

**Our Ref:** F/2223/0513  
**Your Ref:** CACC-1953\_R1  
**Date:** 29<sup>th</sup> September 2022

██████████  
45 Manning Road  
Billerica,  
Massachusetts  
USA  
Zip Code – 01821-3934  
██████████

Dear ██████████

**Contract ID:** F/2223/5013  
**Contract Title:** Supply of 2 x Time-of-flight Aerosol Chemical Speciation Monitor (PM2.5 Organic Speciation)

Thank you for your revised submission of quote **CACC-1953\_R1**, from your colleague ██████████ dated 8<sup>th</sup> September 2022.

I am pleased to offer you the above contract in accordance with your specification (Schedule 1), the Pricing (Schedule 2) & our standard terms and conditions – good as attached (Schedule 3).

The contract documents have been prepared but do require some further information regarding the guarantee supply of spare parts availability and pricing in Schedule 1, along with confirmation on payment routing in Schedule 2.

The Contract shall be performed in full accordance with the Environment Agency Conditions of Contract for Goods.

Please review, sign and return this letter to indicate your acceptance of this offer of Contract.

Yours faithfully

██████████  
██████████  
Senior Executive Officer ██████████  
Manley House, Kestrel Way, Exeter, EX2 7LQ

I/we... ██████████ accept the offer of Contract described above.

Signed... ██████████

Designation..... Chief Financial Officer .....

Date.....28 September 2022.....

F/2223/5013

## **Schedule 1 Specification**

This schedule details the goods and the location, and delivery, installation, and commissioning requirements.

### **Goods to be provided**

#### **Agreed Instrument specifications**

Description of minimum specification requirement – What must it be able to Deliver to perform on the network.

1. The instruments should have the potential to or meet the requirements of the following British Standard
  - a. EN16913:2017 Ambient Air - European Standard specifies a method for the determination of the mass concentration of water soluble NO<sub>3</sub><sup>-</sup> (nitrate), SO<sub>4</sub><sup>2-</sup> (sulphate), Cl<sup>-</sup> (chloride), NH<sub>4</sub><sup>+</sup> (ammonium), in PM<sub>2.5</sub> as deposited on filters
2. High time resolution chemical composition measurement of PM<sub>2.5</sub> or other suitable size fraction. Providing organic mass concentrations and mass fragments for subsequent source apportionment. Concentrations of inorganic ions such as NO<sub>3</sub>, SO<sub>4</sub>, NH<sub>4</sub>
3. Measurements at a high time resolution that can be used by research bodies to better understand the sources that are contributing to PM<sub>2.5</sub> and PM<sub>10</sub> pollution episodes
4. Computer interface and new operating systems and an ability to store, log and remotely link to a central database
5. Limit of detection requirements appropriate for sampling locations (rural and urban): 0.3 µg/m<sup>3</sup> for inorganic ions, <0.05 µg/m<sup>3</sup> for NO<sub>3</sub>, 0.5 µg/m<sup>3</sup> for NH<sub>4</sub>, 0.05 µg/m<sup>3</sup> for SO<sub>4</sub>.
6. All species must be measured with one instrument to minimise staff time managing instrumentation.
7. Rigorous quality assurance is required. For example, by using traceable calibration approach.
8. The instrument must be capable of being remotely checked at anytime and some remote adjustment of instrument parameters available.
9. The system must log all operational parameters to ensure high quality measurements, as well as to aid retrospective post processing which is always required for a fraction of the data to ensure maximal data capture
10. Data must be backed up locally on the instrument and exportable to servers
11. Retrospective processing of raw data must be possible and will be required to be possible using offline software provided by the manufacturer
12. The instrument must come with:
  - a. Detailed scheduled maintenance protocols,
  - b. Schedules and procedures for calibration and zero checks
  - c. A service schedule including service schedules and support agreements put in place for the first two years of operation.
13. Other key specification requirements we should include for example in any tender / quote request

- a. Aerosol diluter
- b. Mains power loss detector
- c. Required to operate on UK mains power nominal 220 VAC, 50 Hz, 13 A
- d. Key spare parts available for 10 years (e.g Pumps, Circuit boards)
- e. 2 year warranty

### Name Of Instrument purchased

**Time-of-Flight Aerosol Chemical Speciation Monitor (TOF-ACSM): as per quote reference: CACC-1953 R1**

45 Manning Road  
Billerica, MA, USA 01821-3934



8-Sep-22

Senior Research Fellow  
Aerosol Science Team  
Environmental Research Group  
Imperial College London

Quotation #  
CACC-  
1953\_R1

ID	Description	Qty	USD
TOF-ACSM	<b>Time of Flight Aerosol Chemical Speciation Monitor</b> -E-ToF mass spectrometer $m/z < 400$ AMU, resolution $\sim 300$ M/ $\Delta$ M -Custom differentially pumped high vacuum system with unique split flow turbo pump design. -Integrated data acquisition computer. -Data acquisition and analysis software tools (includes two licensed copies of Wavemetrics software, one for data acquisition and one for analysis). -Integrated instrument/electronics rack. -Custom reusable shipping container. -Three day training on instrument at ARI (travel not included). -Size: approx. 23"D x 21"W x 19"H (62 cm x 58 cm x 48 cm). -Weight: approx. 160 lbs (72 kg).	2	
IPL-ACSM	<b>PM 2.5 Lens</b> 50% transmission for particles 0.1 - 2.5 $\mu$ m diameter <i>If ordered after time of instrument build and delivery, the price is [REDACTED] which includes the upgrade kit with sampling hardware</i>	2	
SV-ACSM	<b>Standard Vaporizer for the ACSM</b> - Includes mounting hardware and thermocouple for temperature measurement.	2	

