

# Framework Schedule 6 (Order Form Template and Call-Off Schedules)

## Order Form

<b>CALL-OFF REFERENCE:</b>	CCS CUA: EMS-2127-2021 Defra ECM-62873
<b>THE BUYER:</b>	Elizabeth Davies
<b>BUYER ADDRESS</b>	Defra group Commercial, Nobel House, 17 Smith Square, London, SW1A 3JR
<b>THE SUPPLIER:</b>	Pick Everard
<b>SUPPLIER ADDRESS:</b>	Halford House, Charles Street Leicester, Leicestershire, LE1 1HA
<b>REGISTRATION NUMBER:</b>	not known
<b>DUNS NUMBER:</b>	not known
<b>SID4GOV ID:</b>	not known

This Order Form is for the provision of the Call-Off Deliverables and dated Insert date of issue.

It's issued under the Framework Contract with the reference number RM6168 for the provision of Estate Management services.

### CALL-OFF LOT:

Lot 4 – 4.1.02 – “Water Hygiene and Legionella Risk Assessment and Consultancy”

## **CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off 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 Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6168**
3. The following Schedules in equal order of precedence:

### **Joint Schedules for RM6168**

- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 10 (Rectification Plan)

### **Call-Off Schedules for RM6168**

- Order Form- Template-Short-Form
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.10)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

## **CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract: None

**CALL-OFF START DATE:** 1<sup>st</sup> February 2022

**CALL-OFF EXPIRY DATE:** 16<sup>th</sup> March 2022

**CALL-OFF INITIAL PERIOD:** 8 weeks

**CALL-OFF DELIVERABLES:** Full report by 18<sup>th</sup> March 2022

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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Option A: Full Final Report on Horizon House Water Systems and recommendation for actions needed to prevent Legionella, x1, 18<sup>th</sup> March 2022.

### MAXIMUM LIABILITY

The limitation of liability for this Call-Off 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 £13,000 Estimated Charges in the first 12 months of the Contract.

### CALL-OFF CHARGES

Day rates by role: (as per Framework)

Chartered Surveyor (with at least 10 years post qual exp) - £495

Professionally qualified Lead Partner/Director (with at least 10 yrs post qual exp) - £675

Other professionally qualified partner/director (with at least 10 yrs post qual exp) - £675

Professionally qualified Associate Partner/Director (with at least 5 yrs post qual exp) - £540

Professionally qualified Senior Surveyor (with at least 3 yrs post qual exp) - £420

Professionally qualified surveyor - £340

Graduate or assistant surveyor - £225

Fixed price quote accepted for this call-off - £13,000 – as attached (Fee Proposal form IN09-2-Defra Rev 1)



### REIMBURSABLE EXPENSES

Insert None (To be Agreed Outside of the Framework)

### PAYMENT METHOD

BACS.

### BUYER INVOICING ADDRESS:

SSCL Accounts Payable, Defra Accounts Payable

[accounts-payable.def@gov.sscl.com](mailto:accounts-payable.def@gov.sscl.com)

PO Box 790, Newport, Gwent NP10 8FZ

The Purchase Order will be sent to you asap and should be quoted on all invoices.

### BUYER'S AUTHORISED REPRESENTATIVE

Elizabeth Davies

Category Manager

[elizabeth.davies@defra.gov.uk](mailto:elizabeth.davies@defra.gov.uk)

Defra - Nobel House, 17 Smith Square, London SW1P 3JR

02080260663

Framework Ref: RM6168 - Estate Management Services

Project Version: v1.0

Model Version: v3.6

**BUYER'S ENVIRONMENTAL POLICY**

N/A

**BUYER'S SECURITY POLICY**

N/A

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Alastair Hamilton

Partner

AlastairHamilton@PickEverard.co.uk

Halford House, Charles Street, Leicester LE1 1HA

**SUPPLIER'S CONTRACT MANAGER**

Robert Pratt

Director – Building Surveying

RobertPratt@PickEverard.co.uk

2 Buckingham Court Beaufort Office Park Bristol BS32 4NF

**PROGRESS REPORT FREQUENCY**

Single report upon completion of commission

**PROGRESS MEETING FREQUENCY**

N/A

**KEY STAFF**

Robert Pratt

Director – Building Surveying

RobertPratt@PickEverard.co.uk

2 Buckingham Court Beaufort Office Park Bristol BS32 4NF

**KEY SUBCONTRACTOR(S)**

Troup Bywater + Anders

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract.

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

Signature will be electronic via Defra's e-procurement system BRAVO.