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

**Order Form**

**CALL-OFF REFERENCE:** CCBO24A03

**THE BUYER:** London Legacy Development Corporation

**BUYER ADDRESS:** 3 Mills Studio, Three Mill Lane, London, E3 3DU

**THE SUPPLIER:** Lambert Smith Hampton Group Limited

**SUPPLIER ADDRESS:** Real Estate Advisory, 55 Wells Street, London, W1T 3PT

**DUNS NUMBER:** 736913604

**SID4GOV ID:** 505733907

**APPLICABLE FRAMEWORK CONTRACT**

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 3 Mills Studio Estate Management for LLDC.

**CALL-OFF LOT(S):**

Lot 2 – Estate (Property) Management

**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 4 (Commercially Sensitive Information)
* Joint Schedule 6 (Key Subcontractors)
* Joint Schedule 7 (Financial Difficulties)
* Joint Schedule 8 (Guarantee)]
* Joint Schedule 9 (Minimum Standards of Reliability)
* Joint Schedule 10 (Rectification Plan)
* Joint Schedule 11 (Processing Data)
* Joint Schedule 12 (Supply Chain Visibility)

Call-Off Schedules for **RM6168**

* Call-Off Schedule 1 (Transparency Reports)
* Call-Off Schedule 2 (Staff Transfer)
* Call-Off Schedule 3 (Continuous Improvement)
* Call-Off Schedule 4 (Call Off tender )
* Call-Off Schedule 5 (Pricing Details)
* Call-Off Schedule 6 (ICT Services)]
* Call-Off Schedule 7 (Key Supplier Staff)
* Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
* Call-Off Schedule 9 (Security)
* Call-Off Schedule 10 (Exit Management)
* Call-Off Schedule 13 (Implementation Plan and Testing)
* Call-Off Schedule 14 (Service Levels)
* Call-Off Schedule 15 (Call-Off Contract Management)
* Call-Off Schedule 16 (Benchmarking)
* Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.10)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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**

**Special Term One:**

The following additions to the contract shall be included resulting from the bid received:

*REDACTED TEXT under FOIA Section 43 Commercial Interests*

We are aware of LSH wider work within the TV and Film industry, to protect 3 Mills trading we require the following contract insertion:

The Supplier shall develop a transparent and proactive policy for the Authorities approval that defines a conflict of interest and what measures will be put in place to avoid conflicts occurring.

All staff should declare all business interests and identify potential conflicts to be reported to the Authority. The Supplier employment contracts should restrict staff taking work (paid or otherwise) outside of 3 Mills Studios where there is a perceived conflict of interest.

The Supplier shall notify the Authority of actual, potential, and perceived conflicts of interest that could have a trading impact on 3 Mills, or perceived benefit to a competitor or potential business interest and take necessary mitigation measures to avoid this. The Supplier shall take all reasonable measures to ensure that 3 Mills trading information is kept confidential from those acting on behalf of or advising competitors of 3 Mills Studios. For the avoidance of doubt this includes but is not limited to, accounting information, clients, bookings and hire agreements, tenants and tenancy agreements, commercial business interests, staff, and property etc.

The Supplier shall implement protective firewalls and protective marketing’s concerning storage of information.

The Supplier can request written consent of the Authority, to request special dispensation to a perceived conflict with consent to be given at the Authority’s complete discretion. The Supplier should set out the benefits to 3 Mills Studios when submitting a request which could include for example any reciprocal business benefits, cost savings, revenue generation, public relations benefits and/or staff development etc.

**Special Term Two:**

*Staffing (Bid 4.2):*

*REDACTED TEXT under FOIA Section 43 Commercial Interests*

The following update to clause 14.10 of the specification will be made:

Having due regard for the transferring TUPE processes, the Supplier shall implement a fair and transparent salary policy and structure, with pay bands and grades, to be agreed with the Authority. The Supplier shall be free to implement a discretionary incentivisation model providing all incentive (bonus) payments are paid for out of the Profit Share fee the Supplier receives, outside of overheads the Authority incurs through trading overheads. As the incentive payments are discretionary the Supplier should ensure that contracts of employment stipulate that incentive payments are disregarded in any redundancy or staff transfer.

