



UKAS  
2 Pine Trees  
Chertsey Lane  
Staines-upon-Thames  
TW18 3HR

Date: 07 May 2020

Contract Number: CPD/004/120/077

## **CONTRACT AWARD LETTER**

### **CONTRACT FOR DEVELOPMENT OF THE PRIVATE PARKING CERTIFICATION SCHEME**

1. The documents listed below form a binding contract (the "Contract") between UKAS with offices at 2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR (the "Contractor") and the Secretary of State for the Ministry of Housing, Communities and Local Government ("MHCLG"):
  - i. this Contract Award Letter;
  - ii. the Specification (Annex A);
  - iii. the Contract Terms and Conditions (Annex B);
  - iv. the Contractor's Quotation dated 17 April 2020 (Annex C);
  - v. the Accreditation Method document (Annex D).
2. In the event of conflict between any of the documents forming the Contract, the conflict shall be resolved by giving precedence to the documents in the order set out above.
3. In consideration of the full and proper performance by the Contractor of this Contract and subject to the other terms of this Contract, MHCLG shall pay the prices, rates and expenses specified in the Price Schedule (Annex C).

#### **Contract Term**

4. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 01 May 2020 (the "Effective Date") and shall terminate on 30 April 2021. *MHCLG reserves the right to extend the term of the Contract by up to 12 months by giving the Contractor not less than one months written notice. MHCLG cannot guarantee any extension.*
5. Not used.

#### **Prices and Invoicing**

6. The firm price for the initial term of the Contract is £16,492.00 (exclusive of VAT).
7. All invoices are to be submitted to: **REDACTED**.



8. Invoices must quote MHCLG's contract number and purchase order number (to be confirmed) and an appropriate description. Failure to do so may result in a delay in payment for which MHCLG cannot be held responsible.

9. **REDACTED.**

Contract Representatives

10. MHCLG's representatives for this Contract are:

**REDACTED**

11. The Contractor's representatives for this Contract are:

**REDACTED**

Execution

12. The Parties have executed and delivered this Contract as of the Effective Date.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

for and on behalf of the  
**Ministry of Housing, Communities  
& Local Government**

for the **Contractor**

Please confirm acceptance of this Contract as soon as possible by signing and returning this document to **REDACTED**.  
MHCLG will accept a PDF version.