



***Transport for London***

***AND***

***Inspire Structures Limited***

***CONTRACT FOR THE PROVISION***

***OF***

***ELIZABETH LINE - CIVILS / BUILDINGS & OPERATIONAL  
PROPERTY EXAMINATIONS SERVICES***

***CONTRACT REFERENCE NUMBER: CW71559***

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THIS CONTRACT is made the [8th ] day of April 2025

**BETWEEN:**

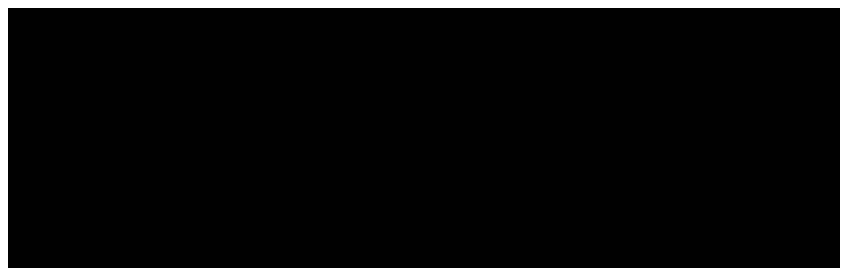
- (1) **Transport for London** a company registered in England and Wales under number 06745516 and having its registered office at 5 Endeavour Square, London E20 1JN (the “**Company**” which expression shall include its successors and assigns); and
- (2) Inspire Structure Limited a company registered in England and Wales under number 08464487 and having its registered office at Unit 718 Eddington Way, Birchwood Park, Warrington, England, WA3 6BA (the “**Supplier**”).

**BACKGROUND**

- (A) The Supplier shall provide the Services to the Company from the Service Commencement Date in accordance with Schedule 1.
- (B) The Company wishes to buy and the Supplier wishes to provide the Services on the Terms and Conditions set out in the Contract.
- (C) This Contract may be utilised by the Company or any other member of the TfL Group. The Greater London Authority, any of the London Boroughs, the Metropolitan Police Service, or any functional body (as defined in the GLA Act) may, if the Supplier so agrees, contract with the Supplier on the terms set out in this Contract.

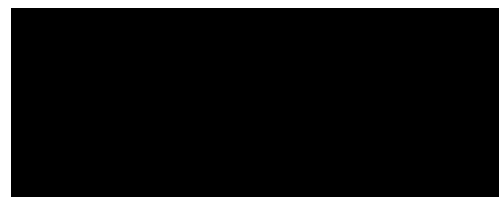
**This Contract has been signed by for and on behalf of the parties on the day and year written above.**

Signed by  
for and on behalf of  
**Transport for London**



Date: 08 April 2025

Signed by  
for and on behalf of  
**Inspire Structure Limited**



Date: 2<sup>nd</sup> April 2025

THE PARTIES HEREBY AGREE as follows:

## 1. Definitions and Interpretation

1.1 In the Contract the following definitions shall have the following meanings:

**“Additional Services”** means services which are requested by the Company to be provided by the Supplier in accordance with the terms of the Contract in addition to those set out in the Specification.

**“Applicable Laws”** means, depending on the context, all or any laws, statutes, proclamations, recommendations, codes of practice, by-laws, directives, Regulations, statutory instruments, rules, orders, rules of court, delegated or subordinate legislation, rules of common law or any European Union legislation (including any declarations of conformity) retained or modified by or under the EUWA, at any time or from time to time in force in the whole or any part of the United Kingdom and which are or may become applicable to the Contract, any agreement or document referred to in the Contract, or for the performance of the Services.

**“BAFO”** means ‘best and final offer’.

**“CCSL”** the Centre for Civil Society Limited or any relevant replacement organisation as notified by the Company from time to time;

**“Cessation Plan”** means a plan agreed between the parties or determined by the Company in accordance with Clause 48.1 to give effect to a Declaration of Ineffectiveness or a Public Procurement Termination Event.

**“Commencement Date”** means the date specified as such in Schedule 1.

**“Company’s Representative”** means the person appointed by the Company and named as such in Schedule 1.

**“Completion Date”** means the date specified as such in Schedule 1 or such other date as may be agreed between the parties in accordance with the terms of the Contract.

**“Confidential Information”** means any information given orally or in writing which is a trade or business secret or method; technical know-how; personal data which relates to a living individual who can be identified from that information; information relating to any crime, breach of statutory duty or criminal investigations; information relating to the protection of prominent persons, national security, counter-terrorism or other information relating to the provision of police services for any national or international purpose; information relating to the Company’s obligations in accordance with sections 118 to 121 of the Railways Act 1993; confidential financial information including but

not limited to taxation information and returns to shareholders; and any other information that a party would reasonably expect to be able to protect by virtue of business confidentiality provisions.

**“Consequential Loss”** means in relation to a breach of this Contract or other circumstances in which a party is entitled to recover any costs, expenses or liabilities suffered or incurred, loss of profit, loss of revenue, loss of contract, loss of goodwill and/or other financial loss resulting from such breach and whether or not the party committing the breach knew, or ought to have known, that such loss would be likely to be suffered as a result of such breach;

**“Contract”** means this contract made between the Company and the Supplier.

**“Contract Completion Date”** means the date specified as such in Schedule 1 or such other date as may be agreed between the parties in accordance with the terms of the Contract.

**“Contractual Documentation”** means all documentation and information agreed to be delivered by the Supplier in accordance with the Contract including without limitation records, reports, documents, papers, unpatented designs, drawings, data specifications, manufacturing or work processes, testing procedures, relevant computer data and all other technical business and similar information originated by or on behalf of the Supplier in accordance with the Contract.

**“Contract Information”** means (i) the Contract in its entirety (including from time to time agreed changes to the Contract) and (ii) data extracted from the invoices submitted pursuant to Clause 8 which shall consist of the Supplier’s name, the expenditure account code, the expenditure account code description, the document number, the clearing date and the invoice amount.

**“Contract Price”** means the price stated in Schedule 1.

**“Contract Reference Number”** means the number shown on the front page of the Contract.

**“Contract Start Date”** means the date the Contract starts as specified in Schedule 1.

**“Contract Variation Procedure”** means the procedure set out in Schedule 5.

**“Crossrail Network”** means the Stations and Depots (wherever situated), Assets, Systems, Track and other buildings which are used in the maintenance and provision of the service known as **“Elizabeth Line”**.

**“Data Protection Legislation”** means:

- (a) any legislation in force from time to time in the United Kingdom relating to privacy and/or the Processing of Personal Data, including but not limited to the Data Protection Act 2018;

- (b) any statutory codes of practice issued by the Information Commissioner in relation to such legislation; and
- (c) the Privacy and Electronic Communications (EC Directive) Regulations 2003.

**“Declaration of Ineffectiveness”** means a declaration of ineffectiveness in relation to the Contract made by a court of competent jurisdiction in accordance with Regulation 98 of the Public Contracts Regulations 2015 (as amended) or Regulation 113(2)(a) or Regulation 118(3) of the Utilities Contracts Regulations 2016 (as amended).

**“Dispute”** has the meaning given to that term in Clause 37.1.

**“Documentation”** means all documents, items of information, data, reports, drawings, specifications, plans, software, designs, inventions and/or other material produced or supplied by or on behalf of the Supplier in the performance of the Contract and whether in paper form or stored electronically.

**“EDI Policy”** means a written policy provided by the Supplier setting how it will promote equality, diversity and inclusion.

**“Environmental Claim”** means receipt by the Company in connection with any pollution or contamination of the environment of:

- (a) any written claim, demand, suit or notice from a third party, including a Regulatory Authority (**“Regulatory Authority”** means any government entity or other public or quasi public authority or privatised utility having responsibility for any matters concerning the environment, or Environmental Law) or any order of the court of competent jurisdiction in connection with an alleged breach of Environmental Law; or
- (b) any charge or condition imposed by any Regulatory Authority or any notice served by any Regulatory Authority requiring Remediation (including any written indication from any Regulatory Authority that a requirement to carry out Remediation will be imposed on the Company unless the Company agrees to carry out Remediation voluntarily).

**“Environmental Law”** means all and any laws, including common law, legislation, codes of practice, notices, judgments, decrees, regulations, applicable clean-up standards, circulars, guidance notes (statutory or otherwise), as may be enacted, adopted, amended or supplemented, concerning the protection of human health, or the environment or the conditions of the work place.

**“EUWA”** means the European Union (Withdrawal) Act 2018.

**“Excepted Liabilities”** means the liability of the Supplier for:



- (a) any Liquidated Damages payable;
- (b) any abatements for performance levied in accordance with this Contract;
- (c) Losses against which the Supplier is entitled to an indemnity under any policy of insurance (or would have been entitled but for any breach or failure to maintain such insurance);
- (d) Losses caused by fraudulent acts or acts of a criminal nature; and
- (e) Losses caused by the Supplier committing a Prohibited Act or Safety Breach.

**“Excess Costs”** has the meaning given to that term in Clause 22.6.

**“Existing Contracts”** means any and all contracts, whether current, expired or terminated, pursuant to which goods or services have been supplied or provided by the Supplier (in the capacity of contractor or subcontractor) to the Company or any member of the TfL Group.

**“Force Majeure Event”** means any of the following (or any circumstances arising as a consequence of any of the following) if and only to the extent that such event or circumstances is or are not caused by, and their effects are beyond the reasonable control of, a party affected by such an event or circumstances and which have an adverse effect on the party affected by such an event or circumstances and such party's ability to perform its obligations under the Contract and is not an event or circumstances (i) whose effect the party affected by such an event is otherwise required to avoid or provide against (other than by way of insurance) under the Contract or (ii) which the party affected by such an event could reasonably have avoided or provided against:

- (a) war, invasions, acts of foreign enemies, hostilities (whether war be declared or undeclared), civil war, rebellion, revolutions, insurrection, military or usurped power, confiscation, or requisition by or under the order of any government or public or local authority;
- (b) civil unrest;
- (c) any act of terrorism or a specific threat of terrorism which results in the partial or total, temporary or long term closure of the Crossrail Network;
- (d) lightning, earthquake or subject to (f) below, extraordinary storm;
- (e) fire;
- (f) flooding, other than flooding caused by rising water table or by weather conditions (including extraordinary storm);

- (g) tunnel collapse;
- (h) compliance with the provision of sections 118 to 121 of the Railways Act 1993;
- (i) nuclear, chemical or biological contamination including ionizing radiation or contamination by radioactivity from any nuclear fuel or nuclear waste from the combustion of nuclear fuel or radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof;
- (j) the discovery of fossils, antiquities or other material which in each case is required to be exhumed or unexploded bombs; and
- (k) strikes, lock outs or other industrial action being in each case industry-wide.

**“Free Issue Materials”** means materials, apparatus and components supplied by the Company to the Supplier without charge and intended for use by the Supplier exclusively in the provision of Services under the Contract.

**“Greater London”** has the meaning ascribed to it in the GLA Act.

**“Greater London Authority Act”** or **“GLA Act”** means the Greater London Authority Act 1999 relating to the formation of the Greater London Authority.

**“Infrastructure Manager”** has the meaning ascribed to it in the Railways and Other Guided Transport Systems (Safety) Regulations 2006.

**“Intellectual Property Rights”** means any intellectual property rights in any part of the world and includes but is not limited to all rights to, and interests in, any patents (including supplementary protection certificates), designs, utility models, trade-marks, service marks, trade and business names and get up, moral rights, domain names, copyright and neighbouring rights, databases, semi-conductors, know how, knowledge, trade secrets and any other proprietary rights or forms of intellectual property (protectable by registration or not) whether registered or not in respect of any technology, technique, concept, idea, style, scheme, formula, system, logo, mark or other matter or thing, existing or conceived, used, developed or produced by any person, together with all applications and rights to apply for registration or protection of such rights, Confidential Information relating to those rights, material embodying those rights and in each case rights of a similar or corresponding character.

**“Interest Rate”** means the percentage above the base rate from time to time of the Bank of England as specified in Schedule 1

**“Key Personnel”** means Supplier Personnel identified as such in Schedule 1 and any changes to the same that are made in accordance with Clause 17.

**“Liquidated Damages”** means the sums identified and calculated in accordance with Schedule 1.

**“London Living Wage”** the London rate for the basic hourly wage as updated and published annually by the CCSL (or any relevant replacement organisation) on its website ([www.livingwage.org.uk](http://www.livingwage.org.uk));

**“Losses”** means any expense, liability, loss, claims, fines, damages, costs (including reasonable legal and other professional fees and disbursements), penalties, settlements and judgments incurred by the Company, its employees or agents (which, for the avoidance of doubt, shall include a Replacement Employer).

**“Mayor”** means the person from time to time holding the office of Mayor of London as established by the GLA Act.

**“Nominated Representatives”** has the meaning given to that term in Clause 37.2.

**“Notice to Proceed”** has the meaning given to that term in Clause 22.7(b).

**“Notified Sum”** has the meaning given to that term in Clause **Error! Reference source not found.**

**“Operator”** means a person with statutory duties to provide or secure the provision for Greater London of public passenger services by railway or a person who secures the provision of such services through appropriate contractual arrangements.

**“Payment Application”** has the meaning given to that term in Clause 8.

**“Personal Data”** has the meaning given to it in the Data Protection Legislation;

**“Policies”** means the policies set out in Clause 19.3.

**“Prescribed Period”** has the meaning given to that term in Clause **Error! Reference source not found.**

**“Programme”** means the programme of work set out in Schedule 4 for the provision of the Services which has been submitted by the Supplier and approved by the Company. The programme may be varied from time to time subject to the terms and conditions of the Contract or otherwise by agreement in writing between the Supplier and the Company.

**“Prohibited Act”** means:

- (a) offering or agreeing to give to any servant, employee, officer or agent of the Company any gift or consideration of any kind as an inducement or reward:
  - (i) for doing or not doing (or having done or not having done) any act in relation to the obtaining or performance of the Contract or any other contract with the Company; or
  - (ii) for showing or not showing favour or disfavour to any person in relation to the Contract or any other contract with the Company; or
- (b) entering into the Contract or any other contract with the Company with which commission has been paid or has been agreed to be paid by the Supplier or on its behalf or to its knowledge unless, before the Contract is entered into, particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Company; or
- (c) committing an offence:
  - (i) under the Bribery Act 2010;
  - (ii) under the Criminal Finances Act 2017;
  - (iii) under legislation creating offences in respect of fraudulent acts; or
  - (iv) at common law in respect of fraudulent acts,in relation to the Contract or any other contract with the Company; or
- (d) defrauding or attempting to defraud the Company.

**“Public Procurement Termination Event”** means:

- (a) the Contract has been subject to any substantial modification which would require a new procurement procedure in accordance with Regulation 72(9) of the Public Contracts Regulations 2015 or Regulation 88(8) of the Utilities Contracts Regulations 2016; or
- (b) if the Company determines that the Contract should not have been awarded to the Supplier in view of a serious infringement of the obligations contained under the EU Treaties as retained by the EUWA and applicable procurement regulations.

**Regulations**” includes any regulation, rule, official directive, request or guideline (whether or not having the force of law) of any governmental, intergovernmental or supranational body, agency, department or regulatory, self-regulatory or other authority or organisation.

**“Remediation”** means any or all investigation, sampling, analysing, removing, remedying, cleaning up, abating, containing, controlling or ameliorating the presence in or effects on the Environment of any contamination or pollution including, but without limitation, the removal, treatment and disposal of material and the treatment and monitoring of ground waters and gases and emissions and the obtaining of expert technical, legal and other professional advice (including all project management functions).

**“Responsible Procurement Policy”** means the policy document entitled the "GLA Group Responsible Procurement Policy" dated June 2017, and as may be amended.

**“RfLI Health, Safety & Environment Contract Conditions”** means the Health, Safety & Environment Contract Conditions that would apply in addition to relevant legislation and industry requirements as set out in Schedule 6 as amended from time to time.

**“Safety Breach”** means a material breach of any obligation under the Contract caused by the gross incompetence of or wilful default by the Supplier (or anyone employed by or acting on behalf of the Supplier) or any of its agents which has materially affected the safe operation of the Crossrail Network or the safety of the Company’s customers, staff or any other person.

**“Service Cessation”** means the Completion Date or any other cessation of the Services or part thereof.

**“Service Commencement Date”** means the date for the commencement of the Services set out in Schedule 1.

**“Services”** means the services stated in the Specification to be performed by the Supplier and any Additional Services.

**“Specification”** means the description of the services to be provided by the Supplier in accordance with the Contract contained in **Error! Reference source not found..**

**“Standards”** means the Category 1 and 2 Standards and Draft Category 1 and 2 Standards and such European, British and International Standards and associated Codes of Practice required by the Company for the Supplier to perform the Services in accordance with good industry practice. A full set of current Standards is available for the Supplier’s use on-line or as notified to the Supplier.

**“Supplier Personnel”** means all employees, agents or consultants of the Supplier and the Supplier’s subcontractors from time to time.

**“Supplier Personnel Information”** Information relating to all persons, as are engaged in the performance of any of the Services, including (without limitation) employees, officers, suppliers, sub-contractors and agents of the Supplier and including the Key Personnel

**“Supplier’s Representative”** means the person appointed by the Supplier and named as such in Schedule 1.

**“TfL”** or **“Transport for London”** means Transport for London, a statutory body set up by the Greater London Authority Act.

**“TfL Group”** means Transport for London and all of its subsidiaries and their subsidiaries (as defined in Section 1159 of the Companies Act 2006) from time to time, together with Crossrail Limited (company number 04212657) and reference to any **“member of the TfL Group”** refers to TfL or any such subsidiary.

**“Transparency Commitment”** means TfL’s commitment (applying to TfL, the Company and the rest of the TfL Group) to publish contracts, tender documents and data from invoices received in accordance with the Local Government Transparency Code 2015 and TfL’s own published transparency commitments.

**“VAT”** means value added tax as provided for in the Value Added Tax Act 1994 and legislation (whether delegated or otherwise) supplemental thereto and any tax replacing, or adding to, the same or of a similar nature.

**“Variation Order”** means the written authorisation from the Company to a Variation Proposal in accordance with the Contract Variation Procedure.

**“Variation Proposal”** means the written proposal put by the Company or the Supplier to vary the Contract in accordance with the Contract Variation Procedure in substantially the form set out in Appendix 1 to Schedule 5.

**“Working Day”** means any day of the week (other than Saturday or Sunday) which is not an English bank holiday, or public holiday.

- 1.2 The headings in the Contract are only for convenience and shall not affect its interpretation.
- 1.3 Where appropriate, the singular includes the plural and vice versa.
- 1.4 A reference to a Clause or a Schedule shall be to a Clause of or, as the case may be, a Schedule to, the Contract and references to the Contract include its recitals and Schedules.
- 1.5 References to (or to any specified provision of) the Contract or any other document shall be construed as references to the Contract, that provision or that document as in force for the time being and as from time to time amended in accordance with the terms of the Contract.
- 1.6 Reference to any Applicable Laws and Standards also includes a reference to the Applicable Laws and Standards as from time to time amended, extended or re-enacted.

- 1.7 References to the “**Company**” shall include its successors, transferees and assignees.
- 1.8 References to a person, firm or company shall include any individual company, unincorporated association or body (including a partnership or joint venture) or other entity whether or not having a separate legal personality.
- 1.9 In the event that a conflict, ambiguity or inconsistency exists between the documents comprising the Contract, the order of priority for the purpose of construction in descending order shall be:
- (a) the Clauses of the Contract;
  - (b) the Schedules to the Contract (equal priority, but subject to Clause 1.10); and
  - (c) any other document referred to in, or incorporated by reference into, the Contract.
- 1.10 The documents that make up the Schedules shall be taken as being mutually explanatory of one another. In the event of any conflict between any provision of the Clauses of the Contract and a provision of any other Schedule, then the Clauses of the Contract shall take precedence except where the conflicting part of the other Schedule is explicitly expressed to take precedence over any specific part of the Clauses of the Contract.

## **2 Duration and Option to Extend**

- 2.1 The Contract shall commence on the Contract Start Date and shall be performed by the Supplier in accordance with the terms of the Contract (save in the event of earlier termination) and shall continue until the Contract Completion Date.
- 2.2 The Parties acknowledge and agree that:
- (a) the Company shall at its sole option be entitled at any time prior to the date falling no later than six (6) months prior to the Initial Term Expiry Date to serve notice on the Supplier of its decision to extend this Contract for a period of up to two (2) years either in respect of all or part of the Services (the “Extended Term”);
  - (b) where either:
    - i. the Extended Term or any Additional Extended Term expires prior to the second anniversary of the Initial Term Expiry Date; or
    - ii. the Company fails to give six (6) months’ notice in accordance with Clause (a),
- the Parties may agree in writing that the Extended Term or any Additional Extended Term shall be extended for such further period as the Parties may agree in writing (the “Additional

Extended Term") provided that the duration of the Extended Term and any Additional Extended Term shall not exceed two (2) years in aggregate.

2.3 The provisions of this Contract shall continue to apply mutatis mutandis to any such extension of this Contract (other than Clause 2.2(a) containing the option to extend and subject to any variations as may be agreed by both Parties).

2.4 On either:

(a) receipt of written notice from the Company to the Supplier in accordance with Clause 2.2(a);  
or

(b) an extension being agreed between the Company and the Supplier in writing in accordance with Clause 2.2(b),

this Contract shall be deemed to be extended accordingly.

### **3 Supplier's Primary Obligations**

3.1 The Supplier shall provide the Services to the Company in accordance with the terms of the Contract.

3.2 The Supplier shall ensure and warrants to the Company that the Services will:

- (a) be performed by appropriately qualified and trained personnel exercising the highest standard of diligence, care and skill;
- (b) be performed in accordance with the Programme;
- (c) conform to all Applicable Laws (including but not limited to any law and regulations applicable to the Company or the Crossrail Network);
- (d) comply with all Standards and any additional standards listed in Schedule 1 or in the Specification; and
- (e) comply with the requirements of the Company set out in the Contract and all lawful and reasonable directions of the Company.

3.3 The Supplier warrants to the Company that it has entered into and executed the Contract by its duly authorised representatives in accordance with all procedures required by its governing laws and contractual documents.