<b>SMPL-ACSM</b>	<b>Sampling System</b> The optional sampling pump system consists of a PM2.5 cyclone impactor, 50 feet of 3/8 inch diameter copper sampling line and a flow controlled sampling pump which draws the sample to the ACSM inlet at the correct flow rate. All necessary fittings are provided to connect this sampling system to the ACSM inlet. The sample flow rate is integrated with the data acquisition system. This option is convenient if the ACSM will sample on a single inlet system. (this can be purchased separately or with the next item)	2	[REDACTED]
<b>ADS-ACSM</b>	<b>Dryer System</b> The optional aerosol dryer provides a solution to avoid condensation of water in the sampling line which can lead to clogging effects and variable mass collection efficiency. The drier is a Nafion™ based system and dries the total aerosol sample to as low as 20% RH. No additional gas is needed; the dryer is operated by a user-supplied vacuum pump or the pump included in the optional sampling system. The dryer system comes complete with RH and temperature and pressure sensors at the inlet and exit of the dryer so the performance can be monitored. A USB computer interface allows the sensors to be recorded by the instrument computer. <b>Filter diluter for controlling aerosol concentration during calibration</b>	2  2	[REDACTED] [REDACTED]
	<b>Mains Power Loss Detector</b>	2	[REDACTED]
<b>EXTWRTY-ACSM</b>	<b>Two Year Extended Warranty</b> see terms and conditions for details	2	[REDACTED]
<b>SHIPPING</b>	Shipping to ICL address, does not include VAT or other duties <b>TOTAL AS CONFIGURED</b>	2	[REDACTED]
	<b>DISCOUNT ON INSTRUMENT - 5% multi instrument purchase</b>		
	<b>TOTAL INSTRUMENT PURCHASE AFTER DISCOUNT</b>		[REDACTED]
	<b>Quotation valid for 90 days</b>		
	Warranty: one year Delivery: If PO received by October 4, 2022 we guarantee a delivery date of March 31, 2023 or sooner. Payment: See attachment for complete payment, warranty and delivery terms.		
	Vice President of Instrument Systems Development and Production Co-Director, Center for Aerosol and Cloud Chemistry		To order contact: [REDACTED]

Spare Parts Availability - 10 Year consumable and spare parts guarantee. Aerodyne Research Inc as the original supplier as part of this purchase shall ensure spare parts and consumables are available for a period of 10 years. These spare parts and consumable are expected to be at the prices in Table 1, although these can be subject to increases for inflation as measured in the USA by a recognised measure such as calculated by the Labor Department's Bureau of Labor Statistics (BLS).

Table 1 – Spare parts pricing from supplier:

Consumables	Lifetime Estimate /years	5-Year cost	Notes
Dynode Detector	3		
Filaments (set of 2)	1		



Backing pump diaphragms	██████	2	██████	Estimated service cost
Filter valve servo	██████	1	██████	
Filter	██████	3	██████	
Critical Orifice	██████	1	██████	
SplitFlow pump maintenance	██████	4	██████	

#### Potential failures

		Likelihood on 5-year timeframe	Notes
SplitFlow pump replacement	██████	low	
Computer	██████	med	
Standard vaporizer	██████	med	
Capture vaporizer	██████	med	
Filter Valve	██████	high	
Inlet valve	██████	low	
TPS - repair cost	██████	low	Approximate repair cost
Giraffe - repair cost	██████	low	Approximate repair cost

**Training** - In person training at Aerodyne to be replaced by remote training. No price change needed.

**Software** - Upgrades will be provided at no additional cost.

**Manual** – An operational service manual will be supplied to enable the equipment to be serviced and maintained by a third party or in house by the Agency if necessary.

**Lead Time** – The instruments must be supplied to the stated delivery address by the 31<sup>st</sup> March 2023, or have been sent in transit to enable delivery by this date to be achieved subject to customs clearance. *Should this delivery date not be met, or evidence the equipment is not in transit or in existence, then the parties will refer to the negotiated terms and conditions in Schedule 3. Specifically, that the Agency retains the right to cancel the order, if the funding is not available from the following years budget.*

**Courier Arrangements and Value Added Tax** – The instrument is to be delivered by the supplier using a courier that arranges to invoice the Agency for VAT taxes referencing commodity code for importing: ████████. The courier shall “arrange/pay the import VAT and then invoice the Environment Agency, showing the VAT so that we can reclaim it.”

During courier transfer we would expect the instrument to be insured to its full value, as payment is on delivery, and therefore the responsibility to insure the instrument and ensure it is securely packaged is with the supplier and its chosen courier firm.

The Contractor /Courier shall follow the UK's guidance currently on: <https://www.gov.uk/goods-sent-from-abroad> and will liaise regarding any required customs

forms required when sending the goods via courier with the named contact:



**For Deliveries in Progress/ Late stage testing of goods beyond 31<sup>st</sup> March 2023** – In this scenario, assistance with additional information on the equipment and its location and status prior to the 31<sup>st</sup> March 2023 maybe required, to enable the Agency to undertake a budget 'accrual' of the expected invoice value using our financial year budget ending in March 2023. This is only possible if the instrument delivery is delayed but is in the final stages of testing and delivery. If no evidence the equipment exists, then we maintain the right to refer to the agreed terms and conditions in Schedule 3, notably regarding extensions of time and termination.

#### Specification Details

##### Installation and Commissioning:

Initial delivery will be to Imperial College London at the address below. Following acceptance testing, installation and commissioning will follow at locations still to be determined within England at dates in due course.

