Number of machines to be agreed with the Authority prior to signing the lease;
- 4.1.5. Franking machines – Number of machines to be agreed with the Authority prior to signing the lease;
- 4.1.6. Computers – Number of machines to be agreed with the Authority prior to signing the lease;
- 4.1.7. Projection/Conference equipment – Number of machines to be agreed with the Authority prior to signing the lease and
- 4.1.8. Vending equipment – Number of machines to be agreed with the Authority prior to signing the lease.

- 4.2. The Supplier shall ensure:

- 4.2.1. the Authority will have no liabilities or obligations in relation to all lease agreements: and
- 4.2.2. the provisions of all lease agreements shall comply with Clause 15.14, 15.15 and 15.16 of the Services Contract (Supply Chain Rights and Protections).

## **Annex A**

### **CAMPSFIELD IRC ASSET REGISTER**

The Supplier's Asset Register shall contain all Assets used in the performance of the contract and as a minimum the following information is to be provided to the Authority in an agreed format:

- System generated Unique Asset ID reference
- Building
- Floor / Area
- Room Text
- Description of Item
- Model Type
- Asset Serial Number
- System Type
- Quantity
- Purchase Cost
- Manufacturer
- Date of Installation
- Manufacturer Recommended Lifespan
- Remaining Life (incl <or > years)
- Condition of the Asset
- Whether owned by the Authority or Supplier, and referenced as either 'Authority Asset' or 'Supplier Asset'
- Whether the Asset is owned or leased
- If leased the lease termination date
- Whether the Asset is classified as a "Maintained Assets"
- Whether the Asset is part of the 'Major Facilities Asset Works' repair or replacement
- Status as either Exclusive Assets or Non-Exclusive Assets.
- Net Book Value