- 3.4 The Supplier warrants to the Company that it has the right to grant to the Company and any member of the TfL Group all licences (including without limitation all rights to sub-licence) of all and any Intellectual Property Rights as contemplated in this Contract.
- 3.5 The Supplier warrants to the Company that, as at the date of this Contract, it has not been in any of the situations referred to in Regulation 57(1) of the Public Contracts Regulations 2015 and should therefore have been excluded from the procurement procedure in accordance with those Regulations or Regulation 80(2) of the Utilities Contracts Regulations 2016.
- 3.6 The Supplier shall perform its obligations under the Contract in accordance with the requirements of the ISO 9000 and ISO 14000 series as appropriate to the provision of the Services or any equivalent international quality assurance standards as may be accepted as an alternative in the absolute discretion of the Company.
- 3.7 It shall be the responsibility of the Supplier to obtain, at its cost, all necessary approvals, licences, permits and consents in relation to the performance of the Services, including, but not limited to, those required by any Applicable Laws and Standards.
- 3.8 Unless otherwise stated in the Contract, the Supplier shall provide all equipment, support services and other facilities necessary for the performance of its obligations under the Contract.
- 3.9 For the avoidance of doubt, neither a communication from the Company nor the review or acceptance of the Services waives, limits or amends in any way any warranties, liabilities or responsibilities of the Supplier under this Contract.
- 3.10 The Supplier shall be responsible for the accuracy of all Contractual Documentation and shall pay the Company any extra costs occasioned by any discrepancies, errors or omissions therein. The Supplier shall at its own expense carry out any alterations or remedial work necessitated by such errors, omissions or discrepancies and modify the relevant documents or information accordingly.
- 3.11 The Supplier shall train at the sole cost of the Supplier any of the Company's employees, TfL employees and any of their contractors or agents as required by the Company in accordance with the Specification. (If required and stated in the Specification)
- 3.12 Design – Not Used.

## **4 Records and Audit**

- 4.1 The Supplier shall, and shall procure that its subcontractors shall, maintain a true and correct set of records including personnel records relating to all aspects of their performance of the Contract and all transactions related to the Contract. For the avoidance of doubt, such records shall include but are not limited to:

- (a) all necessary information for the evaluation of claims or variations;
- (b) management accounts, information from management information systems and any other management records;
- (c) accounting records (in hard copy as well as computer readable data);
- (d) subcontract files (including proposals of successful and unsuccessful bidders, bids, rebids etc);
- (e) original estimates;
- (f) estimating worksheets;
- (g) correspondence;
- (h) variation and claims files (including documentation covering negotiated settlements);
- (i) general ledger entries detailing cash and trade discounts and rebates;
- (j) commitments (agreements and leases) greater than £5,000;
- (k) detailed inspection records; and
- (l) such materials prepared in relation to the invitation to tender and subsequent tendering process relating to cost breakdowns, reconciliations against BAFO pricing and project plans, in each case which have not already been provided to the Company.

4.2 The Supplier agrees, and shall procure that its subcontractors agree, to retain all such records in such a manner as the Company may reasonably instruct for a period of not less than twelve (12) years after completion of performance under the Contract. In the absence of specific instructions as to the method of storage, the Supplier shall retain his records in an orderly and logical fashion.

4.3 The Company and its authorised representatives and any party legally authorised to inspect any part of the Crossrail Network shall have the right to inspect and audit any of the records referred to in Clause 4.1 at any time during the period referred to in Clause 4.2.

4.4 The Supplier shall promptly provide all reasonable co-operation in relation to any audit or check including, to the extent reasonably possible in each particular circumstance:

- (a) granting or procuring the grant of access to any premises used in performance of the Contract, whether the Supplier's own premises or otherwise;

- (b) granting or procuring the grant of access to any equipment (including all computer hardware, software and databases) used (whether exclusively or non-exclusively) in the performance of the Supplier's obligations under the Contract, wherever situated and whether the Supplier's own equipment or otherwise;
- (c) making any contracts and other documents and records required to be maintained under the Contract available for inspection;
- (d) providing a reasonable number of copies of any contracts and other documents or records reasonably required by the Company's auditor and/or granting copying facilities to the Company's auditor for the purposes of making such copies; and
- (e) complying with the Company's reasonable requests for access to senior personnel engaged in the Supplier's performance of the Contract.

4.5 The Supplier shall maintain an effective and economical programme for monitoring and maintaining product quality, planned and developed in conjunction with any other functions of the Supplier necessary to satisfy the Contract requirements.

4.6 The Supplier shall permit the Company's authorised representatives access and facilities (as required and when notified) for the purpose of systems and product quality audits including but not limited to access to documentation showing results of testing and inspection, certificates of conformance and safety-related documents. The Supplier shall provide the Company with a copy of any or all of the records listed in Clause 4.1, free of charge within thirty (30) days of the Company's request for the same.

4.7 The Supplier shall, and shall ensure that any subcontractor or sub-supplier shall ensure that appropriate security systems are in place to prevent unauthorised access to, extraction of, or alteration to, data during any audit undertaken pursuant to the Contract.

## **5 Company's Obligations**

5.1 The Company shall pay the Supplier the Contract Price for the Services in accordance with the terms of the Contract.

5.2 Payment of the Contract Price shall not affect any claims or rights which the Company may have against the Supplier and shall not be an admission by the Company that the Supplier has performed its obligations under the Contract properly.

5.3 The Contract is not an exclusive arrangement and nothing in the Contract operates to prevent the Company from engaging any other organisation or person to perform services similar to, or the same as, the Services.

## 6 Additional Services

The Company may, at any time during the term of the Contract, request the Supplier to provide a quotation for the supply of Additional Services in accordance with the Contract Variation Procedure and **Error! Reference source not found.** If a Variation Order is made in respect of such Additional Services, Schedule 1 and Schedule 4 shall be amended to include such Additional Services, the expected date of performance for them and the Contract Price.

## 7 Variation

- 7.1 Unless the parties agree otherwise in writing, any variation to the Contract shall be made under the Contract Variation Procedure.
- 7.2 The Supplier shall not proceed to implement any variation unless there has been a Variation Order.

## 8 Price and Payment

- 8.1 The Supplier shall submit an application for payment of the relevant portion of the Contract Price using the rates and prices set out in Schedule 2, to the Company's Representative for the Services (a "Payment Application") Each Payment Application shall specify the sum that the Supplier considers will become due on the payment due date and the basis upon which that sum is calculated. The Supplier shall submit any supporting documents that are reasonably necessary to enable the Company's Representative to assess and verify the Payment Application.
- 8.2 The payment shall become due for the purposes of the Housing Grants, Construction and Regeneration Act 1996 as amended by the Local Democracy, Economic Development and Construction Act 2009 ("HGCRA") on the date on which the Company's Representative receives the Payment Application.
- 8.3 The Company's Representative shall assess and verify the Payment Application in a timely manner. The Company shall notify the Supplier in writing not later than five (5) days after the date of receiving the Payment Application of:

(a) the amount (if any) the Company's Representative considers to be due at the payment due date (which amount shall be net of any discount to which the Company is entitled); and

(b) the basis on which the amount was calculated,

a "Payment Certification". It is immaterial for the purposes of this Clause 8.3 that the amounts referred to in Clause 8.3(a) or Clause 8.3(b) may be zero. Where the Company fails to comply with its obligations under this Clause 8.3 and there is an undue delay in assessing and verifying the Payment Application, the Payment Certification shall be regarded as issued for the purposes of

Clause 8.6 after a reasonable time has passed. A notification given under this Clause 8.3 shall constitute a payment notice for the purposes of section 110A of the HGCRA.

- 8.4 Within six (6) days of receipt of a Payment Certification the Supplier shall issue a VAT invoice for the amount stated in that Payment Certification to the Company. The Supplier may submit any VAT invoice as an electronic invoice that complies with the relevant European Standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870 as retained by the EUWA and amended by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.
- 8.5 The final date for payment ("Final Date for Payment") for the purposes of the HGCRA shall be thirty (30) days after the date on which the Company's Representative received the Payment Application except if the Supplier fails to issue a VAT invoice in accordance with the timescale set out in Clause 8.4 (and such failure is not due to any failure by the Company to comply with its obligations in Clause 8.3) then the Final Date for Payment shall be extended by the additional number of days taken by the Supplier to issue the VAT invoice] [shall be ten (10) days after the date on which the Company's Representative received the applicable VAT invoice.
- 8.6 Subject to Clause 8.7 and Clause 8.8, the Company shall pay the Supplier the sum referred to in the Company's Representative's Payment Certification pursuant to Clause 8.3 (the "Notified Sum") on or before the Final Date for Payment.
- 8.7 If the Company intends to pay less than the Notified Sum the Company or the Company's Representative (as the case may be) should notify the Supplier in writing not later than one (1) day prior (the "Prescribed Period") to the Final Date for Payment of:
- (a) the amount (if any) that it considers to be due on the date the notice is served and the basis upon which that sum is calculated; or
  - (b) if there is more than one basis, each basis and the amount attributable to it.
- It is immaterial for the purposes of this Clause 8.7 that the amounts referred to in Clause 8.7(a) and Clause 8.7(b) may be zero. Where a notice is given under this Clause 8.7, the Company's obligation to pay the Notified Sum under Clause 8.6 applies only in respect of the sum specified pursuant to this Clause 8.7.
- 8.8 Notwithstanding Clauses 8.6 and 8.7, if the Supplier is subject to an event set out in Clause 22.1(d) or other like event after the Prescribed Period, the Company shall not be required to pay the Supplier the Notified Sum on or before the Final Date for Payment.
- 8.9 The Contract Price shall be fixed and inclusive of all expenses and disbursements.
- 8.10 The Contract Price shall not include VAT and, to the extent that such VAT is properly chargeable,

it shall be charged at the rate in force on the date of the Payment Application and will be shown as a separate item on all Payment Applications. The Contract Price for the Services shall only be changed in accordance with the Contract Variation Procedure.

8.11 In addition to any other rights of the Company whether at law or equity under this Contract, whenever under or arising out of this Contract or any other contract between the Company and the Supplier

(a) any sum of money is recoverable from or payable by the Supplier; or

(b) any Losses are reasonably and properly owed to, or incurred by, the Company or any member of the TfL Group

then the same may be set-off against and/or deducted and/or withheld from any sum then due or which at any time thereafter may become due to the Supplier under this Contract.

8.12 All Payment Applications shall clearly show the Contract Reference Number and any associated Variation Order. Supporting documentary information shall be submitted to the Company's Representative for all Payment Applications submitted by the Supplier. The Company's Representative shall from time to time agree with the Supplier the detailed information required in relation to all such Payment Applications and the Supplier shall provide such information as is reasonably required.

8.13 All sums payable to the Company by the Supplier under the Contract shall be paid in full, free of any present or future taxes, levies, duties, charges, fees or withholdings and without any deduction, restriction, conditions, withholding, set-off or counterclaim whatsoever; and if the Supplier is compelled by law to make any deduction or withholding, the Supplier shall gross up the payment so that the net sum received by the Company will be equal to the full amount which the Company would have received had no such deduction or withholding been made.

8.14 For the first three years of the contract the Contract Price and rates will be fixed. If the contract is extended beyond the original three-year term the Fixed Fee and other rates set out in this Agreement will be indexed on 1 April each Year according to the following:

8.14.1 For the purposes of this Clause 8.14, the following definitions apply:

(a) The base date is the 1 April in the year immediately prior the adjustment to occur in accordance with this Clause 8.14

(b) The index is the appropriate index from the index table contained in schedule 12;

(c) Not used.

(d) The Latest Index (L) is the latest available index before 1 April for each annual indexation calculation under clause 8.14.4(a).

(e) The Tender Base Date Index (T) is the relevant index as set out in schedule 5 published for February 2024;

(f) The Price Adjustment Factor (PAF) is in the event of the first application of this indexation clause 8.14 and annually on 1 April thereafter,  $((L - T)/T)$  for the index linked to it

g) The 'Indexation Cap' 'C' is five (5) percent.

h) The 'Indexation Collar' 'O' is any Price Adjustment Factor (PAF) equal to or less the 0 (zero) percent at the 1 April annual indexation anniversary date.

8.14.2 If an index is changed after it has been used in calculating a PAF, the calculation is repeated and a correction included in the next annual indexation calculation.

8.14.3 Each time the indexation calculation is made in accordance with this Clause 8.14, if PAF is greater than 'C' then the PAF is capped at 'C'. If PAF is equal to or less than 'O' the indexation anniversary is void until the next year anniversary. If the indexation calculation (PAF) is less than or equal to 'C' or greater than 'O', an amount for price adjustment is added to the total of the Fixed Fee and other rates which is equal to the Fixed Fee and other rates multiplied by PAF where PAF is the PAF for the date of the current assessment.

8.14.4 For the avoidance of doubt:

(a) a single indexation calculation shall be applied on an annual basis, on 1 April each Year, not during the course of any Year; and

(b) any correction due to provisional indices becoming firm indices will be adjusted in the subsequent annual indexation.

8.14.5 Immediately following each annual indexation calculation and any subsequent and corresponding price adjustment in line with Clause 8.14.3:

A) If the Contractor has independently assessed and determined that in the last year preceding 1 April (of the latest year) they have experienced inflation of input costs required to provide the Scope of Works that is greater than 'C', then the Contractor may notify the Employer of their request for a joint actual input costs review with the Employer to be initiated which the Employer may not unreasonably object to.

B) During any actual input costs review the Contractor shall clearly demonstrate to the Employer the specific magnitude(s) of actual input cost inflation being greater than 'C' as experienced during

the prior year. This shall be demonstrated through sufficient and satisfactory relevant supporting evidence and documentation (e.g. paid invoices, payroll data, etc.), in confidence, as may be necessary and as agreed with the Employer for the operation of this Clause in each instance. For this purpose, the Contractor may anonymise and/or aggregate any payroll and salary data, as necessary for data protection purposes. Additionally, this supporting evidence and documentation shall cover a suitable minimum sampling volume and variety of cost types, as agreed between the Contractor and the Employer, to successfully demonstrate and establish inflation of input costs to provide the Scope of Works being greater than 'C'.

C) Further to this and the successful demonstration of the inflation of input costs being greater than 'C', the Contractor and Employer shall seek to agree in reflection any further price adjustment to the total of the Fixed Fee and other rates, beyond that already applied under Clause 8.14.3. This shall be applicable from the same 1 April date as the most recent price adjustment applied per Clause 8.14.3.

Note 1: With reference to Clause 8.14.5 (b) above, see Schedule 12 Appendix 1 below for template 'terms of reference' to be agreed for each actual input cost inflation review. The Supplier shall submit an application for payment of the relevant portion of the Contract Price using the rates and prices set out in **Error! Reference source not found.**, to the Company's Representative for the Services (a "**Payment Application**") Each Payment Application shall specify the sum that the Supplier considers will become due on the payment due date and the basis upon which that sum is calculated. The Supplier shall submit any supporting documents that are reasonably necessary to enable the Company's Representative to assess and verify the Payment Application.

## 9 Supplier Performance

- 9.1 At the end of the Company's first full accounting period after the Commencement Date (and for the duration of the Contract) every four (4) weeks after that date the Company shall assess the Supplier's performance under the Contract in accordance with Schedule 10.
- 9.2 The Company shall have the right to:
- (a) abate the Supplier for failure to meet the key performance indicators stated in Schedule 10; and
  - (b) use the escalation process stated in Schedule 10 to rectify any unsatisfactory performance by the Supplier in its performance of the Contract or any failure by the Supplier to meet the performance standards set out in Schedule 10.



## **10 Access<sup>1</sup> and Time for Performance of the Services**

- 10.1 The Company shall give the Supplier access to the parts of the Crossrail Network required for the performance of the Services in accordance with the provisions of this Clause 10.
- 10.2 Subject to the provisions of Clause 10, the Company shall use reasonable endeavours to give access to such parts of the Crossrail Network to the Supplier on the dates and times on which it has stated that it requires such access.
- 10.3 The Supplier acknowledges that the Company does not guarantee uninterrupted or exclusive possession to any parts of the Crossrail Network and that its access to some parts of the Crossrail Network may be limited in accordance with the Contract.
- 10.4 Where the Supplier requires access to the Crossrail Network to carry out the Services, it shall:
- (a) apply for access at the earliest available opportunity; and
  - (b) provide the Company's Representative without delay with such additional information as the Company's Representative may reasonably require in respect of the Supplier's access requests.
- 10.5 The Company shall confirm access bookings in accordance with this Clause 10. The Company does not warrant or guarantee to the Supplier that such access will be granted. If any request for access is rejected, the Company shall advise the Supplier and agree with the Supplier alternative dates for resubmission. The rejection of an access request shall not entitle the Supplier to an extension of time.
- 10.6 If the Supplier fails to apply for access in accordance with this Clause 10, the Company shall not be liable for any delays or costs arising and the Supplier shall be responsible for any failure to comply with the terms of the Contract.
- 10.7 The Supplier shall as soon as practicable, take all steps to avoid, overcome or minimise the cancellation or alteration of approved access.
- 10.8 If the Supplier fails to use any booked access, for whatever reason, it shall within twenty-four (24) hours report each instance to the Company's Representative setting out all details including the part of the Crossrail Network affected, the duration of any delay and the reasons for the delay or cancellation so far as the Supplier is aware.

- 10.9 The Supplier shall ensure that all booked access is used efficiently with minimal disruption and disturbance to others or damage to the Crossrail Network. The Supplier shall make good any such damage at its own cost at the earliest opportunity and to the reasonable satisfaction of the Company's Representative.
- 10.10 The Supplier shall indemnify and keep indemnified the Company in respect of any claims by third parties relating to the disruption, delay or cancellation of their access due to the actions or omissions of the Supplier.
- 10.11 Prior to returning any part of the Crossrail Network to the Company at the end of any period of booked access, the Supplier shall clear away and remove all of its facilities, plant, equipment, rubbish and surplus goods and materials and shall leave that part of the Crossrail Network in a clean and workmanlike condition to the satisfaction of the Company's Representative.
- 10.12 If the Supplier fails to comply with the requirements of Clause 10.11 within such reasonable time as may be allowed by the Company's Representative, then the Company may dispose of those items as the Company sees fit and at the Supplier's cost, which cost if met by the Company shall become a debt due from the Supplier to the Company and is deductible or recoverable by the Company from any monies due or which may become due to the Supplier under this Contract.
- 10.13 Where the Supplier is denied booked access to any part of the Crossrail Network, through no fault of the Supplier, the Supplier shall be entitled to an extension of time in accordance with Clause 25.2.
- 10.14 The Supplier shall ensure that the Services are satisfactorily completed by the Completion Date. The time of the performance of the Services shall be of the essence of the Contract.
- 10.15 *Not Used*
- 10.16 *Not Used*
- 10.17 *Not Used*
- 10.18 *Not Used*

## **11 Work on Company's Sites**

- 11.1 During the term of the Contract, the Supplier shall:
- (a) ensure the personnel used in the provision of the Services are competent, properly trained and supervised and hold appropriate qualifications or certifications in accordance with any Applicable Laws and Standards;

- (b) ensure that all employees and agents of the Supplier including any of the Supplier's subcontractors working on the Company's or third parties' sites comply with the sites' local safety arrangements and undergo any relevant induction or training necessary and comply with all reasonable instructions of the Company or third party;
- (c) notwithstanding the terms of Clause 11.1(d), accept full responsibility for its subcontractors and ensure that such subcontractors adhere to the terms and conditions of the Contract;
- (d) supply the Company with a list of all personnel working on the Company's or third parties' site and notify the Company in writing of any changes to the identity of such personnel within one (1) Working Day of such change taking place;
- (e) ensure that no employees or agents of the Supplier including any of the Supplier's subcontractors use the Company's or a third parties' site equipment without the prior written consent of the Company or the relevant third party;
- (f) carry out the Services in such a manner as not to endanger or interfere in any way with the railway, the Company or any railway operator. The Supplier shall strictly observe all rules and regulations set out or referred to in the Contract and any further instructions, rules and regulations which it may from time to time receive from the Company's Representative for the working, protection and return of the railway or for the protection of persons on or adjacent to the railway; and
- (g) attend the Company or any third party in order to advise on the effects of the Supplier's actions or proposed actions in respect to the Services on the integrity and/or functionality of any other aspect of the railway.

11.2 Without prejudice to Clauses 11.1(a) to (g) the parties shall co-operate with one another and act reasonably and in good faith in and about the performance of their respective obligations and the exercise of their respective rights under the Contract.

## **12 Free Issue Materials**

- 12.1 In the event of the Company supplying Free Issue Materials to the Supplier the cost of which has been included in calculating the Contract Price, the Contract Price shall be reduced by the amount included in the Contract Price for the materials which have been replaced by such Free Issue Materials.
- 12.2 Any Free Issue Materials supplied by the Company to the Supplier shall remain the property of the Company and the Supplier shall ensure that all Free Issue Materials are properly labelled as the

property of the Company and are kept separate from and not mixed with any materials owned or in the possession of the Supplier or with any materials supplied to it by third parties.

- 12.3 The Supplier shall properly store all Free Issue Materials and other property of the Company whilst the same are in the Supplier's possession and protect the same from damage by exposure to the weather and shall take every reasonable precaution against accident or damage to the same from any cause. The Supplier shall be liable for all loss thereof or damage to such Free Issue Materials and other property of the Company whilst the same are in the Supplier's possession or in the possession of any subcontractor of the Supplier except where such loss or damage is solely due to any negligent act or omission of the Company or its employees.

### 13 Environmental Claims

- 13.1 The Supplier shall indemnify the Company against Losses and Remediation costs in respect of any Environmental Claims which may arise out of or by reason of the Supplier's performance, non-performance or part performance of the Contract to the extent that such Losses and Remediation costs are due to any act, negligence, breach of contract, breach of statutory duty, error, omission or default by the Supplier, its employees, subcontractors or agents.
- 13.2 The Supplier shall notify the Company's Representative and the Company as soon as it becomes aware that any Remediation is or will become necessary on any part of the Company's site.
- 13.3 Where the Supplier discovers or suspects that the site has been contaminated or polluted by another party, the Supplier shall notify the Company's Representative and the Company of the identity of the other party, where known. The Supplier shall not without the prior written consent of the Company undertake any environmental investigations on site or commission or undertake any Remediation. The Supplier shall provide the Company with a separate record of the costs of any Remediation as soon as possible after such costs are incurred.
- 13.4 In the event that the Supplier commissions an environmental assessment, the Supplier shall use reasonable endeavours to procure that the environmental assessment includes an acknowledgement by its authors that the Company can rely on any reports, recommendations or summaries prepared in relation to the environmental assessment.
- 13.5 The Supplier shall provide to the Company's Representative:
- (a) copies of all environment-related permissions, permits, consents, licenses, registrations and authorisations required for him to carry out the Services (for the purposes of this Clause 13.5, the "**authorisations**");
  - (b) copies of any amendments to the authorisations;

- (c) notification of any revocations, suspensions, cancellations, withdrawals, adverse amendments or refusals to provide any of the authorisations; and
- (d) notification of any event or circumstance that is likely to cause the revocation, suspension, cancellation, withdrawal, adverse amendment or refusal to provide any of the authorisations.