**Health and Safety:** Documentation on compliance with all applicable UK Health and Safety Legislation and any other applicable Environmental Legislation shall be provided

**Logbooks and manuals:** These should be supplied with each instrument.

**Electrical Safety:** The equipment should be able to be PAT tested in the UK and come with a UK compatible power supply, or one that can meet UK legislation. Imperial College London will be performing the PAT test when the instrument arrives in the UK.

Instrument should be supplied with UKCA marking instead of CE European Marking.

**Warranty:** The equipment is to be supplied with a standard 1 Year Warranty from point of arrival in the Payment on Delivery Address. An extended 2 Year Warranty will also be supplied as per quotation.

The warranty covers replacement of spare parts once the faulty ones have been returned to the supplier.

The Agency accept they will bear the cost of postage back to the supplier for assessment/repair of faulty instrumentation and import taxes of the returned instrument or parts, however the return postage cost of the instrument if found to be defective under warranty will be borne by the supplier.

## **1) Delivery Address**

The Goods shall be delivered to Imperial College London address for acceptance testing at:

Environmental Research Group (ERG)  
Imperial College London  
Sir Michael Uren Hub,  
10th floor  
White City Campus,  
80 Wood Lane,  
London  
W12 0BZ

Before payment is made:


- A commissioning check or visual check ensure the instrument is functional in accordance with the service manual is required. It is reasonable to assume that this check will be undertaken within 10 days of the delivery date, or it will be assumed the instrument is in working order, subject to any warranty failures.
- The equipment will need to be suitably packaged, and if damaged in transit so as to make the equipment non-operational, payment will not be made and the delivered items, or the whole instrument, will need to be returned to the supplier for repair at the suppliers expense.
- The supply of the instrument must be in accordance with the Agency's Terms and Conditions attached.

## **2) Payment on Delivery:**

Upon completion of the delivery by 31<sup>th</sup> March 2023.

Alongside delivery, an invoice for the goods will need to be provided prior to the 24<sup>th</sup> March 2023, and potentially assistance with the need to 'accrue' the Agency budget if the instrument is delayed at Customs.

Payment for both courier VAT and Aerodyne to be by Agency 'SOP5 International Payment Request' from for payment of invoices in US \$.' Information required to complete the payment below must be provided to complete payment includes all that in highlighted yellow. If routed by more than one bank, please provide as much information as possible on each of the banks in the route, and their required information for successful transfer, and this will be added to the form.

		<b>Account</b> <b>Payment</b> <b>Method</b>		
Existing Vendor Details if known:		Supplier Number:		Site:
Payee Type		Unique Payee Reference		
Supplier Name				
Address Line 1				
Address Line 2				
Town/City				
Country		Zip / Postal Code		
<input type="checkbox"/> VAT Registration Number		PO Number (if applicable)		
Intl. Bank Account Number (IBAN)				
Name of Bank				
Account Name				
Swift/BIC/Routing Code				
Invoice/Tax/Claim Effective Date				
Period Effective From		Period Effective To		
Currency Required by Recipient				

- A Purchase Order number will be not be issued as our finance system does not require one for processing of foreign payments, but the Contract itself demonstrates our commitment to the purchase.

### 3) Date of Delivery & Installation

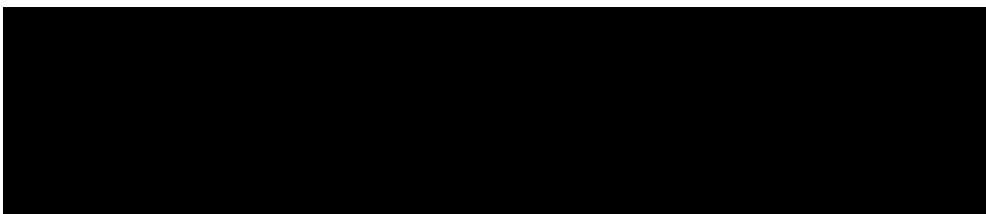
Delivery as soon as possible and prior to 31<sup>st</sup> March 2023. Installation to occur at a later date at locations yet to be determined.

### 4) Instructions:

The instrument will be required to include VAT. Please send the instruments to the UK via a courier that "arranges/pays the import VAT and then invoices us showing the VAT so that we can reclaim it."

The address for the Import VAT Invoice to be sent by the courier is:

By Email to:



**5) The charges for the Goods:** shall be as set out in Schedule 2.

**6) The specification of the Goods:** is as set out in Schedule 1.

**7) The Goods contract terms:** as set out in Schedule 3.



## Schedule 2: Pricing

The Contractor agrees to provide the following items at the agreed fixed prices below:

