



# London Procurement Partnership

**Dynamic Purchasing System for Minor Works & Maintenance**

**Reference No: LPP/2020/011**

**OJEU: 2020/S 085-203399**

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**Order Form Template**

### **Annex A to Schedule 7 – Order Form**

<b>Date of Order</b>	20/05/2025	<b>Order Reference Number</b>	<b>Purchase order number will be confirmed after contract signature. Contract reference:</b>
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#### **FROM:**

Participating Authority	Environment Agency
Address of Participating Authority	Horizon House Deanery Road Bristol BS1 5AH
Invoice Address	Environment Agency SSCL PO Box 797 Newport Gwent NP10 8FZ
Contract Manager	Name: Janet Almeida Address: The Thames Barrier Eastmoor St, London SE7 8LX Phone: <b>07827 902 168</b> e-mail: <a href="mailto:Janet.Almeida@environment-agency.gov.uk">Janet.Almeida@environment-agency.gov.uk</a>
For and on behalf of the Participating Authority	Authority_signature

#### **TO:**

Supplier	Oakleigh Manor Limited
Supplier's Address	Landscape Design Centre Plum pudding Lane Dargate Kent ME13 9HB
Contract Manager	Name: Louise Stewart

	Address: as above Phone: 01227 750 016 e-mail: Horticulture@oakleighmanor.co.uk
For and on behalf of the Supplier	Supplier_signature

<b>1. TERM</b>
<p><b>1.1 Services Commencement Date</b>          This Call-Off Contract commences on: 01/06/2025</p> <p><b>1.2 Expiry Date</b>          This Call-Off Contract shall expire on:          1.2.1 31/05/2028; the contract can be extended for a further 2x12 month periods. With the final expiry date of 31/05/2030;</p> <p><b>1.3 Services Requirements</b>          1.3.1 This order is for the Services outlined below. It is mutually recognised that the volume of these services utilised by the Participating Authority may vary from time to time during the course of this Call-Off Contract, subject always to the terms of the Call-Off Contracts.          1.3.2 Category Name and Services          Minor works – Landscaping</p> <p>Thames Barrier &amp; Associated Gates Grounds Maintenance Contract 2025, services to be provided according to:</p> <ul style="list-style-type: none"> <li>• Appendix 3 Specification</li> <li>• Appendix 4 Thames Tidal Defences Safety Rules Rev8</li> <li>• Appendix 5 Government Buying Standards – Horticulture 2015</li> <li>• Appendix 6 Pricing Schedule FINAL V2 – revised pricing 17.04.25</li> <li>• Appendix 7 Work Schedule V3 Oakleigh Completed</li> </ul> <p>1.3.3 Supplementary Details</p> <p>The Authority requires the Contractor to ensure that any person employed in the supply of the Services has undertaken a Counter Terrorism Check (CTC). The Contractor is initially required to obtain Baseline Personnel Security Standard (BPSS) check, which is a pre-requisite for any security clearance application. Once in receipt of the BPSS certificate(s) the Contractor is required to inform the Thames Barrier Contract Manager. The Environment Agency will sponsor the applicants first CTC clearance application attempt. There will be cost to the Contractor only in the event an application has failed due to a lack of response on their end.</p>

<p>Thames Barrier &amp; Associated Gates Security Team recommend using <a href="https://seurescreeningservices.com">seurescreeningservices.com</a> to obtain a BPSS, they are not affiliated with this organisation, but have used them internally and recommended to other suppliers as they have proven to have minimal processing times.</p> <p>If the Contractor has an existing member of staff who is already CTC cleared (or above), then they need to apply for sharing their clearance with Environment Agency. There is a specific form to complete, which Environment Agency will submit on the Contractor's behalf to the Home Office. If you require this form, please request a copy from the Contract Manager.</p> <p>The Contractor shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a <b>"Relevant Conviction"</b>), or is found by the Contractor 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 supply of the Services.</p>
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<b>2. PRINCIPAL LOCATIONS</b>
<p><b>2.1 Principal locations where the services are being performed</b></p> <p>The Thames Barrier Eastmoor ST, London SE7 8LX  Barking Creek Barrier - London E6 7FF.  Dartford Creek Barrier - Maypole Cres, Dartford, Erith DA8 2JZ.  King George V Lock - 71 Felixstowe Ct, London E16 2RS</p>

<b>3. STANDARDS</b>
<p><b>3.1 Quality Standards</b>  As per Appendix 7 Specification</p> <p><b>3.2 Technical Standards</b>  As per Appendix 7 Specification</p>

<b>4. PARTICIPATING AUTHORITY RESPONSIBILITIES</b>
<p><b>4.1 Participating Authority Responsibilities</b></p> <p>The authority shall grant access to the site for services to be performed.</p>

#### **4.2 Participating Authority Equipment**

n/a

### **5. CONTRACT PRICE AND PAYMENT**

#### **5.1 Contract Price**

**The Overall Contract Price for the provision of the services is £...£267,054**

This is based on the initial 3-year period for the monthly charges as per Appendix 6 Pricing Schedule and Appendix 7 Work Schedule and Pricing Breakdown. Additional charges shall be applicable for services beyond the standard monthly specification. All applicable fees detailed with Appendix 6 Pricing Schedule.

#### **5.1 Payment profile and method of payment**

Invoices shall be paid monthly, or quarterly in arrears as agreed between the Authority and Supplier Contract Manager

Once the contract start date has been agreed, 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 by email to [APinvoices-ENV-U@gov.sscl.com](mailto:APinvoices-ENV-U@gov.sscl.com)

#### **5.2 Invoice format**

The Supplier shall issue electronic invoices Monthly/Quarterly as agreed in arrears. The Participating Authority shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with this paragraph 5.2 the payment profile set out in paragraph 5.1 above and the provisions of this Call-Off Contract.

### **6. DISPUTE RESOLUTION**

#### **6.1 Level of Representative to whom disputes should be escalated to in accordance with the provisions of the Framework Agreement:**

Defra Group Commercial

Commercial Lead

Alicia Simms

[alicia.simms@defra.gov.uk](mailto:alicia.simms@defra.gov.uk)

#### **6.2 Mediation Provider**

Centre for Effective Dispute Resolution.

<b>7. LIABILITY</b>
<b>Subject to the provisions of Clause 13 'Limit of Liability' of Schedule 2 of the Framework Agreement:</b>
The annual aggregate liability of either Party for all defaults resulting in direct loss of or damage to the property of the other Party under or in connection with this Call-Off Contract shall in no event exceed £5 million.

<b>8. INSURANCE</b>
<p><b>8.1 Minimum Insurance Period</b> Six (6) Years following the expiration or earlier termination of this Call-Off Contract</p> <p><b>8.2 To comply with its obligations under this Call-Off Contract, the Supplier shall provide the minimum level of Insurance cover as set out in Clause 14 of the Framework Agreement.</b></p>