## **14 Safety**

- 14.1 The Supplier shall not endanger in any manner the health and safety of, or unreasonably interfere with the proper performance of the duties of, the Company's employees or third parties or otherwise expose the Company to liability under any Applicable Laws and Standards, including (without limitation) the Health and Safety at Work etc. Act 1974, the Transport and Works Act 1992, or any statutory modifications or re-enactments thereof.
- 14.2 The Supplier shall act in accordance with the health and safety regulations and requirements stated in the Specification, including (but not limited to):
  - (a) the provisions of the Company's Health, Safety and Environmental Contract Conditions that are indicated as being applicable to the Contract in Schedule 6 (RfLI Health, Safety & Environmental Contract Conditions) as amended from time to time; and
  - (b) the Company's Drug and Alcohol principles as amended from time to time.
- 14.3 Section 16.1 (Alcohol and Drugs) of the RfLI Health, Safety & Environmental Contract Conditions shall apply to the Contract as if the term "Premises" means any of the Company's property where the Services are carried out and as if references to "RfLI" are references to the Company.
- 14.4 The Company may at its discretion, carry out on the Supplier's behalf any testing of the Supplier's employees, subcontractors or agents for drugs or alcohol which the Contract requires the Supplier to carry out. The reasonable cost to the Company of carrying out the testing shall be paid by the Supplier.

## **15 Construction (Design and Management) Regulations 2015**

- 15.1 Not used
- 15.2 Not Used

## **16 Independent Supplier**

The Supplier is an independent supplier and is not and shall not hold itself out as and shall procure that none of the Supplier's employees or subcontractors or their employees hold themselves out as, an agent of the Company. All personnel used by the Supplier in the performance of its obligations under the Contract shall be employees of the Supplier, or any subcontractor or agent of the Supplier.

## **17 Supplier Personnel**

- 17.1 The Parties confirm that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended do not apply on the Contract Commencement Date [or the expiry or termination of this Contract].
- 17.2 Nothing in this Contract will render the Supplier's Personnel, an employee, agent or partner of the Company or any other member of the TfL Group by virtue of the provision of the Services by the Supplier under the Contract, and the Supplier shall be responsible for making appropriate deductions for tax and national insurance contributions from the remuneration paid to the Supplier's Personnel.
- 17.3 The Supplier shall provide the Supplier's Personnel as necessary for the proper and timely performance and management of the Services in accordance with the Contract. All personnel deployed on work relating to the Contract shall have the appropriate qualifications and competence, be properly managed and supervised and in these and any other respects be acceptable to the Company.
- 17.4 Without prejudice to any of the Company's other rights, powers or remedies, the Company may (without liability to the Supplier) deny access to any Supplier's Personnel to any Company premises and/or require that any Supplier's Personnel be immediately removed from performing the Services if such Supplier's Personnel in the Company's view have not been properly trained in any way required by this Contract, are otherwise incompetent, negligent, guilty of misconduct or could be a danger to any person. The Company shall notify the Supplier of such denial and/or requirement in writing and the Supplier shall comply with such notice and provide a suitable replacement (with the Company's Representative's prior consent in the case of Key Personnel).
- 17.5 The Supplier shall give the Company, if so requested, full particulars of all persons who are or may be at any time employed on the Contract and shall take all reasonable steps to avoid changes to any of its staff designated in the Contract as Key Personnel. The Supplier shall give the Company reasonable notice of any proposals to change Key Personnel and Clause 17.3 shall apply to the proposed replacement personnel.
- 17.6 Notwithstanding Clause 17.1, the Supplier shall indemnify, keep indemnified and hold harmless the Company from and against all Losses which the Company or other member of the Company Group incur or suffer in relation to the Supplier's Personnel or any person who may allege to be the same (whenever such Losses may arise) or any failure by the Supplier to comply with Clause 17.4.
- 17.7 The Supplier shall pay to the Supplier's Personnel not less than the amounts declared to the Company (if any) as part of the tender process for the Contract and not less than the amounts to which the Supplier's Personnel are contractually entitled.
- 17.8 The Supplier shall provide training to the Company's personnel (including its employees, officers, suppliers, sub-contractors and agents) as specified in Schedule 3.

## 18 London Living Wage

- 18.1 For the purposes of this Clause 18, "Sub-contractor" means a sub-contractor (of any tier) of the Supplier.
- 18.2 The Supplier acknowledges and agrees that the Mayor pursuant to section 155 of the Greater London Authority Act has directed that members of the TfL Group ensure that the London Living Wage be paid to anyone engaged by any member of the TfL Group who is required to discharge contractual obligations (whether as a direct contractor or a sub-contractor (of any tier) of that direct contractor) on the Company's estate in the circumstances set out in Clause 18.3(a).
- 18.3 Without prejudice to any other provision of this Contract, the Supplier shall:
- (a) ensure that its employees and procure that the employees of its Sub-contractors engaged in the provision of the Services or performance of this Contract:
    - (i) for two (2) or more hours of work in any given day in a week, for eight (8) or more consecutive weeks in a year; and
    - (ii) on the Company's estate including (without limitation) premises and land owned or occupied by the Company,be paid an hourly wage (or equivalent of an hourly wage) equivalent to or greater than the London Living Wage;
  - (b) ensure that none of:
    - (i) its employees; nor
    - (ii) the employees of its Sub-contractors,engaged in the provision of the Services or performance of this Contract be paid less than the amount to which they are entitled in their respective contracts of employment;
  - (c) provide to the Company such information concerning the London Living Wage as the Company or its nominees may reasonably require from time to time, including (without limitation):
    - (i) all information necessary for the Company to confirm that the Supplier is complying with its obligations under Clause 18; and
    - (ii) reasonable evidence that Clause 18 has been implemented;

(d) disseminate on behalf of the Company to:

- (i) its employees; and
- (ii) the employees of its Sub-contractors,

engaged in the provision of the Services or performance of this Contract such perception questionnaires as the Company may reasonably require from time to time and promptly collate and return to the Company responses to such questionnaires; and

(e) cooperate and provide all reasonable assistance in monitoring the effect of the London Living Wage including (without limitation):

- (i) allowing the CCSL to contact and meet with the Supplier's employees and any trade unions representing the Supplier's employees;
- (ii) procuring that the Supplier's Sub-contractors allow the CCSL to contact and meet with the Sub-contractors' employees and any trade unions representing the Sub-contractors' employees,

in order to establish that the obligations in Clause 18.3(a) have been complied with.

18.4 For the avoidance of doubt the Supplier shall:

- (a) implement the annual increase in the rate of the London Living Wage; and
- (b) procure that its Sub-contractors implement the annual increase in the rate of the London Living Wage,

on or before 1 April in the year following the publication of the increased rate of the London Living Wage.

18.5 The Company reserves the right to audit (acting by itself or its nominee(s)) the provision of the London Living Wage to the Supplier's staff and the staff of its Sub-contractors.

18.6 Without limiting the Company's rights under any other termination provision in this Contract, the Supplier shall remedy any breach of the provisions of this Clause 18 within four (4) weeks' notice of the same from the Company (the "**Notice Period**"). If the Supplier remains in breach of the provisions of this Clause 18 following the Notice Period, the Company may by written notice to the Supplier immediately terminate this Contract.



## 19 Responsible Procurement

- 19.1 The Supplier and the Company acknowledge and agree that the Mayor, in accordance with section 155 of the GLA Act has directed TfL and its subsidiaries (including the Company) to do all things reasonably necessary to comply with (inter alia) the Responsible Procurement Policy in its procurement activities. .
- 19.2 The Supplier shall and shall procure that its subcontractors (of any tier) shall comply with, and shall provide such co-operation and assistance as may be reasonably requested by the Company to enable the Company to comply with, the Responsible Procurement Policy.
- 19.3 The Supplier acknowledges and agrees that the Company is required to develop a policy relating to the promotion of the procurement of goods and services in an ethical manner (the “**Ethical Sourcing Policy**”) which shall reflect and be consistent with the relevant principles of the Responsible Procurement Policy and the Supplier shall and shall procure that all of its subcontractors shall comply with such Ethical Sourcing Policy to the extent it does not conflict with the Responsible Procurement Policy.
- 19.4 Where applicable to the Supplier, the Supplier shall comply with the Modern Slavery Act 2015 and any guidance issued by the Secretary of State under it.
- 19.5 The Supplier acknowledges and agrees that it (and its subcontractors) shall be required to comply with any changes to the Responsible Procurement Policy (and any adjustment or amendment to the Ethical Sourcing Policy as a result of such amendment or adjustment to the Responsible Procurement Policy).
- 19.6 The Supplier shall not be entitled to any addition to the Contract Price in the event of any change to the Responsible Procurement Policy (and any change to the Ethical Sourcing Policy as a result of such change to the Responsible Procurement Policy).
- 19.7 The Supplier shall procure that any subcontractor (of any tier) is required to comply with the provisions of this Clause 19 and the provisions of this Clause 19 are included in any subcontract (of any tier).
- 19.8 The Supplier shall not, and shall procure that any subcontractor shall not, without the prior written consent of the Company, vary or purport to vary the provisions contained in any contract or subcontract in accordance with the operation of this Clause 19.

## 20 Failure to Perform

- 20.1 If the Supplier has not performed the Services in accordance with the terms of the Contract, without prejudice to any other rights the Company shall have under the Contract, the Company shall be

entitled to require the Supplier to carry out such work as is necessary to rectify its non-performance which where necessary shall include re-performing the Services within the time period that the Company shall specify.

- 20.2 Without limiting any other remedy, if the Supplier fails to comply with the requirements of Clause 20.1, the Company shall be entitled to perform or procure the performance of the Services or part thereof itself or from a third party. Without prejudice to any other right or remedy of the Company hereunder or under the general law, all expenditure properly incurred by the Company exercising its rights under this Clause 20.2 is recoverable by the Company from the Supplier and the Company shall be entitled to deduct such amounts from any amount due or to become due to the Supplier under the Contract.
- 20.3 For the purposes of Clause 20.2 the Supplier hereby grants to the Company and any third party the right to use any Intellectual Property Rights, Documentation, goods, materials and spares belonging to the Supplier or used by the Supplier in connection with the Contract as may be required by the Company to exercise its rights under Clause 20.2 and the Supplier shall provide all such co-operation and assistance as may be required by the Company to enable the Company to exercise its rights under Clause 20.2.

## **21 Intellectual Property Rights**

### **21.1 Existing Contracts**

This Contract is entirely without prejudice to, and nothing in it is intended to, nor shall, in any way prejudice the rights of any member of the TfL Group in relation to intellectual property under or pursuant to Existing Contracts.

### **21.2 Vesting of Intellectual Property Rights created under this Contract**

All Intellectual Property Rights created wholly or mainly in connection with the performance of, or in order to perform, the Contract shall vest in the Company. The Supplier shall procure that each of its subcontractors (of any tier) or other third party shall assign such Intellectual Property Rights to the Company.

### **21.3 Ownership of the Supplier's Intellectual Property Rights**

Without prejudice to Clause 21.2, all Intellectual Property Rights owned by the Supplier or its subcontractors (of any tier) or other third party and which are not assigned to, or vested in, the Company pursuant to Clause 21.2 shall remain or be vested in the Supplier, its subcontractors (of any tier) or other third party (as the case may be).

### **21.4 Company's Licence to use the Supplier's Intellectual Property Rights**

The Company shall have and the Supplier hereby grants, and procures that its subcontractors (of any tier) or other third party grant, to the Company a worldwide, royalty-free, perpetual, irrevocable, non-exclusive licence (with the right to sub-licence such rights to any third party) to use and copy the Intellectual Property Rights referred to in Clause 21.3 for the purposes of:

- (a) understanding the Services;
- (b) operating, maintaining, repairing, modifying, altering, enhancing, re-figuring, correcting, replacing, re-procuring and re-tendering the Services;
- (c) extending, interfacing with, integrating with, connecting into and adjusting the Services;
- (d) enabling the Company to carry out the operation, maintenance, repair, renewal and enhancement of the Crossrail Network;
- (e) executing and completing the Services; and
- (f) enabling the Company to perform its function and duties as Infrastructure Manager and Operator of the Crossrail Network.

#### 21.5 Provision of Supporting Documentation and Other Materials

The Supplier shall:

- (a) promptly, and in any event by no later than such date as the Company may notify to the Supplier, provide at no charge to the Company, copies of any materials and items (including, without limitation, Documentation) in the Supplier's or subcontractor's (of any tier) or other third party's possession or control (or which ought reasonably to be in the Supplier's or subcontractor's (of any tier) or other third party's possession or control) which are referred to or relied upon in using and copying, or required in any way for the use and copying of, the Intellectual Property Rights referred to in Clauses 21.2, 21.3 and 0 above; and
- (b) keep copies of such materials, items and Documentation in a secure place where they will not deteriorate and undertake regular (and in any event not less than every three (3) months) integrity testing of the same and provide written evidence of such testing to the Company at regular intervals and in any event upon the Company's request.

#### 21.6 Company's Rights of Retention

If the Supplier has not complied with its obligations under Clause 21.5(a), the Company shall be entitled to retain one quarter of the sums that would otherwise be due to the Supplier under this Contract until the Supplier has complied with its obligations under Clause 21.5(a).

#### 21.7 Company's Rights to the Software

If the Supplier or any of its subcontractors providing software for incorporation into or operation of the Services stops trading, is subject to an insolvency event equivalent to any of those events set out in Clause 22 (including their equivalent in any jurisdiction to which the Supplier or any of its subcontractors is subject), makes known its intention to withdraw support of that software or fails to support that software in accordance with the terms of this Contract then the Supplier, at no charge to the Company, shall use its best endeavours to transfer or procure the transfer to the Company of all Intellectual Property Rights in that software.

#### 21.8 Company's Rights in relation to Other Procurement Activities

For the avoidance of doubt, the Company shall be entitled to use and copy the materials, items and Documentation referred to in Clause 21.5 and anything in which the Intellectual Property Rights referred to in Clauses 21.2, 21.3 and 0 subsist for the purposes of inviting tenders or of procuring services the same as or similar to the Services for the carrying out of any activities in connection with the licence under Clause 0 subject always to the Company's requirements for tenderers to treat the same in the strictest confidence.

#### 21.9 Supplier's Indemnity against Third Party Intellectual Property Rights Infringement

- (a) The Supplier shall indemnify and hold harmless the Company and any member of the TfL Group against any actions, claims, losses, demands, costs, charges or expenses that arise from, or are incurred by reason of, any infringement or alleged infringement of any Intellectual Property Rights belonging to any subcontractor (of any tier) or other third party and against all costs and damages of any kind which the Company may incur in connection with any actual or threatened proceedings before any court or arbitrator or any other dispute resolution forum. If required by the Company, the Supplier shall conduct negotiations with any subcontractor (of any tier) or other third party and/or a defence in relation to any action, claim or demand referred to herein on behalf of the Company.
- (b) In the event of a claim of infringement of any Intellectual Property Rights, the Supplier shall use all reasonable endeavours to make such alterations or adjustment to the method of providing the Services as may be necessary to ensure that the use and the provision of the Services continues in spite of such claim.

#### 21.10 Ownership of the Company's Intellectual Property Rights

Intellectual Property Rights in all Documentation and in all other material and items supplied by the Company to the Supplier in connection with the Contract shall remain vested in the Company or the person owning such rights at the time the Documentation, material or items were supplied.

The Supplier shall, if so requested, at any time, execute such documents and perform such acts as may be required fully and effectively to assure to the Company the rights referred to in this Clause.

#### 21.11 Company's Intellectual Property Rights

The Supplier is not entitled to use in any manner whatsoever any Intellectual Property Rights belonging to the Company.

## 22. Termination and Suspension

### 22.1 The Company may terminate the Contract immediately by notice in writing to the Supplier if:

- (a) the Supplier commits a breach of the Contract which in the case of a breach capable of remedy has not been remedied within five (5) Working Days, or such other period as may be agreed between the Supplier and the Company, of the Company serving notice on the Supplier requiring such remedy;
- (b) the Supplier or anyone employed by or acting on behalf of the Supplier (whether or not acting independently of the Supplier when committing any breach) commits a Safety Breach or Prohibited Act;
- (c) any limit on the Supplier's liability to pay Liquidated Damages is reached or exceeded; or
- (d) the Supplier enters into compulsory or voluntary liquidation (other than for the purpose of effecting a solvent reconstruction or amalgamation provided that if the company resulting from such reconstruction or amalgamation is a different legal entity it shall agree to be bound by and assume the obligations of the Supplier under the Contract) or is deemed unable to pay its debts as they fall due in accordance with Section 123(1) of the Insolvency Act 1986, or a meeting of its shareholders or directors is convened to consider any resolution for (or petition or file documents with the courts for) its administration or an administrative receiver, manager, administrator, liquidator, trustee or other similar officer is appointed or notice is given to appoint the same or the Supplier applies to court for, or obtains, a moratorium under Part A1 of the Insolvency Act 1986; or
- (e) a breach of the Supplier's obligations under Clause **Error! Reference source not found.**, Clause 43 or Clause **Error! Reference source not found.**; or
- (f) the Supplier has, at the date of this Contract, been in one of the situations referred to in Regulation 57(1) of the Public Contracts Regulations 2015 and should therefore have been excluded from the procurement procedure in accordance with those Regulations or Regulation 80(2) of the Utilities Contracts Regulations 2016 (without prejudice to the

Company's rights of termination implied into the Contract by Regulation 73(3) of the Public Contracts Regulations 2015 or by Regulation 89(3) of the Utilities Contracts Regulations 2016); or

- (g) the Supplier fails to comply in the performance of the Services with legal obligations in the fields of environmental, social or labour law *or*,
- (h) the Company becomes entitled to terminate in accordance with the escalation procedure set out in Schedule 10.

**22.2** Without prejudice to Clause 22, the Company shall have the right:

- (a) to terminate the Contract at any time by giving notice of not less than thirty (30) days to the Supplier in writing; or
- (b) at any time to require the Supplier to suspend provision of the Services by giving notice in writing (a "**Suspension Notice**") to the Supplier.

**22.3** Without prejudice to the Company's right to terminate the Contract under Clauses 22 or 22.2 or at common law, the Company may terminate the Contract at any time following a Declaration of Ineffectiveness or a Public Procurement Termination Event in accordance with the provisions of Clause 48.1.

**22.4** In the event that the Company terminates the Contract for any reason under this Clause 21.11, the Supplier shall, without prejudice to any other rights or remedies which the Company may have under the Contract or under general law, at the Company's option:

- (a) permit the Company to enter the Supplier's premises and take possession of any equipment, goods or Documentation which are the property of the Company;
- (b) permit the Company to place an order for the remaining Services with any other person or persons or complete the provision of such Services by its own workmen; and
- (c) promptly return to the Company any equipment, goods or Documentation which are the property of the Company and of which the Supplier or any of its subcontractors have possession.

In either such case, the Company shall be entitled to retain the benefit of any part of the Services already provided by the Supplier in accordance with the Contract, at the material time.

**22.5** In the event that the Contract is terminated, the liability of the Company shall be limited to payment to the Supplier for those Services provided in accordance with the Contract up until the date of such termination.

**22.6** Following a termination in accordance with Clause 22 (but not a termination in accordance with Clause 22.2(a)), the Supplier shall be liable for:

- (a) any Losses of whatever nature arising out of or in connection with the relevant breach; and
- (b) where the Company exercises its rights under Clause 22.4(b) and in doing so incurs costs which are in excess of those which would have been incurred in relation to the due provision of the Services under the Contract by the Supplier ("**Excess Costs**"), such Excess Costs.

**22.7** In the event that the Contract is suspended in accordance with Clause 22.2(b), the Supplier shall:

- (a) issue to the Company an application for payment in respect of those Services provided to the Company in accordance with the Contract up until the date of such suspension; and
- (b) not carry out any further work in connection with the provision of the Services until such time as the Company issues a notice lifting the suspension (a "**Notice to Proceed**").

**22.8** In the event that the Contract is suspended in accordance with Clause 22.2(b), and such suspension continues for a period of twenty-eight (28) days, the Supplier shall be entitled to request that the Company serve a Notice to Proceed. In the event that no Notice to Proceed is issued by the Company within a further fourteen (14) days from such request of the Supplier, the Supplier shall be entitled to approach the Company with a request for a variation, in accordance with the Contract Variation Procedure.

**22.9** In the event that the parties are unable to agree upon the variation requested under Clause 22.8, then a Dispute shall be deemed to have arisen and the matter shall be referred for resolution in accordance with Clause 36.1.

**22.10** Termination of the Contract for whatever reason shall not affect the accrued rights of the parties arising in any way out of the Contract as at the date of termination and in particular but without limitation the right to recover damages against the other party.

**22.11** If anyone employed by the Supplier, acting independently of the Supplier, commits a Safety Breach or Prohibited Act, then the Company may require the Supplier to exclude that individual from the Services with immediate effect and that individual may only resume the performance of the Services at the Company's absolute discretion.

## **23. Co-operation in Handover**

**23.1** The Supplier shall provide at no cost such reasonable assistance to the Company and to any third party nominated by the Company as the Company may require during the last six (6) months of the Contract and in the three (3) months after the Completion Date (or, in the case of earlier

termination for any reason, the period of three (3) months from the effective Contract termination date) to facilitate the engagement of a successor Supplier and/or the resumption by the Company of the performance of the Services and in such a manner so as not to unduly disrupt or hinder the Company's business.

- 23.2** Without prejudice to the generality of Clause 23.1 above, the Supplier shall on or prior to the Completion Date transfer to the Company such Documentation relating to the Services or full copies thereof as the Company may request.

## **24. Indemnity and Insurance**

- 24.1** The Supplier shall be liable for, and shall indemnify the Company, including any of its employees, servants, agents, subcontractors, directors and officers and members of the TfL Group on an after-tax basis against all Losses suffered or incurred by the Company or any relevant member of the TfL Group, arising from or in connection with the performance or non-performance of the Supplier under the Contract:

- (a) in respect of death or personal injury to any person;
- (b) in respect of loss of or damage to any property (including the Crossrail Network and any other property belonging to the Company or for which it is responsible);
- (c) arising out of or in the course of or by reason of any act, omission, negligence or breach of contract or breach of statutory duty, wilful misconduct of the Supplier, its employees, agents or subcontractors; and
- (d) arising under the Company's contracts with third parties.

and shall, at its own cost on the Company's request, defend the Company in any proceedings involving the same.

- 24.2** The Supplier shall not be liable to indemnify the Company or any member of the TfL Group under the indemnity in Clause 24.1 to the extent Losses are solely due to the negligence, breach of duty or breach of contract of the Company.
- 24.3** The Supplier's indemnity under Clause 24.1 and all other indemnities under the Contract shall remain in force for the duration of the Contract and for the period of six (6) years after the Completion Date or earlier termination of the Contract.
- 24.4** The Company may withhold from any sum due or which may become due to the Supplier any sum due to the Company as a result of the operation of Clause 24.1 provided that an appropriate notice to withhold payment has been served by the Company on the Supplier.