ID	Description	Qty	USD
TOF-ACSM	<b>Time of Flight Aerosol Chemical Speciation Monitor</b> -E-ToF mass spectrometer m/z < 400 AMU, resolution ~300 M/ΔM -Custom differentially pumped high vacuum system with unique split flow turbo pump design. -Integrated data acquisition computer. -Data acquisition and analysis software tools (includes two licensed copies of Wavemetrics software, one for data acquisition and one for analysis). -Integrated instrument/electronics rack. -Custom reusable shipping container. -Three day training on instrument at ARI (travel not included). -Size: approx. 23"D x 21"W x 19"H (62 cm x 58 cm x 48 cm). -Weight: approx. 160 lbs (72 kg).	2	
IPL-ACSM	<b>PM 2.5 Lens</b> 50% transmission for particles 0.1 - 2.5 μm diameter <i>If ordered after time of instrument build and delivery, the price is which includes the upgrade kit with sampling hardware</i>	2	
SV-ACSM	<b>Standard Vaporizer for the ACSM</b> - Includes mounting hardware and thermocouple for temperature measurement.	2	
SMPL-ACSM	<b>Sampling System</b> The optional sampling pump system consists of a PM2.5 cyclone impactor, 50 feet of 3/8 inch diameter copper sampling line and a flow controlled sampling pump which draws the sample to the ACSM inlet at the correct flow rate. All necessary fittings are provided to connect this sampling system to the ACSM inlet. The sample flow rate is integrated with the data acquisition system. This option is convenient if the ACSM will sample on a single inlet system. (this can be purchased separately or with the next item)	2	
ADS-ACSM	<b>Dryer System</b> The optional aerosol dryer provides a solution to avoid condensation of water in the sampling line which can lead to clogging effects and variable mass collection efficiency. The drier is a Nafion™ based system and dries the total aerosol sample to as low as 20% RH. No additional gas is needed; the dryer is operated by a user-supplied vacuum pump or the pump included in the optional sampling system. The dryer system comes complete with RH and temperature and pressure sensors at the inlet and exit of the dryer so the performance can be monitored. A USB computer interface allows the sensors to be recorded by the instrument computer.	2	
	<b>Filter diluter for controlling aerosol concentration during calibration</b>	2	
	<b>Mains Power Loss Detector</b>	2	included
EXTWRTY-ACSM	<b>Two Year Extended Warranty</b> see terms and conditions for details	2	
SHIPPING	<b>Shipping to ICL address, does not include VAT or other duties</b> <b>TOTAL AS CONFIGURED</b>	2	
	<b>DISCOUNT ON INSTRUMENT - 5% multi instrument purchase</b>		
	<b>TOTAL INSTRUMENT PURCHASE AFTER DISCOUNT</b>		
	<b>Quotation valid for 90 days</b>		

Warranty: one year

Delivery: If PO received by October 4, 2022 we guarantee a delivery date of March 31, 2023 or sooner.

Payment: See attachment for complete payment, warranty and delivery terms.

- **Prices:** Excluding VAT
- **Prices:** includes the Specification in Schedule 1 and Terms and Conditions in Schedule 3.

- **Information:** Payment for both courier VAT and Aerodyne to be by Agency 'SOP5 International Payment Request' from for payment of invoices in US \$.' Information required to complete the payment must be provided to complete payment.

**For complex multiple banking transactions for international transactions, please provide as much detail as possible on the wiring information required for the Receiving Bank, Beneficiary Bank and Ultimate Beneficiary Bank for us to include for our payments team.**

**Please confirm we should use (to be confirmed at the time of payment):**

**Receiving Bank** [REDACTED]

[REDACTED]

**Beneficiary Bank:** [REDACTED]

[REDACTED]

[REDACTED]

**Ultimate Beneficiary** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**SOP5 International  
Payment Request**



Shared  
Services  
Connected  
Limited

Environment Agency

		Debit Account		EA PAYMENTS - 10014446	
		Payment Method			
Existing Vendor Details if known:		Supplier Number:		Site:	
Payee Type				Unique Payee Reference	
Supplier Name					
Address Line 1					
Address Line 2					
Town/City					
Country				Zip / Postal Code	
VAT Registration Number				PO Number (if applicable)	
intl. Bank Account Number (IBAN)					
Name of Bank					
Account Name					
Swift/BIC/Routing Code					
Invoice/Tax/Claim Effective Date					
Period Effective From				Period Effective To	
Currency Required by Recipient					
Unique Payment Reference					
Description of Payment (max 200)					
GL Accounting:					

- A Purchase Order number **will not** be issued as our finance system does not require one for processing of foreign payments, but the Contract itself demonstrates our commitment to the purchase.

Invoices upon delivery of the ACSM should be sent to:

[REDACTED]

Contracts Officer

Environment Agency,  
Lateral House  
8 City Walk,  
Holbeck,  
Leeds  
LS11 9AT  
UNITED KINGDOM

By Email to:

[REDACTED]

[REDACTED]

[REDACTED]

This contract will be managed on behalf of the Environment Agency by [REDACTED]  
[REDACTED]. The contract reference and title given  
above should be quoted on all correspondence.



**Environment  
Agency**

# **Conditions of Contract Goods**

**October 2019**



## 1. DEFINITIONS

1.1 In the Contract, unless the context otherwise requires the following words and expressions shall have the following meanings assigned to them.

### 1.1.1 The Agency

The Environment Agency, its successors and assigns.

### 1.1.2 The Appendix

The Appendix to these Conditions.

### 1.1.3 The Contract

These Conditions including the Appendix, any Special Conditions, the Specification, Pricing Schedule, Contractor's tender, acceptance letter and any relevant documents agreeing modifications exchanged before the Contract is awarded, and any subsequent amendments or variations agreed in writing.

### 1.1.4 The Contractor

The person, firm company or body who undertakes to supply the Goods to the Agency.

### 1.1.5 Contract

The time period stated in the Appendix or otherwise

Period provided in the Contract, for the delivery of the Goods.

### 1.1.6 Contract Price

The price exclusive of VAT set out in the Contract for which the Contractor has agreed to supply the Goods.

#### 1.1.7 Contract Supervisor

Any duly authorised representative of the Agency notified in writing to the Contractor for all purposes connected with the Contract. Any Notice or other written communication given by or made to the Contract Supervisor, shall be taken as given by or made to the Agency.

#### 1.1.8 Contracting Authority

Means any contracting authorities (other than the Environment Agency) as defined in regulation 2 of the Public Contract Regulations 2015 (SI 2015/102) (as amended).

#### 1.1.9 Contractor Personnel

Means all directors, officers, employees, agents, consultants and contractors of the Contractor and/or of any sub-contractor engaged in the performance of its obligations under this Contract.

#### 1.1.10 Data Protection Legislation

Means: (i) the General Data Protection Regulation (Regulation (EU) 2016/679) or GDPR, the Law Enforcement Directive (Directive (EU) 2016/680) ("LED") and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 1998 ("DPA 1998") and/or the Data Protection Act 2018 ("DPA 2018") to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

#### 1.1.11 Data Protection Schedule

The Schedule attached to this Contract describing how the Parties will comply with the Data Protection Legislation.