**CALL-OFF START DATE:** 1st July 2025

**CALL-OFF EXPIRY DATE:** 30th June 2028

**CALL-OFF INITIAL PERIOD:** Three (3) years

**EXTENSION PERIOD:** There shall be an option to extend this contract by two (2) periods of one (1) year each (3+1+1).

**CALL-OFF DELIVERABLES**

See details in Call-Off Schedule 20 (Call-Off Specification)

**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 £262,500 excluding VAT.

**CALL-OFF CHARGES**

See details in Call-Off Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

PO

**BUYER’S INVOICE ADDRESS**

TBC on Contract Award

**BUYER’S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**BUYER’S ENVIRONMENTAL POLICY**

LLDC Climate Action Strategy and Environmental Strategies can be found here: <https://www.queenelizabetholympicpark.co.uk/our-story/how-we-work/environmental-sustainability>

Other policies can be found below, including Sustainability Guide and Biodiversity Plan: [https://www.queenelizabetholympicpark.co.uk/about-us/how-we-work/policies?\_gl=1\*1nndwbb\*\_up\*MQ..\*\_ga\*MTkyMDQ1NTY5LjE3MzkzNjcxMjQ.\*\_ga\_9LT694WEDH\*MTczOTM2NzEyNC4xLjEuMTczOTM2NzIwNy4wLjAuMTQzOTY4MzEzNA](https://www.queenelizabetholympicpark.co.uk/about-us/how-we-work/policies?_gl=1*1nndwbb*_up*MQ..*_ga*MTkyMDQ1NTY5LjE3MzkzNjcxMjQ.*_ga_9LT694WEDH*MTczOTM2NzEyNC4xLjEuMTczOTM2NzIwNy4wLjAuMTQzOTY4MzEzNA)..

[https://www.queenelizabetholympicpark.co.uk/about-us/environmental-sustainability/biodiversity?\_gl=1\*aqpavi\*\_up\*MQ..\*\_ga\*MTkyMDQ1NTY5LjE3MzkzNjcxMjQ.\*\_ga\_9LT694WEDH\*MTczOTM2NzEyNC4xLjEuMTczOTM2NzIxNy4wLjAuMTQzOTY4MzEzNA](https://www.queenelizabetholympicpark.co.uk/about-us/environmental-sustainability/biodiversity?_gl=1*aqpavi*_up*MQ..*_ga*MTkyMDQ1NTY5LjE3MzkzNjcxMjQ.*_ga_9LT694WEDH*MTczOTM2NzEyNC4xLjEuMTczOTM2NzIxNy4wLjAuMTQzOTY4MzEzNA)..

**BUYER’S HEALTH & SAFETY POLICIES**

https://www.queenelizabetholympicpark.co.uk/plan-your-visit/access-and-

safety/safety-information?\_gl=1\*19wq26k\*\_up\*MQ..\*\_ga\*MTg1MzczODUwLjE3NDMxNzA2NDA.\*

\_ga\_9LT694WEDH\*MTc0MzE3MDY0MC4xLjEuMTc0MzE3MDY0NC4wLjAuMTkxM

TU4NDMxOQ..

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

REDACTED TEXT under FOIA Section 40, Personal Information

**SUPPLIER’S CONTRACT MANAGER**

REDACTED TEXT under FOIA Section 40, Personal Information

**PROGRESS REPORT FREQUENCY**

See details in Call Off Schedule 20 (SOR)

**PROGRESS MEETING FREQUENCY**

Monthly

**KEY STAFF**

REDACTED TEXT under FOIA Section 40, Personal Information

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier’s Technical Proposal

Supplier’s Commercial Submission

**SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: 25% of the total management fee for each financial year

The Service Period is: See details in Call Off Schedule 14

A Critical Service Level Failure is: Buyer to define at Contract Award.

**ADDITIONAL INSURANCES**

## 10m (ten million pounds) professional indemnity.

£10m (ten million pounds) public liability

£10m (ten million pounds) employer liability

In respect of each and every claim.

**GUARANTEE**

To be confirmed at Contract Award

**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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED TEXT under FOIA Section 40, Personal Information | Signature: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Name: | REDACTED TEXT under FOIA Section 40, Personal Information | Name: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Role: | REDACTED TEXT under FOIA Section 40, Personal Information | Role: | REDACTED TEXT under FOIA Section 40, Personal Information |
| Date: | 01.04.2025 | Date: | 10.04.2025 |