- 24.5** Other than in respect of the Losses (i) described in Clauses 24.1(a) and 24.1(d) above and (ii) Excepted Liabilities, neither party shall have any liability to the other for any Consequential Loss arising out of the performance of its obligations under or in connection with the Contract. Each party respectively undertakes not to sue the other party, TfL or any member of the TfL Group in respect of Consequential Loss.
- 24.6** Without prejudice to the obligation to indemnify the Company set out in Clauses 24.1, the Supplier undertakes to:
- (a) maintain at its own cost insurance which complies with the Employers' Liability (Compulsory Insurance) Act 1969 and any statutory orders made under such Act or any amendment or re-enactment thereof;
  - (b) maintain at its own cost an adequate level of public liability insurance in respect of the Supplier's liability for death or injury to any person and loss of or damage to property and being not less than £5,000,000 (five million pounds) per occurrence;
  - (c) maintain at its own cost an adequate level of professional indemnity insurance commensurate with the risk and, where appropriate, being not less than £2,000,000 (two million pounds) per occurrence and in the aggregate per annum;
  - (d) ensure that the foregoing insurance policy or policies shall be or are effected with a reputable insurer. Such insurance shall be on terms approved by the Company (such approval not to be unreasonably withheld or delayed) and shall be maintained in force for a period not less than six (6) years after the completion of the Services;
  - (e) ensure that any subcontractors also maintain adequate insurance having regard to the obligations under the contract which they are contracted to fulfil; and
  - (f) produce within seven (7) days of any reasonable request by the Company and in any event before the commencement of any of the Services under the Contract satisfactory evidence in the form of a broker's letter or similar confirming the existence of insurance in accordance with the terms of this Clause 24.
- 24.7** The Supplier's liabilities under the Contract shall not be deemed to be released or limited by the Supplier taking out the insurance policies referred to in Clause 24.6.
- 24.8** If the Supplier fails to maintain the insurance policies as provided in this Clause 24, the Company may effect and keep in force any such insurance and pay such premium or premiums at commercially competitive rates as may be necessary for that purpose and from time to time deduct the amount so paid from any monies due or which become due to the Supplier or recover the same as a debt due from the Supplier.

**24.9** Not used.

## **25. Force Majeure and Permitted Delay Events**

### **25.1** *Force Majeure*

Neither party shall be in breach of its obligations under the Contract if there is any total or partial failure of performance by it of its duties and obligations under the Contract occasioned by any Force Majeure Event. If either party is unable to perform its duties and obligations under the Contract as a direct result of a Force Majeure Event, that party shall within one (1) Working Day of such event taking place give written notice to the other party specifying the event and the steps taken by it to minimise or overcome the effects of such event. The operation of the Contract shall be suspended during the period (and only during the period) in which the Force Majeure Event continues. Without delay upon the Force Majeure Event ceasing to exist the party relying upon it shall give written notice to the other of this fact. If the Force Majeure Event continues for a period of more than twenty-eight (28) days and substantially affects the abilities of the Supplier to perform its obligations under the Contract, the Company shall have the right to terminate the Contract immediately upon giving written notice of such termination to the Supplier.

### **25.2** *Permitted Delay Events*

- (a) If a delay is caused or either party can reasonably foresee delay occurring by reason of a Permitted Delay Event then the Supplier shall give notice to the Company's Representative of the same and any claim for an extension of time to the Completion Date, within seven (7) days after the cause of any delay has arisen.
- (b) For the purposes of the Contract, the occurrence of one or more of the following shall constitute a "Permitted Delay Event":
  - (i) any act of prevention, omission, default, neglect or breach by the Company of an express obligation under this Contract; or
  - (ii) any variation of the Contract under Clause 7; or
  - (iii) any denial of access under Clause 10.13; or
  - (iv) the suspension of the Contract in accordance with Clause 21.11 (other than where the suspension is necessary by reason of default of the Supplier).

- (c) Where any delay in achieving the Completion Date arises, the Supplier shall be entitled to an extension to such Completion Date (either prospectively or retrospectively) but only to the extent that such delay is directly caused by a Permitted Delay Event that has a direct and material adverse effect on the Supplier's ability to perform the Services by the Completion Date and provided that the Supplier:
- (i) notifies the Company of the Permitted Delay Event in accordance with Clause 25.2(a) and subsequently provides such further information as the Company may reasonably require regarding the nature and likely duration of such event;
  - (ii) provides the Company with reasonable access to the Supplier's premises or of its subcontractors for investigating the validity of the potential Permitted Delay Event;
  - (iii) uses its reasonable endeavours to mitigate the delay to the Completion Date; and
  - (iv) shall not be entitled to an extension of time to the extent that the Permitted Delay Event was caused by or resulted from any act, omission, neglect, default or breach of the Contract by the Supplier, its subcontractors or employees.

## **26. Confidentiality**

- 26.1** The Supplier undertakes to keep confidential and not to disclose to any third party (without the prior written consent of the Company) any Confidential Information supplied by the Company to the Supplier and shall use such information only for the purpose of the performance of his obligations under the Contract.
- 26.2** On the Company's request, the Supplier shall, so far as is reasonably possible:
- (a) transfer onto hard copies or other media in industry standard format and programming languages and deliver to the Company any Confidential Information in its possession or control supplied by the Company to the Supplier;
  - (b) return to the Company all copies (whether hard copy or other media) of such Confidential Information; and
  - (c) destroy, erase or otherwise expunge from its records, systems, databases or other forms of archive all such Confidential Information save to the extent that information needs to be retained for statutory purposes or tax purposes.
- 26.3** The Supplier shall ensure that all his subcontractors, suppliers, employees and agents perform his obligations in Clauses 26.1 and 26.2 as if they were the Supplier, and the Supplier shall be

responsible to the Company for any act or omission by his subcontractors, suppliers, employees and agents in breach of such obligations.

- 26.4** The Supplier shall notify the Company promptly if the Supplier becomes aware of any breach of confidence by a subcontractor, supplier, employee or agent and shall give the Company all assistance the Company reasonably requires in connection with any proceedings the Company brings, or other steps the Company takes, against that subcontractor, supplier, employee or agent for such breach of confidence.
- 26.5** The Supplier shall not, either alone or jointly with others, publish any material relating to the Company, the Company's Representative, the Contract or the Services without the prior written consent of the Company.
- 26.6** The Supplier shall not, either alone or jointly with others, make any press, television, radio or other media announcement in connection with the Contract or the Services, or any Dispute arising under or in connection with the Contract.
- 26.7** The provisions of Clauses 26.1 to 26.6 shall not apply:
- (a) to any information which is already in the public domain at the time of its disclosure other than by breach of the Contract; or
  - (b) to any information which is required to be disclosed to the extent required by any applicable law, the regulations of any recognised stock exchange, any taxation authorities or by order of a court or other tribunal of competent jurisdiction or any relevant regulatory body.
- 26.8** The Supplier acknowledges that damages would not be an adequate remedy for any breach of this Clause 26 by the Supplier and that (without prejudice to all other remedies to which the Company may be entitled as a matter of law) the Company shall be entitled to any form of equitable relief to enforce the provisions of this Clause.

## **27. Assignment and Subcontracting**

- 27.1** The Supplier shall not assign, novate or subcontract any of its rights or obligations under the Contract or any part thereof without the prior written consent of the Company.
- 27.2** The subcontracting of all or any part of the Services to a subcontractor shall not relieve the Supplier of its obligations to perform the Services under the Contract. The Supplier shall be responsible for the acts and omissions of its subcontractors.

- 27.3** The Company may novate, assign, transfer or subcontract the Contract or any part thereof to any person at any time without the consent of the Supplier, provided the Company has given prior written notice to the Supplier.
- 27.4** Within seven (7) days of any written request by the Company to the Supplier, the Supplier shall execute a deed of novation in the form set out in Schedule 7 in favour of any person to whom the Contract is being novated.
- 27.5** For the purposes of Clauses 27.6 to 27.10:
- “**Subcontract**” means a contract between the Supplier and a Subcontractor; and
- “**Subcontractor**” means a subcontractor to the Supplier, being the counterparty of a contract with the Supplier involved in the supply of goods, facilities or services necessary for or related to the provision of the Services (or any part of them).
- 27.6** Subject to the Company’s prior written consent pursuant to Clause 27.1, where the Supplier subcontracts any or all of the Services, the Supplier shall include in each Subcontract (and procure that its Subcontractors (and any of their subcontractors of any tier) include in each of their subcontracts of any tier):
- 27.6.1** payment terms substantially similar to those set out in Clause 8, and
- 27.6.2** terms entitling the Supplier or (in respect of a subcontract below the first tier) the payer under the relevant subcontract to terminate that subcontract if the relevant subcontractor fails to comply in the performance of its contract with legal obligations in the fields of environmental, social or labour law.
- 27.7** On or before the Commencement Date, the Supplier shall notify the Company in writing of the name, contact details and details of the legal representatives of any Subcontractor, to the extent that such information has not already been provided by the Supplier to the Company. The Supplier shall also immediately provide to the Company in writing the name, contact details and details of the legal representatives of each new Subcontractor which the Supplier subsequently involves in the Services after the Commencement Date.
- 27.8** The Company reserves the right to verify whether there are any grounds for excluding any Subcontractor under Regulation 57 of the Public Contracts Regulations 2015. Where necessary for the purpose of the Company’s exercise of its right under this Clause 27.8, the Company may request that the information provided by the Supplier under Clause 27.8 shall be accompanied by one or more European Single Procurement Document(s) (within the meaning of Regulation 59 of the Public Contracts Regulations 2015) in respect of the relevant Subcontractor(s). Further, the Company:

- (a) shall require that the Supplier replace any Subcontractor in respect of which the verification has shown that there are compulsory grounds for exclusion under Regulation 57 of the Public Contracts Regulations 2015; and
- (b) may require that the Supplier replace any Subcontractor in respect of which the verification has shown that there are non-compulsory grounds for exclusion under Regulation 57 of the Public Contracts Regulations 2015.

**27.9** The Supplier shall promptly notify the Company of any circumstances from time to time that might give rise to a right of the Company to require replacement of a subcontractor pursuant to Clauses 27.8(a) or 27.8(b).

**27.10** The Company shall have no obligation to make any termination or compensation payment in respect of any termination pursuant to Clauses 27.8(a) or 27.8(b).

## **28. Company's and Supplier's Representative**

Each party shall appoint one or more representatives to act on its behalf under the Contract. Each party shall advise the other party, in writing, of the names and contact details of its representatives and these shall be recorded in Schedule 1. The Supplier shall not appoint such a representative without the prior written consent of the Company (which consent shall not be unreasonably withheld). Any party may, on giving reasonable notice to the other party, appoint an additional representative or replace an existing representative but the Supplier may only do so with the prior written consent of the Company. Each party shall be responsible for the acts, omissions, neglects and defaults of its representatives as if such acts, omissions, neglects and defaults were its own. Each party will be bound by any decision made or action taken by its representatives.

## **29. Costs**

Except as otherwise agreed, each party shall bear its own costs incurred in connection with the negotiation, preparation and execution of the Contract.

## **30. Severance**

If a provision of the Contract is, or becomes, invalid, unenforceable or illegal, that will not affect the legality, validity or enforceability of any other provision of the Contract, provided that the operation of this Clause 30 would not negate the commercial interest and purpose of the parties under the Contract.

### 31. **Publicity**

The text of any press release or other communication to be published by or in the media concerning the subject matter of the Contract shall require the prior written approval of the Company. No interviews concerning the same shall be given by the Supplier with the media without prior written approval from the Company of the content of such an interview.

### 32. **Corrupt Gifts and Payments of Commission**

- 32.1** The Supplier undertakes that it shall not and procures that its subcontractors and suppliers shall not enter into or offer to enter into any business arrangement with any servant, employee, officer or agent of the Company other than as a representative of the Company without the Company's prior written approval.
- 32.2** The Supplier undertakes that it shall not, and uses reasonable endeavours to procure that its subcontractors and suppliers shall not commit any Prohibited Acts or cause the Company to commit any equivalent act.
- 32.3** The Company shall have the right to audit any and all records necessary to confirm compliance with this Clause 32 at any time during performance of this Contract and during the twelve (12) year period following completion of performance.

### 33. **Criminal Record Declarations**

- 33.1** For the purposes of this Clause 33:

**"Relevant Individual"** means any servant, employee, officer, consultant or agent of either the Supplier or any subcontractor or supplier carrying out, or intended to carry out, any aspect of the Services; and

**"Relevant Conviction"** means any unspent criminal conviction relating to actual or potential acts of terrorism or acts which threaten national security.

- 33.2** The Supplier shall procure from each Relevant Individual (as the case may be) a declaration that he has no Relevant Convictions ("**Declaration**") or disclosure of any Relevant Convictions. A Declaration shall be procured prior to a Relevant Individual carrying out any of the Services. The Supplier shall confirm to the Company in writing on request or in any event not less than once in every year that each Relevant Individual has provided a Declaration. The Supplier shall procure that a Relevant Individual notifies the Supplier immediately if he commits a Relevant Conviction and the Supplier shall notify the Company in writing immediately on becoming aware that a Relevant Individual has committed a Relevant Conviction.

- 33.3** The Supplier shall not engage or allow to act on behalf of the Supplier or any subcontractor in the performance of any aspect of the Services any Relevant Individual who has disclosed a Relevant Conviction.
- 33.4** The Company shall have the right in accordance with the audit rights set out in Clause 4 to audit and inspect the records of the Supplier and its subcontractors and its and their respective employees and agents in order to confirm and monitor compliance with this Clause 33 at any time during performance of this Contract.
- 33.5** If the Supplier fails to comply with the requirements under Clauses 33.2 and/or 33.3 the Company may, without prejudice to its rights under Clause 22, serve notice on the Supplier requiring the Supplier to remove or procure the removal of (as the case may be) any Relevant Individual who has not provided a Declaration from the Contract and/or Company's site with immediate effect and take such steps as are necessary to ensure that such Relevant Individual has no further involvement with the carrying out of the Services unless (in the case of non-compliance with Clause 33.2) within seven (7) days of receipt of the notice the Supplier confirms to the Company that he has procured all of the relevant Declarations required under Clause 33.2.
- 33.6** A persistent breach of Clause 33.2 and/or Clause 33.3 by the Supplier shall entitle the Company to terminate the Contract in whole or in part with immediate effect in accordance with Clause 21.11(a).
- 33.7** In the event the Company becomes aware that a Relevant Individual has committed a Relevant Conviction, the Supplier shall remove or procure the removal (as the case may be) of such Relevant Individual from the Contract and/or the Company's site with immediate effect and take such steps as are necessary to ensure that such Relevant Individual has no further involvement with the carrying out of the Services.
- 33.8** Nothing in this Clause 33 shall in any way waive, limit or amend any obligation of the Supplier to the Company arising under the Contract and the Supplier's responsibilities in respect of performance of the Services remain in full force and effect and the Supplier cannot claim any extra costs or time as a result of any actions under this Clause 33.

## **34. No Waiver**

- 34.1** No failure or delay on the part of either party to exercise any right or remedy under the Contract shall be construed or operate as a waiver thereof nor shall any single or partial exercise of any right or remedy as the case may be. The rights and remedies provided in the Contract are cumulative and are not exclusive of any rights or remedies provided by law.



- 34.2** No payment made by the Company shall indicate or be taken to indicate the Company's acceptance or approval of any part of the Services or any act or omission of the Supplier from any obligation or liability imposed upon the Supplier by any provision of the Contract or otherwise.

## **35. Entire Contract**

The Contract embodies and sets forth the entire contract and understanding of the parties and shall supersede all prior oral or written contracts understandings or arrangements relating to the subject matter of the Contract. Except in the case of fraud, neither party shall be entitled to rely on any contract, understanding or arrangement which is not expressly set forth in the Contract.

## **36. Notices and Service of Process**

- 36.1** Any notice or other document given under, or in connection with, the Contract must be in English and in writing and sent by letter or delivered by hand to the other party's representatives in each case to the address below. The notice or other document will be effective as follows:

- (a) if the notice or other document is sent by letter, it will be effective when it is delivered;
- (b) if the notice or other document is delivered by hand to the other party's representative, it will be effective immediately it is delivered; and

The addresses of the Company and the Supplier are set out in Schedule 1.

If a party's details change, it must notify the other party promptly in writing of any such changes. The parties agree that proceedings arising out of or in connection with the Contract may be served in accordance with this Clause 36.1.

## **37. Dispute Resolution**

- 37.1** Any question, dispute, difference or claim (a "**Dispute**") shall be resolved in accordance with this Clause 36.1.
- 37.2** The parties shall use their reasonable endeavours to resolve any Dispute by a meeting between the Company's Representative and a suitably qualified and duly authorised representative of the Supplier (together the "**Nominated Representatives**") which shall be convened to discuss such Dispute within fourteen (14) days of notification in writing by one party to the other of a matter in dispute.
- 37.3** If the Dispute has not been resolved within twenty-eight (28) days after the date of a meeting between the Nominated Representatives in accordance with Clause 37.2 (or if no such meeting was convened within twenty-eight (28) days after the date on which notification was served by one

party on the other), the Dispute shall be referred as soon as practicable to *[the Company's Contracts and Procurement Manager and the Supplier's Managing Director]* or in the absence or unavailability of these personnel, persons of similar status deputed to resolve disputes on behalf of their respective companies.

**37.4** If the Dispute has not been resolved within twenty-one (21) days of it being referred to the Company's Contracts and Procurement Manager and the Supplier's Managing Director or their deputies in accordance with Clause 37.3 either party may refer the matter for resolution in accordance with the provisions of Clause 40.

**37.5** Clauses 37.1 to 37.4 are subject to the Supplier's rights (if any) under the HGCRA to refer a Dispute to adjudication at any time. Any such adjudication shall be in accordance with the Company's Adjudication Rules. For the purposes of this Clause 37.5, "**Adjudication Rules**" means the most recent edition of the Company's adjudication rules on the date of the notice referring adjudication.

## **38. Counterparts**

**38.1** This Contract may be executed in several counterparts each of which shall be deemed an original and all of which shall constitute one and the same document.

## **39. Partnerships and Joint Ventures**

**39.1** If the Supplier is a partnership, the rights, obligations and liabilities of the partners in the partnership under the Contract are joint and several. The Contract and the liabilities of the partners under the Contract shall not automatically terminate upon the death, retirement or resignation of any one or more members of such partnership or upon the admission of additional partner or partners. The partner or partners in the partnership shall use their reasonable endeavours to procure that any additional partner or partners enter into an agreement with the Company confirming his/her acceptance of the rights, obligations and liabilities of the Supplier under the Contract.

**39.2** If the Supplier comprises two (2) or more parties in joint venture, the rights, obligations and liabilities of each such party under the Contract are joint and several.

**39.3** Nothing in the Contract shall constitute, or shall be deemed to constitute, a partnership between the parties. Except as expressly provided in the Contract, neither party is deemed to be the agent of the other, and neither party holds itself out as the agent of the other.

## **40. Governing Law and Jurisdiction**

**40.1** This Contract and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales.

- 40.2** Without prejudice to Clause 36.1 (Dispute Resolution), the courts of England and Wales will have exclusive jurisdiction to settle any dispute which may arise out of or in connection with the Contract.
- 40.3** Either party may seek interim injunctive relief or any other interim measure of protection in any court of competent jurisdiction.
- 40.4** Subject to Clause 40.3, each party waives any objection to, and submits to, the jurisdiction of the Courts of England and Wales. Each party agrees that a judgment or order of any such court is binding upon it and may be enforced against it in the courts of England and Wales or any other jurisdiction.

#### **41. Contracts (Rights of Third Parties) Act 1999**

- 41.1** Subject to the Replacement Employer's rights under Clause 17, no person except any member of the TfL Group may enforce the Contract by virtue of the Contracts (Rights of Third Parties) Act 1999, but this does not affect any other right or remedy of a third party arising at law.
- 41.2** Notwithstanding those rights referred to in Clause 41.1, the Company and the Supplier may agree to vary or rescind the Contract without the consent of any third party.

#### **42. Bonds, Warranties and Guarantees**

- 42.1** Where stated in Schedule 1, the Supplier shall at its own expense provide within seven (7) days of the Company's request the following:
- (a) an executed bond issued by a financial institution whose long- term debt obligations are rated not less than A- by Standard & Poor's and/or A3 by Moody's in the form set out in Schedule 8 in favour of the Company;
  - (b) an executed parent company guarantee from the ultimate holding company or other parent company of the Supplier (provided that such company's long-term debt obligations are rated not less than A- by Standard & Poor's and/or A3 by Moody's) in the form set out in Schedule 8 in favour of the Company.
- 42.2** The Supplier shall ensure that any bond required under Clause 42.1:
- (a) provides, in aggregate, credit protection for the Company in an amount of not less than the amount specified in Schedule 1; and
  - (b) is renewed every twelve (12) months until the Completion Date (or date of termination if earlier).

- 42.3** If at any time the existing bond and/or parent company guarantee cease(s) to meet the requirements of Clauses 42.1 and 42.2 then the Supplier shall replace such bond and/or parent company guarantee with a bond and/or parent company guarantee (as the case may be) that meets the requirements within seven (7) days.
- 42.4** If requested by the Company, the Supplier shall provide an accompanying legal opinion to the bond and/or parent company guarantee supplied under Clause 42.1 completed and signed by a qualified lawyer from the country in which the guarantor and/or parent company is resident in the form specified by the Company.
- 42.5** If any performance bond and/or parent company guarantee required by the Contract is not procured by the Supplier and delivered to the Company in accordance with Clause 42.1, one quarter of the Contract Price shall be retained in assessments of the amount due and shall not be payable to the Supplier until such documents have been delivered.
- 42.6** If required by the Company, the Supplier shall procure that the terms of any subcontract require the subcontractor, within seven (7) days of a written request by the Company to the subcontractor, to enter into:
- (a) a collateral warranty in the form set out in Schedule 9 in favour of the Company and if requested by the Company, the Supplier shall require the subcontractor to provide an accompanying legal opinion completed and signed by a qualified lawyer from the country in which the subcontractor is resident in the form specified by the Company; and
  - (b) a parent company guarantee in the form provided by the Company from the ultimate holding company of the subcontractor in respect of any of the subcontractor's obligations under any collateral warranty required under this Clause 42.6.
- 42.7** If any warranty (including any accompanying parent company guarantee) required under Clause 42.6 is not delivered to the Company in accordance with Clause 42.6 one quarter of the Contract Price relative to the Services supplied by the relevant subcontractor shall be retained in assessments of the amount due and is not payable until such warranty has been delivered.

### **43. Change of Control**

The Supplier shall not without the prior written consent of the Company implement any change of ownership of the Supplier where such change relates to fifty per cent (50%) or more of the issued share capital of the Supplier.

### **44. Interest**

**44.1** If either party fails to pay to the other any amount payable in connection with the Contract on or before the due date for payment, interest shall accrue on the overdue amount from the due date for payment until the date of actual payment (whether before or after judgment) at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998. Any interest accruing under this Clause 44.1 shall be immediately payable by the paying party on demand.

**44.2** Interest (if unpaid) arising on an overdue amount will be compounded monthly with the overdue amount but will remain immediately due and payable.