#### 1.1.12 Goods

All Goods detailed in the Specification including any additions or substitutions as may be requested by the Contract Supervisor Where the Contract is for the provision

of Goods and Services, the words “the Goods” shall mean, where the context allows, to include the Services the Contractor has agreed to provide.

#### 1.1.13 Intellectual Property Rights

All Intellectual Property Rights including without limitation, patents, patent applications, design rights, registered designs, utility models, trade and service marks and applications for same, copyright know-how, rights in semi-conductor chip topography, and in each case whether protectable at law or not, and if protectable, whether an application has been made for such protection or not, and all similar industrial, commercial, monopoly or other intellectual property rights whether present or future, vested or contingent wherever protected.

#### 1.1.14 Law

Means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Contractor is bound to comply.

#### 1.1.15 Notice

Any written instruction or notice given to the Contractor by the Contract Supervisor, delivered by:

- i. fax, or hand delivery to the Contractor's registered office or other address notified for the purposes of the Contract and deemed to have been served at the date and time of delivery.
- ii. First class post to the Contractor's registered office. Such Notices are deemed to have been served 48 hours after posting.

#### 1.1.16 Permission

Express permission given in writing before the act being permitted.

### 1.1.17 Regulations

means the Public Contract Regulations 2015 (SI 2015/102) as amended.

1.2 Except as set out above and in the Data Protection Schedule, the Contract shall be interpreted in accordance with the Interpretation Act 1988.

1.3 All headings in these Conditions are for ease of reference only, and shall not affect the construction of the Contract.

1.4 Any reference in these Conditions to a statutory provision will include all subsequent modifications.

1.5 All undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

## 2. PRECEDENCE

To the extent that the following documents form the Contract, in the case of conflict of content, they shall have the following order of precedence:

- Conditions of Contract including Appendix, Data Protection Schedule and any Special Conditions;
- Specification;
- Pricing Schedule;
- Drawings, maps or other diagrams.

If these Conditions are used in the production of an order under pre-existing arrangements, then the Conditions of Contract of the pre-existing arrangements shall prevail.

### **3. CONTRACT SUPERVISOR**

The Contractor shall strictly comply with any instruction given by the Contract Supervisor concerning or about the Contract provided such instructions are reasonable and consistent with the nature, scope and value of the Contract. All such instructions shall be in writing. The Contractor is not obliged to comply with any verbal instruction from the Contract Supervisor that is not confirmed in writing within 7 working days.

### **4. GOODS**

The Contractor shall provide all staff, equipment, materials and any other requirements necessary for the performance of the Contract to the standard in the Specification, within the time period specified in the Appendix, using reasonable skill, care and diligence, and to the reasonable satisfaction of the Contract Supervisor.

### **5. ASSIGNMENT**

5.1 The Contractor shall not assign, transfer or sub-contract the Contract, or any part of it, without the Permission of the Contract Supervisor.

5.2 Any assignment, transfer or sub-contract entered into, shall not relieve the Contractor of any of his obligations or duties under the Contract.

5.3 Nothing in this Contract confers or purports to confer on any third party any benefit or any right to enforce any term of the Contract.

### **6. CONTRACT PERIOD**



The Contractor shall deliver the Goods within the time stated in the Appendix subject to any changes arising from Condition 9 (Variations), and/or Condition 10 (Extensions of time).

## **7. MATERIALS**

7.1 The Contractor shall be responsible for establishing his own sources of supply for any goods and materials needed in connection with the performance of the Contract.

7.2 The Contractor shall not place, or cause to be placed, any orders with suppliers or otherwise incur liabilities in the name of the Agency or any representative of the Agency.

## **8. SECURITY**

8.1 The Contractor shall be responsible for the security of all goods and equipment belonging to the Agency and used by the Contractor in the supply of the Goods, or belonging to the Contractor, or the Contractor's staff, or sub-contractors whilst on Agency premises.

8.2 This Condition shall not prejudice the Agency's rights under Condition 16.

## **9. VARIATIONS**

9.1 The Contract Supervisor may vary the Contract by adding to, deleting or otherwise modifying the Goods to be supplied, by written order to the Contractor provided such variations are reasonable and consistent with the nature, scope and value of the Contract.

9.2 The value of any such variation, other than any variation arising out of Condition 9.3, shall be determined by reference to the rates contained in the Pricing

Schedule. Where the Goods so ordered are not covered in the Pricing Schedule, they shall be valued at a fair and reasonable rate agreed between the Contract Supervisor and the Contractor.

9.3 Where a variation is the result of some default or breach of the Contract by the Contractor or for some other cause for which he is solely responsible, any additional cost attributable to the variation shall be borne by the Contractor.

9.4 The Contractor may also propose a variation to the Goods to be supplied but no such variation shall take effect unless agreed and confirmed in writing by the Contract Supervisor.

9.5 No variation shall have the effect of invalidating the Contract, or placing the Contract at large, if that variation is reasonably consistent with the nature, scope and value of the Contract.

9.6 The Agency may vary the Contract to comply with a change in English Law. Such a change will be effected by the Contract Supervisor notifying the Contractor in writing.

9.7 The Agency may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

9.7.1 any Contracting Authority; or

9.7.2 any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Agency; or

9.7.3 any private sector body which substantially performs the functions of the Agency, provided that any such assignment, novation or other disposal shall not increase the burden of the Contractor's obligations under the Contract.

9.8 Any change in the legal status of the Agency such that it ceases to be a Contracting Authority shall not affect the validity of the Contract. In such circumstances the Contract shall bind and inure to the benefit of any successor body to the Agency.

## **10. EXTENSIONS OF TIME**

10.1 Should the performance of the Contract be directly delayed by any cause beyond the reasonable control of the Contractor, and provided that the Contractor shall first have given the Contract Supervisor written notice within five working days after becoming aware that such delay was likely to occur, then the Contract Supervisor, if satisfied that this Condition applies:

10.1.1 in the case of any delay of which the Agency is not the cause, may grant the Contractor such extension of time, as in his opinion is reasonable, having regard, without limitation, to any other delays or extensions of time that may have occurred or been granted under the Contract. The Contract Price shall not increase as a result of such an extension of time.

10.1.2 in the case of any delay of which the Agency is the cause, shall grant the Contractor a reasonable extension of time to take account of the delay.

10.1.3 No extension of time shall be granted where in the opinion of the Agency the Contractor has failed to use reasonable endeavours to avoid or reduce the cause and/or effects of the delay.

10.1.4 Any extension of time granted under this Condition shall not affect the Agency's rights to terminate or determine the Contract under Conditions 12 and 13.

## **11. PROPERTY AND RISK**

The property and risk in the Goods shall pass to the Agency when the Goods have been delivered to the Agency's nominated address or addresses as stated in the Appendix and unloaded.

## **12. REJECTION OF GOODS**

12.1 Without prejudice to the operation of Condition 12.5 the Goods shall be inspected on behalf of the Agency within a reasonable period of time after delivery and may be rejected if the Goods:

12.1.1 are found to be defective, inferior in quality to or differing in form or material from the requirements of the Contract, or

12.1.2 do not comply with any term (express or implied) of the Contract.

12.2 Without prejudice to the operation of Condition 12.5, the Agency shall notify the Contractor of the discovery of any defect within fourteen days and shall give the Contractor all reasonable opportunities to investigate such defect.

12.3 The whole of any consignment may be rejected if a reasonable random sample of the Goods taken from the consignment is found not to conform in every respect with the requirements of the Contract.

12.4 Goods so rejected after delivery shall be removed by the Contractor within 14 days of receipt of the Agency's notification of rejection. If the Contractor fails to remove the rejected Goods within this time period, the Agency may return the rejected Goods at the Contractors risk and expense.

12.5 The Agency's right of rejection shall continue irrespective of whether the Agency has accepted the Goods. In particular, taking delivery, inspection, use or payment for the Goods, or part of them shall not constitute acceptance, waiver or approval and shall be without prejudice to any right or remedy the Agency may have against the Contractor.

## 13. DEFAULT

13.1 The Contractor shall be in default if he:

13.1.1 fails to perform the Contract with due skill, care diligence and timeliness;

13.1.2 refuses or neglects to comply with any reasonable written instruction given by the Contract Supervisor;

13.1.3 is in breach of the Contract.

13.2 Where in the opinion of the Contract Supervisor, the Contractor is in default, the Contract Supervisor may serve a Notice giving at least five working days in which to remedy the default.

13.3 If the Contractor fails to comply with such a Notice the Contract Supervisor may, without prejudice to any other rights or remedies under the Contract, purchase other goods of the same or equivalent description. Any extra costs arising from this action, will be paid by the Contractor or deducted from any monies owing to him.

## 14. TERMINATION

14.1 The Agency may immediately, without prejudice to any other rights and remedies under the Contract, terminate all or any part of the Contract by Notice in writing to the Contractor, Receiver, Liquidator or to any other person in whom the Contract may become vested, if the Contractor:

14.1.1 fails in the opinion of the Contract Supervisor to comply with (or take reasonable steps to comply with) a Notice under Condition 13.2.



14.1.2 becomes bankrupt or insolvent, or has a receiving order made against him, or makes an arrangement with his creditors or (being a corporation) commences to be wound up, not being a voluntary winding up for the purpose of reconstruction or amalgamation, or has a receiver, administrator, or administrative receiver appointed by a Court.

#### 14.2 Termination under the Regulations'

14.3 The Agency may terminate the Contract on written Notice to the Contractor if:

- (a) the contract has been subject to a substantial modification which requires a new procurement procedure pursuant to regulation 72(9) of the Regulations;
- (b) the Contractor was, at the time the Contract was awarded, in one of the situations specified in regulation 57(1) of the Regulations, including as a result of the application of regulation 57(2), and should therefore have been excluded from the procurement procedure which resulted in its award of the Contract; or
- (c) the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and the Regulations that has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU.

### 15. DETERMINATION

15.1 Without prejudice to any other rights or remedies under the Contract, the Agency reserves the right to determine the Contract at any time by giving not less than one month's Notice, (or such other time period as may be appropriate).

15.2 The Agency shall pay the Contractor such amounts as may be necessary to cover his reasonable costs and outstanding and unavoidable commitments necessarily and solely incurred in properly performing the Contract prior to determination.

15.3 The Agency will not pay for any costs or commitments that the Contractor is able to mitigate and shall only pay those costs that the Agency has validated to its satisfaction. The Agency's total liability under this Condition shall not in any circumstances exceed the Contract Price that would have been payable for the Services if the Contract had not been determined.

## **16. INDEMNITY**

16.1 Without prejudice to the Agency's remedies for breach of Contract, the Contractor shall fully indemnify the Agency and its staff against any legally enforceable and reasonably mitigated liability, loss, costs, expenses, claims or proceedings in respect of:

16.1.1 death or injury to any person;

16.1.2 loss or damage to any property excluding indirect and consequential loss;

16.1.3 infringement of third party Intellectual Property Rights

which might arise as a direct consequence of the actions or negligence of the Contractor, his staff or agents in the execution of the Contract.