## **45. Freedom of Information**

**45.1** For the purposes of this Clause 44.1:

**"FOI Legislation"** means the Freedom of Information Act 2000, all regulations made under it and the Environmental Information Regulations 2004 and any amendment or re-enactment of any of them; and any guidance issued by the Information Commissioner, the Department for Constitutional Affairs, or the Department for Environment Food and Rural Affairs (including in each case its successors or assigns) in relation to such legislation;

**"Information"** means information recorded in any form held by the Company or by the Supplier on behalf of the Company; and

**"Information Request"** means a request for any Information under the FOI Legislation.

**45.2** The Supplier acknowledges that the Company:

- (a) is subject to the FOI Legislation and agrees to assist and co-operate with the Company to enable the Company to comply with its obligations under the FOI Legislation; and
- (b) may be obliged under the FOI Legislation to disclose Information without consulting or obtaining consent from the Supplier.

**45.3** Without prejudice to the generality of Clause 45.2 the Supplier shall and shall procure that its subcontractors (if any) shall:

- (a) transfer to the Company's Representative (or such other person as may be notified by the Company to the Supplier) each Information Request relevant to the Contract, the Services or any member of the TfL Group that it or they (as the case may be) receive as soon as practicable and in any event within two (2) Working Days of receiving such Information Request; and

- (b) in relation to Information held by the Supplier on behalf of the Company, provide the Company with details about and/or copies of all such Information that the Company requests and such details and/or copies shall be provided within five (5) Working Days of a request from the Company (or such other period as the Company may reasonably specify), and in such forms as the Company may reasonably specify.

- 45.4** The Company shall be responsible for determining whether Information is exempt information under the FOI Legislation and for determining what Information will be disclosed in response to an Information Request in accordance with the FOI Legislation. The Supplier shall not itself respond to any person making an Information Request, save to acknowledge receipt, unless expressly authorised to do so by the Company.

## **46. Data Transparency**

- 46.1** The Supplier acknowledges that the Company is subject to the Transparency Commitment. Accordingly, notwithstanding Clause 26 and Clause 44.1, the Supplier hereby gives its consent for the Company to publish the Contract Information to the general public.
- 46.2** The Company may in its absolute discretion redact all or part of the Contract Information prior to its publication. In so doing and in its absolute discretion the Company may take account of the exemptions/exceptions that would be available in relation to information requested under the FOI Legislation. The Company may in its absolute discretion consult with the Supplier regarding any redactions to the Contract Information to be published pursuant to Clause 46.1. The Company shall make the final decision regarding publication and/or redaction of the Contract Information.

## **47. Survival**

- 47.1** The provisions of Clauses 4 (Records and Audit), **Error! Reference source not found.** (Set-Off), 13 (Environmental Claims), 17 (Supplier Personnel), 19 (Responsible Procurement), 19.1 (Failure to Perform), 21 (Intellectual Property Rights), 21.11 (Termination and Suspension), 24 (Indemnity and Insurance), 26 (Confidentiality), 30 (Severance), 31 (Publicity), 32 (Corrupt Gifts and Payments of Commission), 34 (No Waiver), 35 (Entire Contract), 36 (Notices and Service of Process), 36.1 (Dispute Resolution), 40 (Governing Law and Jurisdiction), 40.1 (Contracts (Rights of Third Parties) Act 1999), 44.1 (Freedom of Information), 46 (Data Transparency), 47 (Survival), 48.1 and 0 (Transport for London Group) will survive the termination or expiry of this Contract and continue in full force and effect, along with any other Clauses or Schedules of this Contract necessary to give effect to them. In addition, any other provision of this Contract which by its nature or implication (including in respect of any accrued rights and liabilities) is required to survive the termination will survive such termination as aforesaid.

## **48. Transport for London Group**

### **48.1 Declaration of Ineffectiveness and Public Procurement Termination Event**

- (a) Without prejudice to the Company's right to terminate the Contract under Clause 22, Clause 22.2(a) or at common law, the Company may terminate the Contract at any time in accordance with the provisions of this Clause 48.1 in the event that:
  - (i) there is a Declaration of Ineffectiveness; or
  - (ii) there is a Public Procurement Termination Event (without prejudice to the Company's rights of termination implied into the Contract by Regulation 73(3) of the Public Contracts Regulations 2015 or by Regulation 89(3) of the Utilities Contracts Regulations 2016).
- (b) In the event that any court makes a Declaration of Ineffectiveness or there is a Public Procurement Termination Event, the Company shall notify the Supplier. The parties agree that the provisions of this Clause 48.1 shall apply as from the date of receipt by the Supplier of the notification of a Declaration of Ineffectiveness or a Public Procurement Termination Event. Where there is any conflict or discrepancy between the provisions of Clause 22 and this Clause 48.1 or the Cessation Plan, the provisions of this Clause 48.1 and the Cessation Plan prevail.
- (c) The Declaration of Ineffectiveness or the Public Procurement Termination Event shall not prejudice or affect any right, liability or remedy which has accrued or which shall accrue to either party prior to or after such Declaration of Ineffectiveness or Public Procurement Termination Event.
- (d) As from the date of receipt by the Supplier of the notification of the Declaration of Ineffectiveness or the Public Procurement Termination Event, the parties (acting reasonably and in good faith) shall agree or, in the absence of such agreement, the Company shall reasonably determine an appropriate Cessation Plan with the object of achieving:
  - (i) an orderly and efficient cessation of the Services or (at the Company's request) a transition of the Services to the Company or such other entity as the Company may specify; and
  - (ii) minimal disruption or inconvenience to the Company or to public passenger transport services or facilities, in accordance with the provisions of this Clause 48.1 and to

give effect to the terms of the Declaration of Ineffectiveness or the Public Procurement Termination Event.

- (e) Upon agreement, or determination by the Company of the Cessation Plan the parties shall comply with their respective obligations under the Cessation Plan.
- (f) The Company shall pay the Supplier's reasonable costs in assisting the Company in preparing, agreeing and complying with the Cessation Plan. Such costs shall be based on any comparable costs or charges agreed as part of the Contract or as otherwise reasonably determined by the Company. Provided that the Company shall not be liable to the Supplier for any loss of profit, revenue goodwill or loss of opportunity as a result of the early termination of the Contract in accordance with this Clause 48.1.

#### **48.2 Crime and Disorder Act 1998**

The Supplier acknowledges that Transport for London is under a duty under Section 17 of the Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006 and the Policing and Crime Act 2009) to:

- (a) have due regard to the impact of crime, disorder and community safety in the exercise of TfL's duties;
- (b) where appropriate, identify actions to reduce levels of crime and disorder; and
- (c) without prejudice to any other obligation imposed on the Company, exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, in its area,:
  - (i) crime and disorder (including anti-social and other behaviour adversely affecting the local environment);
  - (ii) the misuse of drugs, alcohol and other substances; and
  - (iii) re-offending,

and in the performance of the Contract, the Supplier shall assist and co-operate with the Company and relevant members of the TfL Group and shall use reasonable endeavours to procure that its subcontractors assist and co-operate, with the Company and relevant members of the TfL Group to enable TfL to satisfy its duty.

#### **48.3 The Company's business**

The Supplier acknowledges that it:



- (a) has sufficient information about the Company and the Services;
- (b) is aware of the Company's processes and business;
- (c) has made all appropriate and necessary enquiries to enable it to carry out the Services in accordance with the Contract;
- (d) is aware of the purposes for which the Services are required; and
- (e) shall neither be entitled to any additional payment nor excused from any obligation or liability under the Contract due to any misinterpretation or misunderstanding by it of any fact relating to the Services.

#### **48.4 Best value**

The Supplier acknowledges that TfL is a best value authority for the purposes of the Local Government Act 1999 and as such the Company is required to make arrangements to secure continuous improvement in the way it exercises its functions, having regard to a combination of economy, efficiency and effectiveness. The Supplier shall assist the Company to discharge TfL's duty where possible, and in doing so, shall carry out any review of Services reasonably requested by the Company from time to time. The Supplier shall negotiate in good faith (acting reasonably) with the Company any changes to the Contract in order for the Company to achieve best value.

#### **48.5 Data Protection and Cyber Security**

- (a) The Supplier shall comply with all of its obligations under the Data Protection Legislation.
- (b) The Supplier shall follow the 10 Steps to Cyber Security issued by the National Cyber Security Centre (or equivalent or replacement guidance or requirements in place from time to time).

#### **48.6 Conflict of Interest**

- (a) The Supplier acknowledges and agrees that it does not have any interest in any matter where there is or is reasonably likely to be a conflict of interest with the carrying out of the Services or with any member of the TfL Group, save to the extent fully disclosed to and approved in writing by the Company.
- (b) The Supplier shall undertake ongoing and regular checks for any conflict of interest throughout the duration of the Contract and in any event not less than once in every six (6) months and shall notify the Company in writing immediately on becoming aware of any actual or potential conflict of interest with the carrying out of the Services under the Contract or with any member of the TfL Group and shall work with the Company to do whatever is

necessary (including the separation of staff working on, and data relating to, the Services from the matter in question) to manage such conflict to the Company's satisfaction, provided that, where the Company is not so satisfied (in its absolute discretion) it shall be entitled to terminate the Contract.

## **48.7 Equality, Diversity and Inclusion**

**48.7.1** For the purposes of this Clause 48.7, unless the context indicates otherwise, the following expressions shall have the following meanings:

<b>"EDI Action Plan"</b>	means the strategic equality, diversity and inclusion action plan as negotiated and agreed by the Parties and attached to this Clause 48.7 at Schedule 11 Appendix 2; and
<b>"EDI Policy"</b>	means a written policy setting out how a Supplier will promote equality, diversity and inclusion;
<b>"Equality Statement"</b>	means a short written statement setting out how a Supplier will embed equality, diversity and inclusion in its performance of the Contract; and
<b>"Minimum Records"</b>	means all information relating to the Supplier's performance of and compliance with Clause 48.7.7 and the adoption and implementation of an EDI Action Plan, by each subcontractor and, where applicable, subject to the provisions of Clause 48.8.7, indirect subcontractor, of the Supplier.

**48.7.2** Without limiting the generality of any other provision of the Contract, the Supplier:

- (a) shall not unlawfully discriminate;
- (b) shall procure that its employees and agents do not unlawfully discriminate; and
- (c) shall use reasonable endeavours to procure that its subcontractors do not unlawfully discriminate when providing the Services,

within the meaning and scope of the Equality Act 2006, the Equality Act 2010 and any other relevant enactments in force from time to time in relation to discrimination in employment.

**48.7.3** The Supplier acknowledges that the Company is under a duty under section 149 of the Equality Act 2010 to have due regard to the need to:

- (a) eliminate unlawful discrimination on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation (all "**Protected Characteristics**") and marriage and civil partnership;
- (b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a Protected Characteristic and persons who do not.

In performing the Contract the Supplier shall assist and cooperate with the Company where possible in satisfying this duty.

**48.7.4** The Supplier shall ensure that its staff, and those of its subcontractors who are engaged in the performance of the Contract comply with the Company's policies in relation to equal opportunities and diversity, workplace harassment and drugs and alcohol as may be updated from time to time. Copies of these policies are available from the Company at any time on request.

**48.7.5** To the extent that the Company is required to assist or co-operate with TfL in compliance with its duties under the Equality Act 2010 (Specific Duties) Regulations 2011, the Supplier shall assist and co-operate with the Company where possible.

**48.7.6 EDI Policy**

From the Contract Commencement Date, the Supplier shall provide the Authority with a copy of its EDI Policy. The Supplier shall keep its EDI Policy under review for the duration of the Contract and shall provide the Authority with any such revised EDI Policy once available.

**48.7.7 EDI Action Plan**

Where a contract has a contract value of over £5 million and for the duration of the Contract, the Supplier shall comply with the agreed EDI Action Plan and shall procure that each of its subcontractors:

**48.7.7.1** adopts and implements; and

**48.7.7.2** in respect of indirect subcontractors, uses reasonable endeavours to procure that those indirect subcontractors adopt and implement, a strategic equality and diversity plan in respect of their respective employees engaged in the performance of the Contract which is at least as extensive in scope as that agreed with the Authority and set out in the EDI Action Plan.

**48.7.8 Equality Statement**

Where a Contract has a total value over £1 million, the Supplier shall submit and keep under review an Equality Statement setting out how they will embed equality, diversity and inclusion in the performance of the Contract.

### **Monitoring and Reporting**

For the purposes of this clause, “BAME”, “disabled”, “diversity” and “SMEs” have the meanings set out in Schedule 11 Appendix 1 to this Clause 48.7.

**48.7.9** Subject to Clause 48.7.7, the Supplier shall use reasonable endeavours to provide the Authority on the date of this Contract and subsequently every 12 months from that date or such other frequency as the Authority may reasonably request, with the following information:

48.7.9.1 an annual report on performance and compliance with the equality, diversity and inclusion provisions as set out in Clause 48.7.7. The annual report should set out:

- (a) the performance of the Supplier over the past 12 months in relation to the EDI Action Plan;
- (b) employee breakdown: the proportion of its employees engaged in the performance of the Contract to the extent reasonably possible, the employees of its subcontractors or indirect subcontractors engaged pursuant to the terms of the relevant subcontracts in the performance of the Contract who are:
  - of non-white British origin or who classify themselves as being non-white British;
  - female;
  - from the local community;
  - disabled;
- (c) expenditure breakdown: a statement broken down by activity and material type of how they have used and how much has been spent with:
  - Small and Medium Enterprises;
  - BAME businesses;
  - suppliers from other under-represented or protected groups;
  - suppliers demonstrating a diverse workforce composition.

**48.7.10** Progress and approval (where due) of actions will be monitored via four weekly (or as otherwise agreed) progress meetings with the Authority. The Supplier shall provide a written update prior to

the progress meetings and should request additional meetings (if necessary) with the Authority to discuss progress or seek sign-off for completed actions.

- 48.7.11** The Supplier shall ensure at all times that it complies with the requirements of the Data Protection Act 2018 in the collection and reporting of the information to the Authority pursuant to Clause 48.7.9

#### **EDI Audit**

- 48.7.12** The Authority or its nominee may from time to time undertake any audit or check of any and all information regarding the Supplier's compliance with Clause 47.8. The Authority's rights pursuant to this clause shall audit of include any and all documents and records of the Supplier and its subcontractors and, where applicable, subject to the provisions of Clause 48.7.7, indirect subcontractors, and shall include the Minimum Records.

- 48.7.13** The Supplier shall maintain and retain the Minimum Records for a minimum of 6 years from the termination or expiry of the Contract. The Supplier shall procure that each of its subcontractors and, where applicable subject to the provisions of Clause 48.7.7, indirect subcontractors, shall maintain and retain records equivalent to the Supplier's Minimum Records for a minimum of 6 years from the termination or expiry of the Contract. The Supplier shall procure that each subcontract between it and its subcontractors and, where applicable, subject to the provisions of Clause 48.7.7, each subcontract between its subcontractors and any indirect subcontractors of the Supplier, shall contain rights of audit in favour of and enforceable by the Authority substantially equivalent to those granted by the Supplier pursuant to Clause 47.8.

- 48.7.14** The Authority shall use reasonable endeavours to co-ordinate its audits and to manage the number, scope, timing and method of undertaking audits so as to ensure that the Supplier and each subcontractor is not, without due cause, disrupted or delayed in the performance of its obligations under the Contract and each relevant subcontract.

- 48.7.15** The Supplier shall promptly provide, and procure that its subcontractors and, where applicable subject to the provisions of Clause 48.7.7, indirect subcontractors, promptly provide all reasonable co-operation in relation to any audit or check including, to the extent reasonably possible in each particular circumstance:

- 48.7.15.1** granting or procuring the grant of access to any premises used in the Supplier's performance of the Contract or in its relevant subcontractor or indirect subcontractor's performance of its subcontract, whether the Supplier's own premises or otherwise;

- 48.7.15.2** granting or procuring the grant of access to any equipment (including all computer hardware and software and databases) used (whether exclusively or non-exclusively) in the performance of the Supplier's or the relevant subcontractor or indirect subcontractor's obligations specified in Clause 48.7.7, wherever situated and whether the Supplier's own equipment or otherwise; and
- 48.7.15.3** complying with the Authority's reasonable requests for access to senior personnel engaged in the Supplier's performance of the Contract or the relevant subcontractor or indirect subcontractor's performance of its subcontract.

#### **48.7.16 Gender Neutral Language**

For the duration of the Contract, the Supplier shall endeavour to employ gender-neutral language in all communications relating to the Contract, including but not limited to communications with job applicants, employees, apprentices, contractors, customers and members of the public. Gender-neutral language includes avoidance of male or female pronouns and male or female forms of job titles where unnecessary.

#### **48.8 Work Related Road Risk**

- 48.8.1** For the purposes of Clauses **Error! Reference source not found.** to 0 (inclusive) of this Contract, the following expressions shall have the following meanings:

<b>"Approved Progressive Driver Training"</b>	an ongoing programme of Drivers' training to ensure they have the appropriate knowledge, skills and attitude to operate safely on urban roads. This includes the training specific for the urban environment (including on-road experience from a cyclist's perspective), which is required to be completed at least once every 5 years;
<b>"Car-derived Van"</b>	a vehicle based on a car, but with an interior that has been altered for the purpose of carrying larger amounts of goods and/or equipment;
<b>"Category N2 HGV"</b>	a vehicle designed and constructed for the carriage of goods having a MAM exceeding 3,500 kilograms but not exceeding 12,000 kilograms;

<b>“Category N3 HGV”</b>	a vehicle designed and constructed for the carriage of goods and having a MAM exceeding 12,000 kilograms;
<b>“CLOCS Standard”</b>	means the Construction Logistics and Community Safety standard, which aims to eliminate risk of a collision between heavy goods vehicles servicing the construction sector and vulnerable road users by ensuring effective practice in the management of operations, vehicles, drivers and construction sites; further information can be found at: <a href="http://www.clocs.org.uk">www.clocs.org.uk</a>
<b>“Collision Report”</b>	a report detailing all collisions during the previous twelve (12) months involving injuries to persons or fatalities;
<b>“Delivery and Servicing Vehicle”</b>	a HGV, a Van or a Car-derived Van;
<b>“Direct Vision Standard” or “DVS”</b>	Direct Vision Standard, a performance based assessment and rating tool, as updated from time to time that measures how much direct vision a Driver has from a Category N3 HGV cab in relation to other road users. Further information can be found at: <a href="http://www.tfl.gov.uk">www.tfl.gov.uk</a>
<b>“Driver”</b>	any employee of the Supplier (including an agency or contracted driver), who operates Delivery and Servicing Vehicles on behalf of the Supplier while providing the Services;
<b>“DVLA”</b>	Driver and Vehicle Licensing Agency;
<b>“Equivalent Scheme”</b>	has the meaning given to it in Clause <b>Error! Reference source not found.</b> ;
<b>“FORS”</b>	the Fleet Operator Recognition Scheme, which is an accreditation scheme for businesses operating commercial vehicles including vans, HGV, coaches and powered two wheelers. It offers impartial, independent advice and guidance to motivate companies to improve their compliance with relevant

laws and their environmental, social and economic performance;

<b>“FORS Standard”</b>	the standard setting out the accreditation requirements for the Fleet Operator Recognition Scheme, a copy of which can be found at: <a href="http://www.fors-online.org.uk">www.fors-online.org.uk</a>
<b>“Gold Accreditation”</b>	the highest level of accreditation within the FORS Standard, the requirements of which are more particularly described at: <a href="http://www.fors-online.org.uk">www.fors-online.org.uk</a>
<b>“HGV”</b>	a vehicle with a MAM exceeding 3,500 kilograms;
<b>“MAM”</b>	the maximum authorised mass of a vehicle or trailer including the maximum load that can be carried safely while used on the road;
<b>“Silver Accreditation”</b>	the minimum level of accreditation within the FORS Standard acceptable for the contract schedule, the requirements of which are more particularly described at: <a href="http://www.fors-online.org.uk">www.fors-online.org.uk</a>
<b>“Van”</b>	a vehicle with a MAM not exceeding 3,500 kilograms; and
<b>“WRRR Self-Certification Report”</b>	has the meaning given to it in Clause 48.8.8.

#### **48.8.2** Fleet Operator Recognition Scheme Accreditation

Where the Supplier operates Delivery and Servicing Vehicles to provide the Services, it shall within 90 days of the Commencement Date:



- (a) (unless already registered) register for FORS or a scheme, which in the reasonable opinion of the Company, is an acceptable substitute to FORS (the **"Equivalent Scheme"**); and
- (b) (unless already accredited) have attained the standard of Silver Accreditation (or higher) or the equivalent within the Equivalent Scheme and shall maintain the standard of Silver Accreditation (or equivalent standard within the Equivalent Scheme) by way of an annual independent audit in accordance with the FORS Standard or take such steps as may be required to maintain the equivalent standard within the Equivalent Scheme. Alternatively, where the Supplier has attained Gold Accreditation, the maintenance requirements shall be undertaken in accordance with the periods set out in the FORS Standard.

### **Safety Features on HGVs**

- 48.8.3** The Supplier shall ensure that every HGV, which it uses to provide the Services, shall be fitted with safety features consistent with the FORS Silver Accreditation.

### **Construction Logistics and Community Safety (CLOCS)**

- 48.8.4** Where applicable, [for works contracts exceeding a value of £1m]

- (a) the Supplier shall comply with the CLOCS Standard
- (b) the Supplier shall ensure that the conditions at all sites and locations where:
  - (i) the Services are being delivered, or
  - (ii) in connection with the performance of the Services, any waste is being disposed of or supplies are being delivered to or from,

are appropriate for each Category N3 HGV being used in the provision of the Goods and Services.

### **Direct Vision Standard (DVS)**

- 48.8.5** Not Used

### **Driver Training**

- 48.8.6** Where the Supplier operates Delivery and Servicing Vehicles to provide the Services the Supplier shall ensure that each of its Drivers attends Approved Progressive Driver Training throughout the duration of the Contract.

### **Collision Reporting**

**48.8.7** Where the Supplier operates Delivery and Servicing Vehicles to deliver the Contract, the Supplier shall:

- (a) within 15 days of the Commencement Date, provide to the Company a Collision Report. The Supplier shall provide to the Company an updated Collision Report within five Working Days of a written request from the Company at any time.

### **Self-Certification of Compliance**

**48.8.8** Where the Supplier operates Delivery and Servicing Vehicles to provide the Services, within 90 days of the Commencement Date, the Supplier shall provide a written report to the Company detailing its compliance with Clauses **Error! Reference source not found.**, 48.8.3, 48.8.5, **Error! Reference source not found.**, 48.8.6 and 48.8.7 (as applicable) of this Contract (the “**WRRR Self-Certification Report**”). The Supplier shall provide updates of the WRRR Self-Certification Report to the Company on each six (6) month anniversary of its submission of the initial WRRR Self-Certification Report.

### **Obligations of the Supplier Regarding Subcontractors**

**48.8.9** The Supplier shall ensure that those of its sub-contractors who operate Category N2 HGVs, Category N3 HGVs, Vans and/or Car-derived Vans to provide the Services shall comply with the corresponding provisions of this Contract:

- (a) Clause **Error! Reference source not found.**, 48.8.6, 48.8.7, 48.8.8; and
- (b) for Category N2 HGVs – Clauses 48.8.3; and
- (c) for Category N3 HGVs – Clauses 48.8.3, and, where applicable 48.8.5, **Error! Reference source not found.**;

as if those sub-contractors were a party to this Contract.

### **Failure to Comply**

**48.8.10** Without limiting the effect of any other clause of this Contract relating to termination, if the Supplier fails to comply with any of Clauses **Error! Reference source not found.**, 48.8.3 (where applicable), 0 (where applicable), **Error! Reference source not found.** (where applicable), 48.8.6, 48.8.7, 48.8.8 and 48.8.9:

- (a) the Supplier has committed a material breach of this Contract; and

- (b) the Company may refuse the Supplier, its employees, agents and Delivery and Servicing Vehicles entry onto any property that is owned, occupied or managed by the Company for any purpose (including but not limited to deliveries).

#### **49. CompeteFor**

- 49.1** Without prejudice to Clause 27, the Supplier will, on a non-exclusive basis, use the CompeteFor electronic brokerage service (or such alternative web-based tool as the Company may direct from time to time) ("**CompeteFor**") to make available to other suppliers all appropriate opportunities, arising in connection with the Contract, to supply goods, works or services to the Supplier.
- 49.2** The Supplier will use all reasonable endeavours to ensure that its subcontractors (for the purposes of this Clause, the "**Supplier's Subcontractors**") use CompeteFor, on a non-exclusive basis, to make available to other subcontractors all appropriate opportunities, arising in connection with the Contract, to supply goods, works and services to the Supplier's Subcontractors.
- 49.3** The Supplier will monitor (and maintain a record of) the number, type and value of opportunities, arising in connection with the Contract, made available to other suppliers via CompeteFor, whether by the Supplier or the Supplier's Subcontractors, as required by this Clause 49.3, and will report this information on a quarterly basis by way of email to the Company's Representative.

#### **A18 Transfer of Employees to Supplier**

- A18.1 Clause 16.5 shall be deleted and replaced with the following.
- A18.2 For the purposes of this Clause A18 and Clause A19, unless the context indicates otherwise, the following expressions shall have the following meanings:
- A18.2.1 "**Current Supplier(s)**" means the provider or providers of services substantially similar to the Services immediately before the Service Commencement Date;
- A18.2.2 "**Employment Costs**" means all salaries, wages, commissions, bonuses, holiday pay (including payment for accrued but untaken holiday), sick pay, national insurance contributions, pension contributions made to or on behalf of an employee or worker, taxation (including all income tax deductible under PAYE) and all other emoluments);
- A18.2.3 "**Employment Liabilities**" means all costs (including the costs of enforcement), expenses, liabilities (including any tax liability), injuries, damages, awards, compensation, claims, demands, proceedings and legal costs (on a full indemnity basis);
- A18.2.4 "**Final Staff List**" has the meaning set out in Clause A19.4;
- A18.2.5 "**Further Transfer Date**" means the date on which the Services (or any part of them) cease to be provided by the Supplier and start to be performed by the Authority or any Replacement Supplier when (assuming that TUPE applies) the

transfer of employment of the Re-Transferring Personnel from the Supplier to the Authority or any Replacement Supplier occurs;

- A18.2.6        **“Relevant Period”** means the period starting on the earlier of:
- the date falling 6 calendar months before the date of expiry of the Contract; or
- if the Contract is terminated by either Party in accordance with Clause 27.3 or by the Authority in accordance with Clause 27.1, 27.2, 27.4 or 27.5, the date of the relevant termination notice;
- and ending on the Further Transfer Date;
- A18.2.7        **“Replacement Supplier”** means any replacement supplier or provider to the Authority of the Services (or any part of the Services) and any Sub-Contractor to such replacement supplier or provider;
- A18.2.8        **“Re-Transferring Personnel”** means any Supplier’s Personnel who are assigned (for the purposes of TUPE) to the relevant Services (or any part of them) immediately before the Further Transfer Date and whose employment contract or engagement (or part thereof) will transfer to the Authority or the Replacement Supplier pursuant to TUPE with effect from the Further Transfer Date;
- A18.2.9        **“Staff List”** has the meaning set out in Clause A19.1;
- A18.2.10       **“Staffing Information”** has the meaning set out in Clause A19.1;
- A18.2.11       **“Sub-Contractor”** means any subcontractor to the Current Supplier(s), the Supplier or the Replacement Supplier as the context dictates which is engaged in the provision of the Services or any part of them (or services substantially similar to the Services or any part of them) and includes the sub-contractor of any such sub-contractor;
- A18.2.12       **“Transfer of Services”** means the transfer of the provision of the Services from the Current Supplier and any Sub-Contractor to the Supplier and any Sub-Contractor;
- A18.2.13       **“Transferring Staff”** means such employees and workers of the Current Supplier(s) (and its Sub-Contractors) as are assigned (for the purposes of TUPE) to the Services immediately before the Transfer of Services, the identities of whom as at the date of this Contract are listed in Appendix 1 to this Clause A18; and
- A18.2.14       **“TUPE”** means the Transfer of Undertakings (Protection of Employment) Regulations 2006.

## **A19 Transfer of Employees on Expiry or Termination**

- A19.1 The Supplier will promptly provide (and procure that its Sub-Contractors provide) when requested by the Authority (but not more than twice in any 12 month period) and not more than 7 days after the date of any notice to terminate this Contract given by either Party, the following information to the Authority:
- A19.1.1 an anonymised or pseudonymised list of current Supplier's Personnel and employees and workers of its Sub-Contractors engaged in the provision of the Services (each identified as such in the list) (the **"Staff List"**);
  - A19.1.2 such of the information specified in Appendix 1 to this Clause A19 as is requested by the Authority in respect of each individual included on the Staff List;
  - A19.1.3 in the situation where notice to terminate this Contract has been given, an anonymised or pseudonymised list of any persons who are materially engaged or have been materially engaged during the preceding six months in the provision of the Services, whom the Supplier considers will not transfer under TUPE for any reason whatsoever together with details of their role and the reasons why the Supplier thinks such persons will not transfer,
- such information together being the **"Staffing Information"**.
- A19.2 The Supplier will notify the Authority as soon as practicable and in any event within 5 days of the Supplier becoming aware of any additional or new Staffing Information and any changes to any Staffing Information already provided.
- A19.3 The Supplier warrants to the Authority and any Replacement Supplier that any Staffing Information which it supplies (including any copies of it) is complete and accurate in all respects and will be kept complete and accurate.
- A19.4 Subject to Clause A19.5, the Supplier will provide the Authority and any Replacement Supplier with a final Staff List (the **"Final Staff List"**) and Staffing Information relating to persons on that list not less than 28 days before the Further Transfer Date.
- A19.5 If the Contract is terminated by either Party in accordance with Clause 27.3 or by the Authority in accordance with Clause 27.1, 27.2, 27.4 or 27.5 then the Final Staff List will be provided by the Supplier to the Authority as soon as practicable and no later than 14 days after the date of termination of the Contract.
- A19.6 The Supplier warrants that as at the Further Transfer Date:
- A19.6.1 the Final Staff List and the Staffing Information relating to persons on that list will be complete and accurate;
  - A19.6.2 the Final Staff List will identify all actual and potential Re-Transferring Personnel; and
  - A19.6.3 it will have disclosed all terms and conditions of employment or engagement and other Staffing Information relating to the Re-Transferring Personnel to the Authority and any Replacement Supplier.
- A19.7 During the Relevant Period the Supplier will not and will procure that its Sub-Contractors do not without the prior written consent of the Authority (such consent not to be unreasonably withheld or delayed):

- A19.7.1 terminate or give notice to terminate the employment or engagement or replace the persons listed on the most recent Staff List or any Re-Transferring Personnel (save for any termination for gross misconduct, provided that the Authority is informed promptly of such termination);
  - A19.7.2 deploy or assign any other person to perform the Services who is not included on the most recent Staff List other than temporarily and in the ordinary course of business;
  - A19.7.3 make, propose or permit any changes to the terms and conditions of employment or engagement of any persons listed on the most recent Staff List or any Re-Transferring Personnel;
  - A19.7.4 increase to any significant degree the proportion of working time spent on the Services by any of the Supplier's Personnel other than temporarily and in the ordinary course of business; or
  - A19.7.5 introduce any new contractual or customary practice (including for the avoidance of doubt any payments on termination of employment or engagement) applicable to any person listed on the most recent Staff List or any Re-Transferring Personnel.
- A19.8 The Supplier will promptly notify the Authority of any notice of resignation received from any person listed on the most recent Staff List or the Final Staff List (if any) during the Relevant Period regardless of when such notice takes effect.
- A19.9 The Supplier agrees that the Authority will be permitted to disclose any information provided to it under this Clause A19 in anonymised or pseudonymised form to any person who has been invited to tender for the provision of the Services (or similar services) and to any third party engaged by the Authority to review the delivery of the Services and to any Replacement Supplier.
- A19.10 If TUPE applies on the expiry or termination of the Contract, on the termination or variation of any Service or any part of such a Service, or on the appointment of a Replacement Supplier, the following will apply:
- A19.10.1 The contracts of employment or engagement of the Re-Transferring Personnel (or relevant parts thereof) will have effect from the Further Transfer Date as if originally made between the Re-Transferring Personnel and the Authority or Replacement Supplier (or its Sub-Contractor) (as appropriate) (except in relation to occupational pension scheme benefits excluded under Regulation 10 of TUPE which will be treated in accordance with the provisions of the Pensions Act 2004 and the Transfer of Employment (Pensions Protection) Regulations 2005).
  - A19.10.2 During the Relevant Period the Supplier will:
    - A19.10.2.1 provide the Authority or Replacement Supplier (as appropriate) with access to such employment and payroll records as the Authority or Replacement Supplier (as appropriate) may require to put in place the administrative arrangements for the transfer of the contracts of employment or engagement of the Re-Transferring Personnel to the Authority or Replacement Supplier (as appropriate);
    - A19.10.2.2 allow the Authority or Replacement Supplier (as appropriate) to have copies of any of those employment and payroll records;

A19.10.2.3 provide all original employment or engagement records relating to the Re-Transferring Personnel to the Authority or Replacement Supplier (as appropriate) when required in order to facilitate the transfer; and

A19.10.2.4 co-operate with the Authority and any Replacement Supplier in the orderly management of the transfer of employment or engagement of the Re-Transferring Personnel which may include, without limitation:

- (a) re-allocating the time spent on the Services by any person on the Staff List, in each case before the Further Transfer Date (so that they are or are not (as required by the Authority and/or Replacement Supplier) then Re-Transferring Personnel), where the role of any such person would otherwise become fragmented between two (or more) employers on the Further Transfer Date and, in the reasonable opinion of the Authority or the Replacement Supplier, such fragmentation would not be workable and/or would result, or would be deemed by such relevant person on the Staff List to result, in the worsening of working conditions of that person or adversely impact upon the protection afforded to that person by TUPE; and
- (b) permitting the Authority or Replacement Supplier upon reasonable request to consult with the Re-Transferring Personnel or their representatives before the Further Transfer Date in relation to measures connected to the transfer of their employment or engagement (or any part thereof).

If the Re-Transferring Personnel are employed or engaged by Sub-Contractors, the Supplier will procure such Sub-Contractors provide the Authority or Replacement Supplier (as appropriate) with the same level of access, information and cooperation.

A19.10.3 The Supplier warrants to each of the Authority and the Replacement Supplier that as at the Further Transfer Date no Re-Transferring Personnel (except where the Supplier has notified the Authority and the Replacement Supplier (if appointed) in writing to the contrary) to the Supplier's knowledge:

A19.10.3.1 is under notice of termination;

A19.10.3.2 is on long-term sick leave;

A19.10.3.3 is on maternity, parental or adoption leave;

A19.10.3.4 has committed any serious security breach or engaged in any serious fraudulent activity or misconduct amounting to a breach of any regulations;

A19.10.3.5 is entitled or subject to any additional terms and conditions of employment or engagement other than those disclosed to the Authority or Replacement Supplier (as appropriate);

A19.10.3.6 is or has been within the previous two years the subject of formal disciplinary proceedings;

- A19.10.3.7 has received a written warning (other than a warning that has lapsed);
  - A19.10.3.8 has taken or been the subject of a grievance procedure within the previous two years; or
  - A19.10.3.9 has objected, or has indicated an intention to object, in accordance with TUPE to his or her employment or engagement (or part thereof) transferring to the Authority or Replacement Supplier (as appropriate) under TUPE.
- A19.10.4 The Supplier undertakes to each of the Authority and any Replacement Supplier that it will (and will procure that its Sub-Contractors will):
- A19.10.4.1 continue to perform and observe all of its obligations under or in connection with the contracts of employment or engagement of the Re-Transferring Personnel and any collective agreements relating to the Re-Transferring Personnel up to the Further Transfer Date;
  - A19.10.4.2 pay to the Re-Transferring Personnel all Employment Costs to which they are entitled from the Supplier or any Sub-Contractor which fall due in the period up to the Further Transfer Date;
  - A19.10.4.3 to pay to the Authority or the Replacement Supplier (as appropriate) within 7 days of the Further Transfer Date any apportioned sum in respect of Employment Costs as set out in Clause A19.10.5; and
  - A19.10.4.4 to comply in all respects with its information and consultation obligations under TUPE and to provide to the Authority or Replacement Supplier (as appropriate) such information as the Authority or Replacement Supplier may request in order to verify such compliance.
- A19.10.5 The Parties agree that all Employment Costs in respect of the Re-Transferring Personnel will be allocated as follows:
- A19.10.5.1 the Supplier will be responsible for any Employment Costs relating to the period up to the Further Transfer Date;
  - A19.10.5.2 the Authority or (where appointed) any Replacement Supplier will be responsible for the Employment Costs relating to the period on and after the Further Transfer Date (provided that if any contract of employment or engagement transfers in part, this shall only apply to the Employment Costs relating to the transferred part),
- and will if necessary be apportioned on a time basis (regardless of when such sums fall to be paid).
- A19.10.6 The Supplier will indemnify and keep indemnified each of the Authority and any Replacement Supplier from and against all Employment Liabilities which the Authority or the Replacement Supplier incurs or suffers arising directly or indirectly out of or in connection with:



- A19.10.6.1 any failure by the Supplier to comply with its obligations under this Clause A19.10;
- A19.10.6.2 any act or omission (whether alleged or actual) by or on behalf of the Supplier (or its Sub-Contractors) in respect of the Re-Transferring Personnel whether occurring before on or after the Further Transfer Date;
- A19.10.6.3 any failure by the Supplier (or its Sub-Contractors) to comply with Regulation 13 of TUPE (except to the extent that such failure arises from a failure by the Authority or the Replacement Supplier to comply with Regulation 13 of TUPE);
- A19.10.6.4 any claim or demand by HMRC or any other statutory authority in respect of any financial obligation including but not limited to PAYE and national insurance contributions in relation to any Re-Transferring Personnel to the extent that such claim or demand relates to the period from the Contract Commencement Date to the Further Transfer Date;
- A19.10.6.5 any claim or demand or other action taken against the Authority or any Replacement Supplier by any person employed or engaged by the Supplier (or its Sub-Contractors) (other than Re-Transferring Personnel included on the Final Staff List) who claims (whether correctly or not) that the Authority or Replacement Supplier has inherited any liability from the Supplier (or its Sub-Contractors) in respect of them by virtue of TUPE; and
- A19.10.6.6 any claim or demand or other action taken against the Authority or any Replacement Supplier by any Re-Transferring Personnel who continues to be employed or engaged in part by the Supplier after the Further Transfer Date and which arises directly or indirectly out of or in connection with that retained employment or engagement or its termination.

For the avoidance of doubt, the Supplier shall have full liability under this Clause A19.10.6 if it is held or alleged that: (a) the contract of employment or engagement as at immediately prior to the Further Transfer Date of any of the Re-Transferring Employees does not transfer in its entirety to the Authority and/or any Replacement Supplier (and/or its/their Sub-Contractors) and/or (b) liability for any such contract of employment or engagement of any such Re-Transferring Employees does not transfer in its entirety to the Authority and/or any Replacement Supplier (and/or its/their Sub-Contractors).

- A19.11 If TUPE does not apply on the expiry or termination of the Contract, the Supplier will remain responsible for the Supplier Personnel and will indemnify and keep indemnified the Authority against all Employment Liabilities which the Authority incurs or suffers arising directly or indirectly out of or in connection with the employment or engagement or its termination of any of the Supplier Personnel or former Supplier Personnel.
- A19.12 The Supplier will procure that whenever the Authority so requires on reasonable notice at any time during the continuance in force of this Contract and for 2 years following the date of expiry or earlier termination of the Contract the Authority will be given reasonable access to and be allowed to consult with any person, consultant or employee who, at that time:
  - A19.12.1 is still an employee or sub-contractor of the Supplier or any of the Supplier's associated companies; and

A19.12.2 was at any time employed or engaged by the Supplier in order to provide the Services to the Authority under this Contract,

and such access and consultation will be provided on the first occasion free of charge and thereafter be charged at reasonable rates for the time spent by the Supplier or its employees or Sub-Contractors on such consultation. The Supplier will use all reasonable endeavours to procure that such persons co-operate with the Authority's requests.

A19.13 Clause 41.1 shall be amended so that benefits conferred on the Replacement Supplier under this Clause A19 shall be enforceable by them.

A19.14 For the purposes of this Clause A19, any reference to the Authority shall also include any member of the Authority Group to which any Re-Transferring Staff or liability relating thereto does or is alleged to transfer under TUPE. For the avoidance of doubt, any such member of the Authority Group shall be able to enforce the terms of this Clause A19 in accordance with Clause 41.1.

### **Appendix 1 to Clause A19**

#### **Information to be provided in respect of those on the Staff List**

- Amount of time spent on the Services (or any part of the Services specified by the Authority)
- Organisational chart and such other information about the organisation of the workforce involved in the Services (and any part thereof) as the Authority may require
- Age
- Role Title/Designation and Role Profile
- Annual Salary £
- Bonus and Commission Amount and Frequency
- Pay Frequency and Date
- Overtime - Contractual or Non Contractual and Rates
- Contractual Working Hours
- Contract Type - Permanent/Temporary
- Geographical Area Of Work/Location
- Commencement of Employment Date
- Continuous Service Date
- Car Allowance
- Pension Contributions
  - 1) Employer
  - 2) Employee
  - Including additional information on:
    - who were originally employees of the Authority;
    - who were members of (or eligible to become members of) the TfL Pension Fund / The Local Government Pension Scheme for England and Wales/The Principal Civil Service Pension Scheme;
    - whose employment transferred from the Authority to the Supplier under TUPE; and
    - who were entitled to broadly comparable benefits under the Current Supplier's Scheme
- Details of the relevant employee representative body or bodies and relevant collective agreements
- Date of Annual Pay Award
- Annual Leave Entitlement
- Contractual Notice Period
- Public Holiday/Concessionary Days Entitlement

- Sickness Entitlement (in 12 month rolling period)
- Salary/wage increases pending
- Eligibility for enhanced redundancy pay and any other contractual or non-contractual termination of severance arrangements (including methods of calculation)
- Details of any other benefits provided, whether contractual or non-contractual
- Copy of employment contract or applicable standard terms and employee handbook
- Any loans or educational grants
- For those employees who are foreign nationals the country of citizenship, immigration status and all documentation required by law to demonstrate a right to work in the United Kingdom
- Information on any disciplinary or grievance procedure taken against or by an employee in the two years immediately preceding the information being provided
- Information about any tribunal claims in the immediately preceding two years or whether there are reasonable grounds to believe a claim may be brought
- Department and place on organisation chart
- Average absence due to sickness
- Training and competency records

## Schedule 1

### Detailed Terms

<b>Contract Reference Number:</b>	<b>CW71559</b>
<b>Name of Supplier:</b>	Inspire Structures Limited
<b>Contract Start Date:</b>	02 April 2025
<b>Service Commencement Date:</b>	02 April 2025
<b>Contract Completion Date:</b>	31 March 2028 (with an option to extend for an additional 1+1 years)
<b>Supplier's Representative:</b> <b>Address for Service of Notices:</b> <b>Telephone:</b> <b>Email:</b>	<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> Elizabeth Line 8 <sup>th</sup> Floor 5 Endeavour Square London, E20 1JN <div style="background-color: black; width: 150px; height: 20px; margin-top: 5px;"></div>
<b>Additional applicable standards under Clause 3.2 (d):</b>	As detailed in the Specification
<b>i) Programme:</b>	See Schedule 4
<b>ii) Services Requirements (Specification):</b>	See Schedule 3
<b>Contract Price:</b>	£3,218,605.55 (Schedule 2)
<b>Security required pursuant to Clause 42.1:</b>	
<b>Bond:</b>	Not applicable
<b>Parent Company Guarantee:</b>	Not applicable

<b>Application for payment dates:</b>	Following the completion of the Services to the satisfaction of the Company and receipt of accurate invoice(s) - See Schedule 2 <b>Standard Payment Terms of 30 days applies</b>
<b>Address for Invoices:</b>  <b>Email address where PDF Invoices shall be sent:</b>	Transport for London Accounts Payable P O Box 45276 14 Pier Walk London SE10 1AJ <a href="mailto:invoices@tfl.gov.uk">invoices@tfl.gov.uk</a>
<b>Interest Rate pursuant to Clause 44:</b>	Not applicable.
<b>The Liquidated Damages for delay for the purpose of Clause 10.15 payable for such Services are:</b>  <b>The period of delay over which the Liquidated Damages shall be calculated for the purpose of Clause 10.15 is every:</b>	Not applicable
<b>The maximum amount of Liquidated Damages payable under Clause 10.15 expressed as a percentage of the price payable for such Services is:</b>	Not applicable
<b>The following Supplier Personnel are Key Personnel:</b>	Details of any key personnel are to be provided to the Authority's Contract Manager where this information is reasonably required.
<b>Notice Period in accordance with Clause 22.2:</b>	30 days
<b>Limit on Service Provider's Liability per clause 24.1</b>	"Apart from liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation or any other liability that cannot be lawfully excluded or limited under applicable law, the aggregate liability of the Supplier arising under or in connection with the Contract, whether arising in contract, tort (including negligence), misrepresentation, restitution or otherwise and including under any and all indemnities, shall not exceed the Contract Price. Neither party shall be liable to

	<p>the other, whether in contract, tort (including negligence) or restitution, or for breach of statutory duty or misrepresentation, or otherwise and including under any and all indemnities, for any loss of profit, business, contracts, sales, revenue, anticipated savings, data, goodwill (in each case whether direct or indirect), or any special, indirect or consequential damage or loss suffered by the other party that arises under or in connection with the Contract. Pursuant to clause 1.10 of the Contract, the parties unequivocally agreed that the liability limitations within this Schedule 1 shall take precedence over any Clauses of the Contract.”</p>
<b>Amendment to clause 24.5</b>	<p>Amend the existing Clause 24.5 of the Contract by deletion of the wording “Other than in respect of the Losses (i) described in Clauses 24.1(a) and 24.1(d) above and (ii) Excepted Liabilities,”. Pursuant to clause 1.10 of the Contract, the parties unequivocally agree that the changes to Clause 24.5 within this Schedule 1 shall take precedence over any Clauses of the Contract.”</p>

## **Schedule 2 Contract Administration, Payment and Additional Services**

### **Contract Management**

#### **Contract Administration Management System**

The Company may opt to use a Contract Administration Management System (CAMS), such as Asite, to support the management of the contract. Where a CAMS is used then the Company will provide the Supplier with access to CAMS free of charge and will provide the Supplier with any necessary training to use the CAMS.