16.2 This Condition shall not apply where the damage, injury or death is a direct result of the actions, or negligence of the Agency or its staff.

## **17. LIMIT OF CONTRACTOR'S LIABILITY**

17.1 The limit of the Contractor's liability for each and every claim by the Agency, other than for death or personal injury, whether by way of indemnity or by reason of breach of contract, or statutory duty, or by reason of any tort shall be:

17.1.1 the sum stated in the Appendix

17.1.2 if no sum is stated, the Contract Price or five million pounds whichever is the greater.

## **18. INSURANCE**

18.1 The Contractor shall insure and maintain insurance against liabilities under Condition 16 (Indemnity) in the manner and to the values listed in the Appendix. If no sum is stated, the value insured shall be five million pounds.

18.2 If specifically required by the Agency, nominated insurances shall be in the joint names of the Contractor and the Agency.

18.3 The Contractor shall, upon request, produce to the Contract Supervisor documentary evidence that the insurances required are fully paid up and valid for the duration of the Contract.

## **19. PREVENTION OF FRAUD AND CORRUPTION**

19.1 The Contractor shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or for showing or refraining from showing favour or disfavour to any person in relation to the Contract.

19.2 The Contractor shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Contractor's staff and the Contractor (including its shareholders, members and directors) in connection with the Contract and shall notify the Agency immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

19.3 If the Contractor or the Contractor's staff engages in conduct prohibited by this clause 19 or commits fraud in relation to the Contract or any other contract with the Crown (including the Agency) the Agency may:

19.3.1 terminate the Contract and recover from the Contractor the amount of any loss suffered by the Agency resulting from the termination, including the cost reasonably incurred by the Agency of making other arrangements for the supply of the Goods and any additional expenditure incurred by the Agency throughout the remainder of the Contract; or

19.3.2 recover in full from the Contractor any other loss sustained by the Agency in consequence of any breach of this clause.

19.4 The Contractor shall not, directly or indirectly through intermediaries commit any offence under the Bribery Act 2010 (as amended), in any of its dealings with the Agency.

## **20. CONTRACT PRICE**

20.1 The Contract Price will be paid by the Agency to the Contractor as amended by any Variations ordered under Condition 9 (Variations).

20.2 In addition to the Contract Price, the Agency will pay to the Contractor such Value Added Tax (if any) as may properly be chargeable at rates ruling at the time of invoice.

## **21. INVOICING AND PAYMENT**

21.1 Invoices shall only be submitted for those Goods already delivered accompanied by such information as the Contract Supervisor may reasonably require to verify the Contractor's entitlement to payment. Such invoices will be paid in 30 days from receipt by the Agency.

21.2 If any sum is payable under the Contract by the Contractor to the Agency, whether by deduction from the Contract or otherwise, it will be deducted from the next available invoice.

21.3 If the Contractor enters into a sub-contract with a supplier for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in the sub-contract which requires payment to be made of all sums due from it to the sub-contractor within 30 days from the receipt of a valid invoice.

## **22. INTELLECTUAL PROPERTY RIGHTS**

22.1 The Contractor warrants to the Agency that the Goods, shall not in any way infringe any Intellectual Property Rights belonging to any third party and shall fully indemnify the Agency against all actions, claims, costs, charges, expenses and liabilities of whatsoever nature arising from or incurred by reason of any infringement, or alleged infringement.

22.2 The Contractor shall not be liable under this Condition if such infringement arises from the use of any design, technique or method of working provided by or specified by the Agency.

22.3 If the Contractor is prevented from carrying out his obligations under the Contract due to any infringement or alleged infringement of any Intellectual Property Rights, the Agency may without prejudice to any other rights and remedies under the Contract, exercise the powers and remedies available to it under Conditions 14 and 15.

## **23. WARRANTY**

The Contractor warrants that the Goods supplied by him are of a satisfactory quality and are supplied with reasonable skill, care and diligence and fit for the Agency's intended purpose so far as this has been communicated to him, or which he would reasonably be expected to know.

## **24. GUARANTEES**

The Contractor shall promptly remedy all defects in the Goods arising from faulty design, materials or workmanship and, without prejudice to the Agency's statutory rights, either repair or replace the Goods (as the Agency shall elect) at no cost to the Agency, for a period of 12 months from putting the Goods into intended service, or 18 months from delivery, whichever is the less, or as otherwise agreed in writing.

## **25. STATUTORY REQUIREMENTS**

The Contractor shall fully comply with all relevant statutory requirements in the performance of the Contract, including, but not limited to the giving of all necessary notices and the paying of all fees.

## **26. ENVIRONMENT, SUSTAINABILITY AND DIVERSITY**

26.1 The Contractor in the performance of this Contract should adopt a sound proactive environmental approach, designed to minimise harm to the environment, to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of single-use plastic, ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and/or the environment, and be able to provide proof of so doing to the Agency on demand.

26.2 The Agency is committed to ensuring that workers employed within its supply chains are treated fairly, humanely and equitably. The Agency expects the Contractor to share this commitment and to understand any areas of risk associated with this and work to ensure they are meeting International Labour Standards. The Contractor ensures that it and its sub-contractors and its supply chain:

26.2.1 comply with the provisions of the Modern Slavery Act 2015;

26.2.2 pay staff fair wages (and pays its staff in the UK not less than the Foundation Living Wage Rate ); and

26.2.3 implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.

26.3 The Contractor should support the Agency to achieve its Public Sector Equality Duty by complying with the Agency's policies (as amended from time to time) on Equality, Diversity and Inclusion (EDI). This includes ensuring that the Contractor (and their sub-contractors) in the delivery of its obligations under this Contract:

26.3.1 eliminates discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

26.3.2 advances equality of opportunity between people who share a protected characteristic and those who do not; and

26.3.3 fosters good relations between people who share a protected characteristic and those who do not.