### **Payment Process**

Where the Company opts to use a CAMS, then all formal payment-related communications per clause 8 of this contract will be performed via CAMS. This will specifically include any applications for payments and issuing of payment certificates.

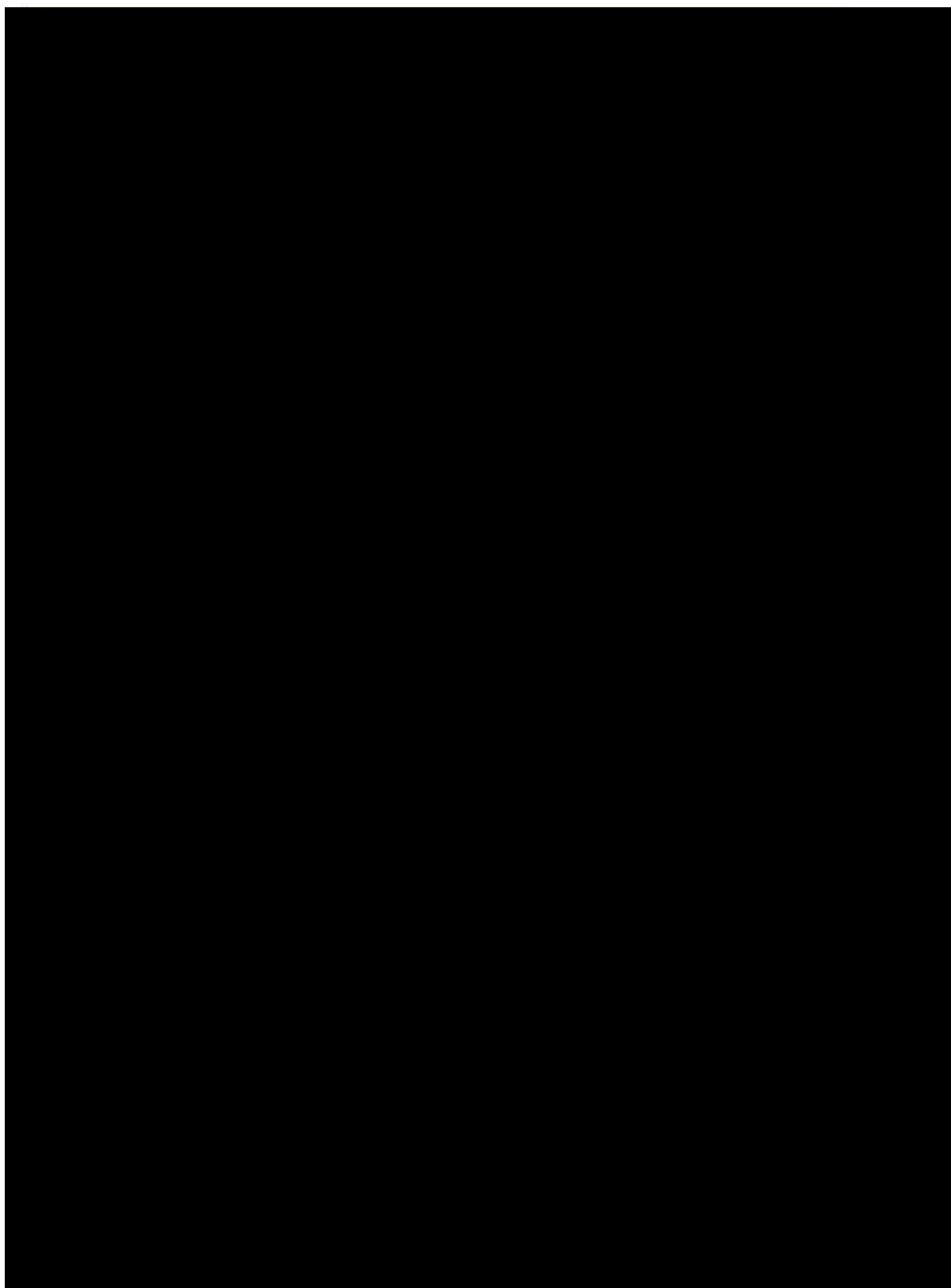
### **Variations and quotations**

Where a CAMS is used then the variation form in Appendix 1 will be replaced by a similar form available via CAMS.

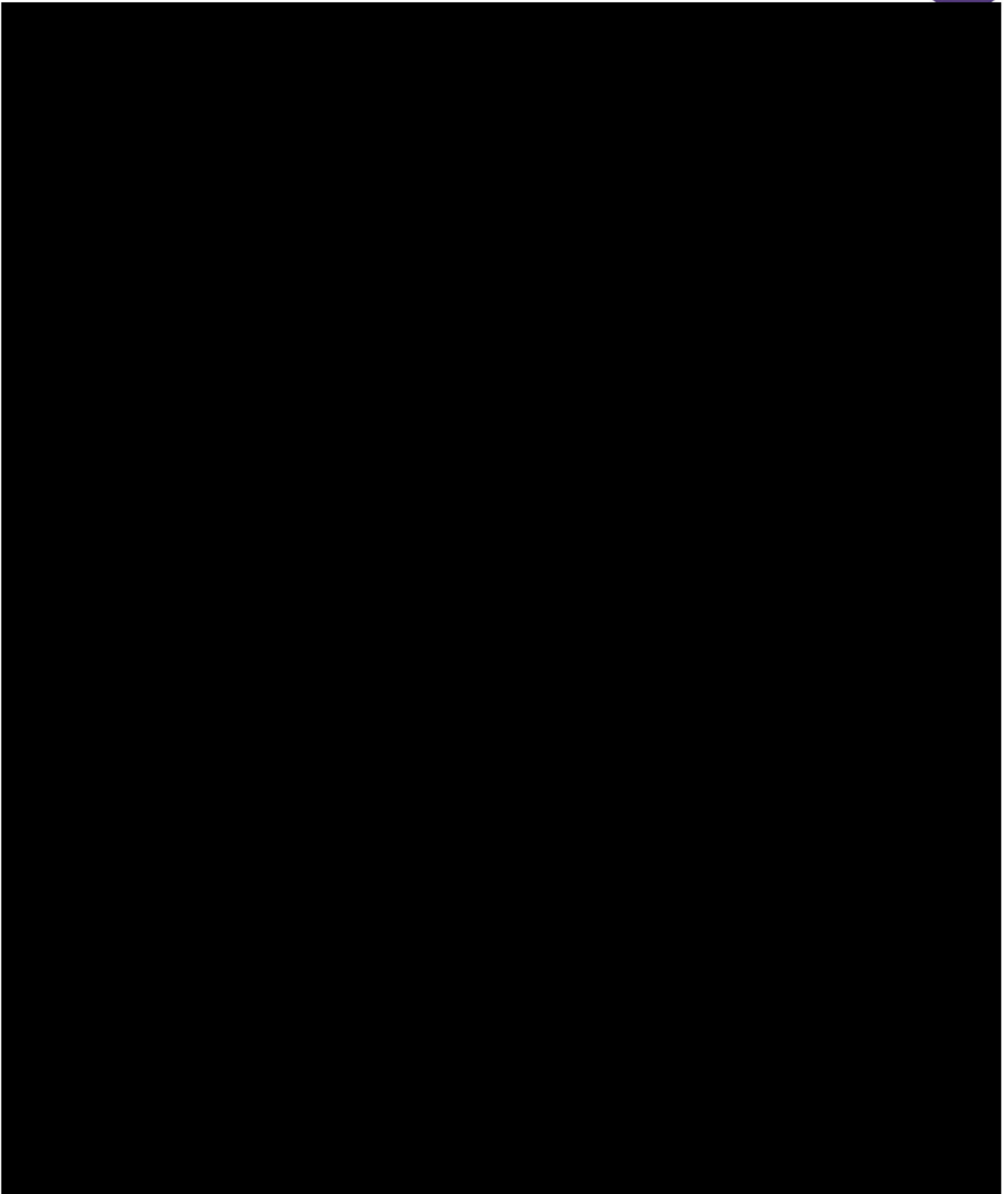
### **Pricing**

**The Pricing document has been attached separately, please see document titled “2025 WB 3YR Priced-2”**

### **Schedule of Rates**







### **Additional Services**

The contract permits for additional services to be provided, including:

- enabling works (The requirement for enabling works for each particular place shall be highlighted by the supplier at their or after their recon visit)

- removal and reinstatement of obstructions in order to enable tenanted arch examinations (If there is a need the successful tenderer should highlight this and RfLI will undertake this or request a price from the supplier)
- additional services detailed in Appendix 4 of the Specification

These services will be instructed on a case-by-case basis and subject to prior quotation.

### Schedule 3 Specification

Refer to documents Volume 2 - Services Requirements - ITT Civils Examinations and Volume 2a RFLI-MTC-CV-SPE-0007 -REV2.1 - Civils and Operational Property Examinations Technical Specification for Elizabeth Line. Together these form The Specification. Please be aware of the following amendments/ clarifications to these documents, as previously communicated during the tender query process.

Amendment number	Amendment
1	<p><b>Volume 2a Section 1.2.5 Volume 2 SR101.1 – 2</b></p> <p>As per response to TQ04, please refer to document titled “Camera Support Structures – stations” which confirms the locations in Scope.</p>
2	<p><b>Volume 2 - section SR 620.2 (1) KPIs</b></p> <p>As per response to TQ05 please include the following wording in this section:</p> <p>KPI's for Examinations Delivery are to be in line with the relevant Examinations Standard, also stated the compliance tolerance.</p> <p>RfLI requires a weekly update of Summary of Planned vs. Achieved status of each examination, including the stage it's at currently (Recon, Planning, Onsite delivery, completed, report writing, etc. As stated in requirements, RfLI Maximo WO must be updated accordingly reflecting the status.</p> <p>A Period End meeting will also be held (4 weekly) to discuss the periodic KPI's as well as any non-compliances and Risk Assessments + Mitigations associated with non-compliances.</p> <p>With regards to Rapid Response KPI's these will also be in accordance with the relevant Standards.</p>
3	<p><b>Volume 2A - Tech Spec - Section 10 - Appendix 1 and other sections within the document</b></p> <p>As per response to TQ41, the document states that NR/SP/CTM/017 is the reference document for Competence and Training. This standard has now been</p>

	superseded, therefore please change references from NR/SP/CTM/017 to the latest version of the standard, NR/L2/CIV/1000.																																																																											
4	<p><b>Volume 2A - Tech Spec Section 4.6.2</b></p> <p>As per the response to TQ42 the specification requirements amendment to reflect the latest NR Standard.</p> <p>Please change the reference which states that the “personnel carrying out the role of Lead Engineer shall hold STE6” to “personnel carrying out the role of Lead Engineer shall hold STE6 and STE2.”</p>																																																																											
5	<p><b>Volume 2A - Tech Spec Section 10 - Appendix 1</b></p> <p>As per the response to TQ43 the latest standard of NR/L3/CIV/006 will apply, and this will supersede any outdated wording included in the specification.</p>																																																																											
6	<p><b>Volume 2A - Tech Spec Section 7.5 Report Delivery</b></p> <p>As per the response to TQ 44 the latest standard of NR/L3/CIV/006 will apply, and this will supersede any outdated wording included in the specification.</p>																																																																											
7	<p><b>Volume 2A - Tech Spec Section 10 - Appendix 1 - Section 8.1.12</b></p> <p>As per the response to TQ45 please delete the wording “and need to be registered as chartered with the Engineering Council'.”</p>																																																																											
8	<p><b>Volume 2 - Service Requirements - SR 210.1</b></p> <p>As per the response to TQ 85 please amend references to working hours to reflect the working hours stated in the table below.</p> <table><tr><th>Track Section</th><th>Direction</th><th></th><th>Start</th><th>End</th><th>Duration</th><th>Working Time Available (Approx.)</th></tr><tr><td rowspan="3">Westbourne Park and Royal Oak Portal to Stepney Green Junction</td><td rowspan="3">Eastbound</td><td>Midweek Nights</td><td>00:40</td><td>05:35</td><td>04h55m</td><td>03h55m</td></tr><tr><td>Saturday Night into Sunday Morning</td><td>00:40</td><td>07:30</td><td>06h50m</td><td>05h50m</td></tr><tr><td>Sunday Night into Monday Morning</td><td>23:50</td><td>05:35</td><td>05h45m</td><td>04h45m</td></tr><tr><td rowspan="3">Stepney Green Junction to Pudding Mill Lane Portal</td><td rowspan="3">Eastbound</td><td>Midweek Nights</td><td>00:40</td><td>05:45</td><td>05h05m</td><td>03h05m</td></tr><tr><td>Saturday Night into Sunday Morning</td><td>00:40</td><td>07:30</td><td>06h50m</td><td>05h50m</td></tr><tr><td>Sunday Night into Monday Morning</td><td>23:55</td><td>05:45</td><td>05h50m</td><td>04h50m</td></tr><tr><td rowspan="3">Pudding Mill Lane Portal to Stepney Green Junction</td><td rowspan="3">Westbound</td><td>Midweek Nights</td><td>00:20</td><td>05:30</td><td>05h10m</td><td>04h10m</td></tr><tr><td>Saturday Night into Sunday Morning</td><td>00:20</td><td>07:15</td><td>06h55m</td><td>05h55m</td></tr><tr><td>Sunday Night into Monday Morning</td><td>23:35</td><td>05:30</td><td>05h55m</td><td>04h55m</td></tr><tr><td rowspan="3">Stepney Green Junction to Royal Oak Portal and Westbourne Park</td><td rowspan="3">Westbound</td><td>Midweek Nights</td><td>00:40</td><td>05:35</td><td>04h55m</td><td>03h55m</td></tr><tr><td>Saturday Night into Sunday Morning</td><td>00:40</td><td>07:05</td><td>06h30m</td><td>05h30m</td></tr><tr><td>Sunday Night into Monday Morning</td><td>23:50</td><td>05:35</td><td>05h45m</td><td>04h45m</td></tr></table>	Track Section	Direction		Start	End	Duration	Working Time Available (Approx.)	Westbourne Park and Royal Oak Portal to Stepney Green Junction	Eastbound	Midweek Nights	00:40	05:35	04h55m	03h55m	Saturday Night into Sunday Morning	00:40	07:30	06h50m	05h50m	Sunday Night into Monday Morning	23:50	05:35	05h45m	04h45m	Stepney Green Junction to Pudding Mill Lane Portal	Eastbound	Midweek Nights	00:40	05:45	05h05m	03h05m	Saturday Night into Sunday Morning	00:40	07:30	06h50m	05h50m	Sunday Night into Monday Morning	23:55	05:45	05h50m	04h50m	Pudding Mill Lane Portal to Stepney Green Junction	Westbound	Midweek Nights	00:20	05:30	05h10m	04h10m	Saturday Night into Sunday Morning	00:20	07:15	06h55m	05h55m	Sunday Night into Monday Morning	23:35	05:30	05h55m	04h55m	Stepney Green Junction to Royal Oak Portal and Westbourne Park	Westbound	Midweek Nights	00:40	05:35	04h55m	03h55m	Saturday Night into Sunday Morning	00:40	07:05	06h30m	05h30m	Sunday Night into Monday Morning	23:50	05:35	05h45m	04h45m
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9	<p><b>Volume 2A - Tech Spec Section 10 - Section 8.1.13</b></p> <p>As per the response to TQ73 please delete wording ““An appropriate competency is required for the examination of substations,” and amend this to ““In relation to the examination of substations all examiners and engineers have to be in line with Network Rail technical competency standards.”</p>																																																																											
10	<p><b>Volume 2 - Service Requirements</b></p>																																																																											

	As per the response to TQ82 please delete the wording in section SR400.1-General, as it is not applicable to this contract.
11	<p><b>Volume 2a - Civils and Operational Property Examinations Technical Specification for Elizabeth Line</b></p> <p>Please take into account the amendments of document titled “ADDENDUM - Volume 2a - RFLI-MTC-CV-SPE-0007 - Civils and OP Exam Reqs” which was issued via Ariba during the tender process on 17<sup>th</sup> June 2024.</p>

## **Schedule 4**

### **Programme**

1. Assuming a Contract Start Date of 01 April 2025, the Programme shall be:
  - Delivered in accordance with the Services Requirements and Specification in Schedule 3.
2. TfL reserves the right to extend the Contract for an additional 24 months (broken down into two extensions of 12 months each) following the initial Contract Start Date and prior to the initial Contract Expiry Date
3. The Contract Completion Date will be 31 March 2028.
4. An initial delivery plan is to be provided by the Supplier within 2 weeks of the Contract Commencement Date or otherwise as agreed with the Authority's Contract Manager.
5. The Supplier may develop and maintain the plan using its own choice of planning tools (such as Primavera), but the plan needs to be provided to the Authority's Contract Manager in PDF format.
6. The delivery plan is to be maintained by the Supplier throughout the performance of the services and is to be provided to the Authority as part of regular reporting activities or otherwise as agreed between the Supplier and the Authority's Contract Manager.

## Schedule 5

### Contract Variation Procedure

NOTE: Where the Company opts to use a Contract Administration Management System (CAMS), then the Variation Proposal in Appendix 1 will be replaced by the equivalent form provided by CAMS. Where CAMS is used then the process defined in clauses 2 and 3 below will be replaced by the equivalent process using CAMS.

- 1 The cost of any Variation Order shall be agreed between the parties taking account of the reasons why the Variation Order was required.
- 2 The Company may propose a variation by completing Part A of the Variation Proposal and supplying three (3) copies of it to the Supplier. Within five (5) Working Days of receipt, or such other time as may be agreed by the Company, the Supplier shall complete Part B of the Variation Proposal and shall supply two (2) copies of the Variation Proposal to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct and authorise the Supplier to proceed with the variation on the terms so set out by each party by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a **"Variation Order"**) and supplying such Variation Order to the Supplier. The relevant part(s) of the Contract shall thereupon be varied accordingly.
- 3 The Supplier may propose a variation, after requesting the issue by the Company of a Variation Proposal variation number, by completing Parts A and B of a Variation Proposal and supplying two (2) copies of it to the Company. The Company shall be entitled, at any time within thirty (30) days of receipt, to instruct the Supplier to proceed with the variation on the terms so set out by the Supplier by completing and signing Part C of one copy of the Variation Proposal (which, following such signature, will be referred to as a **"Variation Order"**) and supplying such Variation Order to the Supplier. The relevant part(s) of the Contract shall thereupon be varied accordingly.
- 4 The Supplier may indicate in a Variation Proposal that the price is an estimated price but, if it does so, it shall supply a firm price to the Company in writing at least seven (7) days before the expiry of the time within which the Company is entitled to instruct the Supplier to proceed with the variation.
- 5 The price indicated by the Supplier must be the full price and shall cover all costs associated with the variation. If appropriate, a range of prices may be shown corresponding to the extent of the Services to be carried out.
- 6 In an emergency, both parties shall use their reasonable endeavours to expedite the actions permitted or required under the Contract Variation Procedure.

- 7 The Company will not accept any retrospective claims for additional work caused by a variation which has not been approved by the Company in accordance with the Contract Variation Procedure before the commencement of such additional work.
- 8.1 All authorised additional work resulting from any Variation Proposal shall be priced in accordance with any applicable rates set out in **Error! Reference source not found..**
- 8.2 The Supplier shall at all times act reasonably and shall price each Variation Proposal at the least possible additional cost to the Company, that it is reasonably and economically practicable for the Supplier to offer and which has the least possible impact on the terms of the Contract, including but not limited to, the Specification and the Programme.
- 9 Strict adherence to the procedure described in this Schedule 5 shall be a condition precedent to any addition to the Contract Price for the Services. If the Supplier does not adhere to each paragraph in this Schedule 5, then the Supplier shall not be entitled to any addition to the Contract Price notwithstanding that the Supplier may have supplied additional or varied Services.



## Appendix 1

### Form of Variation Proposal/Variation Order (where CAMS not used)

<b>To:</b>	<b>From:</b>
------------	--------------

**Contract Reference:**

**Variation Number:**

**Variation Title:**

#### PART A (TO BE COMPLETED BY THE ORIGINATOR OF THE VARIATION ORDER)

**Description of change:**

**Reason for changes and impact (if any) on Contract:**

**Variation Proposal Authorised by:**

**Proposal Date:**

#### PART B (TO BE COMPLETED BY THE SUPPLIER)

**Price Breakdown**

Note: If a further breakdown is needed please append details as a separate sheet.

**Expected Delivery Date:**

**Supplier's Representative:**

**Print Name:** ..... **Signature:** ..... **Date:** .....

Completed document to be returned to the Company's Representative

#### PART C (TO BE COMPLETED BY THE COMPANY'S REPRESENTATIVE)

**Comment on Parts A and B:**

**Variation Authorisation**

**Company's Representative:**

**Print Name:** ..... **Signature:** ..... **Date:** .....

## **Schedule 6 RfLI Health, Safety and Environmental Contract Conditions**

Please refer to document titled RfLI Health Safety and Environmental Contract  
Conditions dated 14 May 2019

**Schedule 7**  
**Deed of Novation**

**THIS DEED** is made \_\_\_\_\_ day of \_\_\_\_\_ 202[ ]

**BETWEEN:**

**Transport for London** registered in England and Wales under number 06745516 and having its registered office at 5 Endeavour Square, London E20 1JN (the “**Company**”); and

[ ] a company registered in [England and Wales] under number [ ] and having its registered office at [ ] (the "**Supplier**"); and

[ ] a company registered in [England and Wales] under number [ ] and having its registered office at [ ] (the “**New Company**”).

**WHEREAS:**

- (A) The Company has an agreement dated [ ] and referenced [insert contract number] with the Supplier for the provision of [describe in brief the scope of work/services] (the “**Contract**”).
- (B) The Company wishes to transfer [part of] its benefit and burden under the Contract to the New Company.
- (C) The Supplier and the New Company have agreed to such transfer upon the terms and conditions of this Deed.