## **27. PUBLICITY**

The Contractor shall not advertise or publicly announce that he is supplying Goods or undertaking work for the Agency without the Permission of the Contract Supervisor.

## **28. LAW**

This Contract shall be governed and construed in accordance with the Law, and subject to the jurisdiction of the courts of England.

## **29. WAIVER**

29.1 No delay, neglect or forbearance by the Agency in enforcing any provision of the Contract shall be deemed to be a waiver, or in any other way prejudice the rights of the Agency under the Contract.

29.2 No waiver by the Agency shall be effective unless made in writing.

29.3 No waiver by the Agency of a breach of the Contract shall constitute a waiver of any subsequent breach.

## **30. ENFORCEABILITY AND SURVIVORSHIP**

30.1 If any part of the Contract is found by a court of competent jurisdiction or other competent authority to be invalid or legally unenforceable, that part will be severed from the remainder of the Contract which will continue to be valid and enforceable to the fullest extent permitted by law

30.2 The following clauses shall survive termination of the Contract, howsoever caused: 14, 15, 16, 22, 23, 25, 28, 30, 31, 32, 33 and 34.

## **31. DISPUTE RESOLUTION**

31.1 All disputes under or in connection with this agreement shall be referred first to negotiators nominated at a suitable and appropriate working level by the Agency and the Contractor.



31.2 If the parties' negotiators are unable to resolve the dispute within a period of forty five days from its being referred to them, the dispute shall be referred at the instance of either party to the parties' respective senior managers or directors (supported as necessary by their advisers).

31.3 If the parties' respective senior managers or directors are unable to resolve the dispute within forty five days the dispute shall be referred to the Centre for Dispute Resolution who shall appoint a mediator and the parties shall then submit to the mediator's supervision of the resolution of the dispute.

31.4 Recourse to this dispute resolution procedure shall be binding on the parties as to submission to the mediation but not as to its outcome. Accordingly all negotiations connected with the dispute shall be conducted in strict confidence and without prejudice to the rights of the parties in any future legal proceedings. Except for any party's right to seek interlocutory relief in the courts, no party may commence other legal proceedings under the jurisdiction of the courts or any other form of arbitration until forty five days after the appointment of the mediator.

31.5 If, with the assistance of the mediator, the parties reach a settlement, such settlement shall be put in writing and, once signed by a duly authorised representative of each of the parties, shall remain binding on the parties.

31.6 The parties shall bear their own legal costs of this dispute resolution procedure, but the costs and expenses of mediation shall be borne by the parties equally.

31.7 Any of the time limits in Condition 31 may be extended by mutual agreement. Such agreed extension shall not prejudice the right of either party to proceed to the next stage of resolution.

## **32. GENERAL**

32.1 Neither party to the Contract will be liable to the other for any delay in performing or failing to perform its obligations (other than a payment obligation)

under the Contract because of any cause outside its reasonable control. Such delay or failure will not constitute a breach of the Contract and the time for performance of the affected obligation will be extended by a reasonable period.

32.2 The Contract contains the whole agreement between the parties and supersedes all previous communications, representations and arrangements, written or oral. It is accepted that the Contract has not been entered into on the basis of any representations that are not expressly contained in the Contract.

### **33. FREEDOM OF INFORMATION ACT**

33.1 The Agency is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000 (as amended) ('Act') and the Environmental Information Regulations 2004 (as amended) (Regulations').

33.2 The Contractor agrees that:

33.2.1 All information submitted to the Agency may need to be disclosed by the Agency in response to a request under the Act or the Regulations; and

33.2.2 The Agency may include information submitted (in whole or in part) in the publication scheme which it maintains under the Act or publish the Contract, including from time to time agreed changes to the Contract, to the public.

33.3 If the Contractor considers that any of the information included in its tender, or that it has submitted to the Agency or that is otherwise contained in the Contract, is commercially sensitive, it shall identify and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. The Contractor acknowledges that if it has indicated that information is commercially sensitive, such information may still be required to be disclosed by the Agency under the Act or the Regulations. The receipt of any material stated to be or marked 'confidential' or equivalent by the Agency shall not be deemed to infer that the Agency agrees any duty of confidentiality by virtue of that marking.

## **34. DATA PROTECTION**

34.1 In the event that the Contract requires data to be processed within the meaning of the Data Protection Legislation the Data Protection Schedule shall be completed by the Parties and provisions and definitions therein shall apply and bind the Parties as part of this Contract

## Appendix to Conditions Goods

**Our Ref:** F/2223/5013

**Title:** Supply of 2 x Time-of-flight Aerosol Chemical Speciation Monitor (PM2.5 Organic Speciation)

### Condition

**1 Contract Supervisor**



Environment Agency,  
Lateral House  
8 City Walk,  
Holbeck,  
Leeds  
LS11 9AT  
UNITED KINGDOM

**2 Contractor**



Address:

45 Manning Road  
Billerica  
Massachusetts  
USA  
ZIP CODE - 01821-3934

**3 Completion**

Contract Start Date 30/09/2022

Contract End Date 31/03/2023\*

\*Please note – this does not nullify the Spare Parts Availability clause in Schedule 1. Acceptance of these conditions confirms acceptance of details, time periods and prices as stated in the Spare Parts Availability clause in Schedule 1.

4      **Delivery**

Address:

*As per schedules 1 and 2*

5      **Insurance**

Professional Indemnity Min. Cover	£2 million
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Third Party Minimum Cover	£2 million
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Public Liability Min. Cover	£2 million
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6      **Limit on Liability**

Limit on Contractors Liability	£5 million
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