**IT IS AGREED AS FOLLOWS:**

1. In this Deed:
  - 1.1 **"Transfer Date"** means [      ].
2. With effect from the Transfer Date:
  - 2.1 the New Company undertakes to perform the obligations of the Company under the Contract and be bound by its terms in every way as if the New Company is and had been named at all times as a party to the Contract in lieu of the Company;
  - 2.2 the Supplier releases and discharges the Company from all demands and claims whatsoever in respect of the Contract and accepts the liability of the New Company in relation to the Contract in lieu of the liability of the Company and agrees to be bound by the terms of the Contract in every

way as if the New Company were and had been a party to the Contract at all times in lieu of the Company;

2.3 for the avoidance of doubt, it is hereby expressly agreed that:

2.3.1 any and all rights, claims, counter-claims, demands and other remedies of the Supplier against the Company accrued under or in connection with the Contract prior to the date hereof shall be exercisable and enforceable by the Supplier against the New Company; and

2.3.2 any and all rights, claims, counter-claims, demands and other remedies of the Company against the Supplier accrued under or in connection with the Contract prior to the date hereof shall be exercisable by the New Company against the Supplier.

2.4 the Company transfers its rights and obligations under the Contract to the New Company.

3. A person who is not a party to this Deed may not enforce any of its terms by virtue of the Contracts (Rights of Third Parties) Act 1999.

Executed as a deed by the parties and delivered on the date of this Deed

Executed as a deed by affixing the Common Seal of )

#### **Transport for London**

in the presence of: - )

.....

*[Authorised Signatory]*

Date.....

Executed as a Deed by [SUPPLIER]

acting by ) .....

) Authorised Signatory

and ).....

) Authorised Signatory

Executed as a Deed by [NEW COMPANY] )

acting by ) .....

) Authorised Signatory

and ).....

) Authorised Signatory

## Form of Parent Company Guarantee and Performance Bond

**BETWEEN:**

- (1) [ ] a company registered in England and Wales under number [ ] and having its registered office at [ ] (the "**Guarantor**");
- (2) **Transport for London** a company registered in England and Wales under number 06745516 and having its registered office at 5 Endeavour Square, London E20 1JN (the "**Company**" which expression shall include its successors in title and assigns); and
- (3) [ ] a company registered in England and Wales under number [ ] and having its registered office at [ ] (the "**Supplier**").

**WHEREAS:**

- (A) This Guarantee is supplemental to a contract (the "**Contract**") for the carrying out of [ ] at [ ] made between (1) the Company and (2) the Supplier.
- (B) The Guarantor has agreed to guarantee to the Company the due and punctual performance of the Contract by the Supplier in the manner hereinafter appearing.
- (C) The Supplier is a party to this Guarantee in order to confirm its request that the Guarantor provide this Guarantee on the terms set out herein.

**NOW IT IS HEREBY AGREED** as follows:

1. The Guarantor unconditionally guarantees to the Company the proper and punctual performance and observance by the Supplier of all its obligations, warranties, duties, undertakings and responsibilities under the Contract and shall forthwith make good any default thereunder on the part of the Supplier and the Guarantor shall pay or be responsible for the payment by the Supplier to the Company of all sums of money, liabilities, awards, losses, damages, costs, charges and expenses that may be or become due and payable under or arising out of the Contract in accordance with its terms or otherwise by reason or in consequence of any such default on the part of the Supplier.
2. This Guarantee shall be a continuing guarantee and indemnity and accordingly shall remain in full force and effect until all obligations, warranties, duties and undertakings now or hereafter to be carried out or performed or observed by the Supplier under or arising out of the Contract have been duly and completely performed and observed in full.
3. The Guarantee is in addition to and not in substitution for any other security or warranty which the Company may at any time hold for the performance of any obligations, warranties, duties and

undertakings under the Contract and may be enforced by the Company without first taking any proceedings or exhausting any right or remedy against the Supplier or any other person or taking any action to enforce any other security, bond or guarantee.

4. The Guarantor shall be under no greater obligation or greater liability under this Guarantee than it would have been under the Contract if it had been named as the Supplier in the Contract.
5. The obligations and liabilities hereunder shall remain in full force and effect and shall not be affected, lessened, impaired or discharged by:
  - (a) any alteration or variation to the terms of the Contract;
  - (b) any alteration in the extent or nature or sequence or method or timing or scope of the works, services or supplies to be carried out under the Contract;
  - (c) any extension of time being given to the Supplier or any other indulgence or concession to the Supplier or any forbearance, forgiveness or any other thing done, omitted or neglected to be done under the Contract;
  - (d) any other bond, security or guarantee now or hereafter held for all or any part of the obligations of the Supplier under the Contract;
  - (e) the release, modification, exchange or waiver of any such bond, security or guarantee;
  - (f) any amalgamation or reconstruction or dissolution including liquidation of the Supplier;
  - (g) the making of a winding up order, the appointment of a provisional liquidator, the passing of a resolution for winding up, liquidation, administration, receivership or insolvency of the Supplier;
  - (h) any legal limitation, disability or incapacity relating to the Supplier (whether or not known to you);
  - (i) any invalidity in, irregularity affecting or unenforceability of the obligations of the Supplier under the Contract;
  - (j) the termination of the Contract; or
  - (k) anything the Company or the Supplier may do or omit or neglect to do including, but without limitation, the assertion of or failure or delay to assert any right or remedy of the Company or the pursuit of any right or remedy by the Company.
6. Until all amounts which may be or become payable and all liabilities, obligations, warranties, duties and undertakings in respect of the Supplier's obligations have been irrevocably paid, performed or discharged in full, the Guarantor shall not, after a claim has been made or by virtue of any payment, performance or discharge by it under this Guarantee:

- (a) be subrogated to any rights, security or moneys held, received or receivable by the Company or be entitled to any right of contribution or indemnity in respect of any payment made or moneys received on account of the Guarantor's liability under this Guarantee;
  - (b) claim, rank, prove or vote as a creditor of the Supplier or its estate in competition with the Company unless the Company so directs; or
  - (c) receive, claim or have the benefit of any payment distribution or security from or on account of the Supplier, or exercise any right of set-off against the Supplier unless the Company so directs.
7. This Guarantee is irrevocable.
8. The benefit of this Guarantee may be assigned by the Company at any time to any assignee of the benefit of the whole of the Contract. No further or other assignments shall be permitted.
9. The Guarantor:
- (a) gives the guarantee contained in this Guarantee as principal obligor and not merely as surety;
  - (b) agrees to indemnify the Company on written demand against any loss or liability suffered by it if any provision set out in the Contract guaranteed by the Guarantor becomes unenforceable, invalid or illegal, and
  - (c) waives any right it may have of first requiring the Company to proceed against, or enforce any other rights or security or claim payment from, any person before claiming from the Guarantor under this Guarantee.
10. Until all amounts which may be or become payable in respect of the Supplier's obligations have been irrevocably paid in full by the Guarantor, the Company may:
- (a) refrain from applying or enforcing any other moneys, security or rights held or received by the Company in respect of those amounts, or apply and enforce the same in such manner and order as it sees fit (whether against those amounts or otherwise) and the Guarantor shall not be entitled to the benefit of the same; and
  - (b) hold in a suspense account any moneys received from the Supplier on account of these Supplier's obligations or on account of the Guarantor's liability under this Guarantee.
11. The Company is entitled to make any number of demands under this Guarantee.
12. The invalidity, illegality or unenforceability in whole of or in part of any provisions of this Guarantee shall not affect the validity, legality and enforceability of the remaining part or provisions of this Guarantee.

13. This Guarantee may be executed in any number of counterparts each of which shall be an original and all of such counterparts taken together shall be deemed to constitute one and the same instrument.
14. No person other than TfL (as such term is defined in the Contract) and its subsidiaries (as defined in section 1159 of the Companies Act 2006) shall have any right to claim or remedy under or pursuant to this Guarantee and the provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby excluded.
15. This Guarantee, executed and delivered as a deed, shall be governed by and interpreted according to the laws of England and the Courts of England shall have exclusive jurisdiction save that the Company shall have the right to bring proceedings in the courts of any other jurisdiction in which any of the Guarantor's assets may be situated.
16. *[For non-UK resident Guarantors only:*  
*For the purposes of this Guarantee the Guarantor hereby appoints ..... of..... [to be a London address] to accept service of process on its behalf, and service on the said ..... at the said address shall be deemed to be good service on the Guarantor; and the Guarantor hereby irrevocably agrees not to revoke or terminate such appointment).]*

Executed as a deed by the parties and delivered on the date of this Guarantee

Executed as a Deed by [GUARANTOR]	)
acting by	) .....
	) Authorised Signatory
and	).....
	) Authorised Signatory

Date.....

Executed as a deed by affixing the Common Seal of	)
<b>Transport for London</b>	)
in the presence of: -	)



.....

*[Authorised Signatory]*

Date.....

Executed as a Deed by [SUPPLIER]

)

acting by

) .....

) Authorised Signatory

and

).....

) Authorised Signatory

Date.....

## FORM OF ON DEMAND PERFORMANCE BOND WITH ANNEX 1

### BOND

(Letterhead of Guarantor)

To: [Company name] (its successors in title and assigns)

**Contract Bond No.** [ • ]

1. Whereas our clients [ • ] (the “**Supplier**”) have entered into a contract with you dated [ • ] (the “**Contract**”) in respect of [ • ], we [ • ] (the “**Guarantor**”, which term shall include our successors in title and assigns) hereby irrevocably undertake as a primary obligation upon first demand in writing made by you upon us from time to time or at any time to pay to you on each occasion the sum demanded by you within five (5) banking days upon service of your demand.

### PROVIDED THAT:

2. This Bond shall come into force on the date hereof.
3. Any demand hereunder shall be substantially in the form of Annex 1 to this Bond, and as between you and us the facts set out in that demand shall be: (a) deemed to be true and (b) accepted by us as conclusive evidence for the purposes of this Bond that the amount claimed in the demand is due and payable to you hereunder, it being our intention that the event upon which payment must be made hereunder is the service of your demand without any rights on our part to raise any objections, irrespective of the validity or the effectiveness of the Contract and the obligations arising thereunder and irrespective of the underlying facts or their significance under the Contract.
4. All sums payable under this Bond shall be paid in pounds sterling to such bank account as may be specified in your demand in immediately available funds, free of any restriction or condition and free and clear of and without any deduction or withholding whether for or on account of tax, by way of set-off, or otherwise, except to the extent required by law.
5. For the purpose of this paragraph 5, the expression “Expiry Date” means [•]. Our liability hereunder shall be limited as follows:
  - (a) we shall have no liability in respect of any demand received after the Expiry Date; and
  - (b) in respect of a demand or demands received on or before the Expiry Date, our liability shall not exceed the aggregate sum of £ [•].
6. Our obligations hereunder shall remain in full force and effect and shall not in any way be affected, reduced or discharged by:

- (a) any alteration to the terms of the Contract made by agreement between you and the Supplier; and/or
  - (b) any defence, counterclaim, set-off or other deduction available to the Supplier under the Contract; and/or
  - (c) any alteration in the extent or nature or sequence or method or timing of the works/services to be carried out under the Contract; and/or
  - (d) any time being given to the Supplier or any other indulgence or concession to the Supplier or any forbearance, forgiveness or any other thing done, omitted or neglected to be done under the Contract; and/or
  - (e) any other bond, security or guarantee now or hereafter held by you for all or any part of the obligations of the Supplier under the Contract; and/or
  - (f) the release or waiver of any such other bond, security or guarantee; and/or
  - (g) any amalgamation or reconstruction or dissolution including liquidation or change in control or constitution of the Supplier; and/or
  - (h) the termination of the Contract; and/or
  - (i) any other event which might operate to discharge a guarantor at law or in equity.
7. Terms defined in the Contract and not otherwise defined herein shall have the same meaning in this Bond unless inconsistent with the context.
8. This Bond shall be governed by, and interpreted according to, the laws of England and the Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning this Bond and any matter arising from it save that you shall have the right to bring proceedings in the Courts of any other jurisdiction in which any of our assets may be situated.
9. This Bond may be assigned or transferred without our prior consent to any member of the TfL Group. Any other assignment or transfer of this Bond by either party shall require the consent of the other party, such consent not to be unreasonably withheld or delayed.
10. This bond may not be amended, varied or supplemented in any manner whatsoever without your prior written consent, other than in accordance with its express terms.
11. Each of the provisions of this bond is severable and distinct from the others, and if at any time any such provision is or becomes ineffective, inoperable, invalid or unenforceable it shall be severed and deemed to be deleted from this bond, and in such event the remaining provisions of this bond shall continue to have full force and effect.
12. All bank charges and other fees payable in relation to or in connection with this bond are for the account of the Manufacturer and you shall have no liability or responsibility therefor.

13. Except to the extent it is inconsistent with the express terms of this bond, this bond is subject to the ICC Uniform Rules for Demand Guarantees, 2010 revision, ICC Publication No. 758.

Executed as a deed by the parties and delivered on the date of this Bond.

Executed as a Deed by [GUARANTOR] )  
 acting by ) .....  
 ) Authorised Signatory  
 and ) .....  
 ) Authorised Signatory

Date.....

Executed as a deed by affixing the Common Seal of )  
 [COMPANY] )  
 in the presence of:- )

.....

*[Authorised Signatory]*

Date.....

## **ANNEX 1**

### **Form of Demand from the Company to the Guarantor**

**Date**

Dear Sirs

**[Contract Title]**

**Contract No: [ • ] (the “Contract”)**

We refer to the Bond given by you to us dated [ • ].

An event has occurred of the type described in Clause [ • ] of the Contract.

We hereby demand payment from you of the sum of £[ • ] under the Bond. Please make payment by CHAPS made payable to Transport for London/ Bank Account details].

Yours faithfully,

.....

**Transport for London  
5 Endeavour Square,  
London  
E20 1JN**

## Schedule 9 Form of Collateral Warranty

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 202[ ]

**BETWEEN: -**

- (1) **Transport for London Infrastructure Limited** registered in England and Wales under number 06745516 and having its registered office at 5 Endeavour Square, London E20 1JN (the "**Company**");
- (2) [ ] a company registered in England and Wales under number: [.....] and having its registered office at [.....] (the "**Sub-Contractor**"); and
- (3) [ ] a company registered in England and Wales under number: [.....] and having its registered office at [.....] (the "**Supplier**").

**WHEREAS:-**

- (A) The Company has entered into a contract with the Supplier (the "**Main Contract**") pursuant to which the Supplier is to undertake and complete the following services: [ ] (the "**Services**").
- (B) The Sub-Contractor has submitted a tender to the Supplier for the carrying out and completion of certain parts (the "**Sub-Contract Services**") of the Services referred to above as more particularly described in the tender.

NOW IN CONSIDERATION of the payment of £1 (one pound) by the Company to the Sub-Contractor (receipt of which the Sub-Contractor hereby acknowledges) IT IS HEREBY AGREED as follows:

1. The Sub-Contractor warrants to the Company that:
  - (a) the Sub-Contract Services have been and will be carried out with the skill and care to be expected of appropriately qualified and experienced professional contractors with experience in carrying out works or services of a similar type, nature and complexity to the Sub-Contract Services;
  - (b) reasonable skill and care has been and will continue to be exercised in connection with:

- (i) the design of any goods, works or services to the extent that the Sub-Contractor has or will be responsible for such design;
  - (ii) the selection of all goods and materials comprised in the Sub-Contract Services (in so far as such goods and materials have been or will be selected by the Sub-Contractor);
  - (iii) the satisfaction of any performance specification or requirement in so far as the same are included or referred to in the contract between the Supplier and the Sub-Contractor in relation to the Sub-Contract Services (the "**Sub-Contract**");
  - (iv) the execution and completion of the Sub-Contract Services;
  - (v) the Sub-Contract Services will, on completion of the Main Contract, comply with all Applicable Laws and Standards (as such capitalised terms are defined in the Main Contract);
- (c) the Sub-Contract Services will be reasonably fit for the purposes for which they are intended (awareness of which purposes the Sub-Contractor hereby acknowledges) and in particular but without limitation will be so fit for the period and with a rate of deterioration reasonably to be expected of high quality, reliable, well designed and engineered goods, materials and construction; and
- (d) it has the right to grant to the Company all licences (including without limitation all rights to sub-license) of all intellectual property rights as contemplated in this Agreement.

For the purposes of construing the warranties in this Clause 1 references to the Sub-Contract Services shall include any part of the Sub-Contract Services. Each warranty shall be construed as a separate warranty and shall not be limited by reference to, or reference from, the terms of any other warranty or any other term of the Sub-Contract.

2. The Sub-Contractor shall, save in so far as he is delayed by any event in respect of which the Supplier is granted an extension of time under the Main Contract for completion of the Services:
- (a) execute, complete [and maintain] the Sub-Contract Services in accordance with the provisions of the Sub-Contract; and

- (b) ensure that the Supplier shall not become entitled to any extension of time for completion of the Services or to claim any additional payment under the Main Contract due to any failure or delay by the Sub-Contractor.
- 3. The Sub-Contractor shall from time to time supply the Company and the Supplier with such information as either may reasonably require.
- 4. To the extent that the intellectual property rights in any and all Documents have not already vested in the Company or the Supplier, the Sub-Contractor hereby grants to the Company an irrevocable, non-exclusive, non-terminable, royalty-free licence to copy and make full use of any and all Documents and all amendments and additions to them and any works, designs or inventions of the Sub-Contractor incorporated or referred to in them for the following purposes:
  - (a) understanding the Services;
  - (b) operating, maintaining, repairing, modifying, altering, enhancing, re-figuring, correcting, replacing, re-procuring and re-tendering the Services;
  - (c) extending, interfacing with, integrating with, connecting into and adjusting the Services;
  - (d) enabling the Company to carry out the operation, maintenance repair, renewal and enhancement of the Underground Network (as such capitalised terms are defined in the Main Contract);
  - (e) executing and completing the Services; and
  - (f) enabling the Company to perform its functions and duties as Infrastructure Manager and Operator of the Underground Network (as such capitalised terms are defined in the Main Contract)

provided always that the Supplier shall not be liable for the consequences of any use of the Documents as aforesaid for any other purpose. Such licence shall carry the right to grant sub-licences and shall be transferable to third parties without the prior consent of the Sub-Contractor.

For the purposes of this Clause, the term “**Documents**” shall mean documents, items of information, data, reports, drawings, specifications, plans, software, designs, inventions and any other materials provided by or on behalf of the Sub-Contractor in connection with the Sub-Contract (whether in existence or to be made).



5. The Sub-Contractor agrees:
- (a) on request at any time to give the Company or any persons authorised by the Company access to the material referred to in Clause 4 and at the Company's expense to provide copies of any such material; and
  - (b) at the Sub-Contractor's expense to provide the Company with a set of all such material on completion of the Sub-Contract Services.
6. The parties hereby agree that:
- (a) this Agreement shall be personal to the Sub-Contractor;
  - (b) the Company may assign the benefit of this Agreement to any third party;
  - (c) the rights and remedies contained in this Agreement are cumulative and shall not exclude any other right or remedy available to either party in law or equity.
7. The Sub-Contractor warrants and undertakes to the Company that he has maintained and will continue to maintain all insurances required to be maintained pursuant to the terms of the Sub-Contract and that, insofar as he is responsible for the design of the Sub-Contract Services, he has professional indemnity insurance with a limit of indemnity of not less than *[two million pounds (£2,000,000)]* in respect of each and every claim which may be made against the Sub-Contractor in respect of the Sub-Contract Services. The Sub-Contractor shall maintain such professional indemnity insurance for a period of 12 years from completion of the Services provided such insurance remains available at commercially reasonable rates and shall notify the Company forthwith if such insurance ceases to be so available. When deciding whether such insurances are available at commercially reasonable rates, no account shall be taken of any increase in the premium or imposition of terms which arise as a result of the Sub-Contractor's insurance claims record.
8. If any dispute of any kind whatsoever arises between the parties in connection with this Agreement or the Sub-Contract Services which raises issues which are in opinion of the Company the same as or substantially the same as issues raised in a related dispute (the "**Related Dispute**") between the Company and the Supplier and such Related Dispute has already been referred to a conciliator or arbitrator appointed under the provisions to that effect contained in the Main Contract, then the Sub-Contractor hereby agrees that the Company may at his discretion by giving notice in writing to the Sub-Contractor refer the dispute arising out of this Agreement or the Sub-Contract Services to the adjudicator, conciliator, arbitrator or other

party (the “**Appointed Party**”) appointed to determine the Related Dispute. In this event the Appointed Party shall have power to give such directions for the determination of the dispute and the Related Dispute as he may think fit and to make such awards as may be necessary in the same way as if the procedure of the High Court as to joining one or more defendants or joint co-defendants or third parties was available to the parties and to him.

9. (a) Neither the Sub-Contractor nor the Supplier shall exercise or seek to exercise any right which may be or become available to it to terminate or treat as terminated the Sub-Contract or discontinue or suspend the performance of any of its duties or obligations thereunder or treat the Sub-Contract as determined without first giving to the Supplier or the Sub-Contractor (as applicable) not less than 35 days prior written notice of its intention to do so, with a copy to the Company, specifying the Sub-Contractor's or Supplier's grounds for terminating or treating as terminated the Sub-Contract or discontinuing or suspending its performance thereof or treating the Sub-Contract as determined.
- (b) If the Main Contract is terminated for any reason, within 35 days of such termination the Company may give written notice to the Sub-Contractor and to the Supplier (a “**Step-in Notice**”) that the Company or its appointee shall henceforth become the Supplier under the Sub-Contract in accordance with the terms of sub-clause (c) below.
- (c) With effect from the date of the service of any Step-in Notice:
  - (i) the Company or its appointee shall be substituted in the Sub-Contract as the Supplier thereunder in place of the Supplier and references in the Sub-Contract to the Supplier shall be construed as references to the Company or its appointee;
  - (ii) the Sub-Contractor shall be bound to continue with the performance of its duties and obligations under the Sub-Contract and any exercise or purported exercise by the Sub-Contractor prior to the date of the Step-in Notice of any right to terminate or treat as terminated the Sub-Contract or to discontinue or suspend the performance of any of its duties or obligations thereunder or to treat the Sub-Contract as automatically determined shall be of no effect;
  - (iii) the Company shall become bound by the terms and conditions of the Sub-Contract in respect of all obligations and duties of the Supplier thereunder which fall to be performed after the date of the Step-in Notice and shall promptly

thereafter make payment of any amounts properly due to the Sub-Contractor as at the date of the Step-in Notice and still outstanding; and

(iv) the Supplier shall be released from further performance of the duties and obligations of the Supplier under the Sub-Contract after the date of the Step-in Notice, but without prejudice to any rights and remedies of:

(1) the Sub-Contractor against the Supplier in respect of any matter or thing done or omitted to be done by the Supplier on or before the date of the Step-in Notice; and

(2) the Supplier against the Sub-Contractor in respect of any matter or thing done or omitted to be done by the Sub-Contractor on or before the date of the Step-in Notice.

(d) Notwithstanding anything contained in this Agreement and notwithstanding any payments which may be made by the Company to the Sub-Contractor, the Company shall not be under any obligation to the Sub-Contractor and the Sub-Contractor shall not be under any obligation to the Company unless the Company shall have served a Step-in Notice pursuant to Clause 9(b) above.

10. The Sub-Contractor's liabilities, duties and obligations hereunder shall be no greater and of no longer duration than the liabilities, duties and obligations which the Sub-Contractor owes to the Supplier under the Sub-Contract.
11. The Sub-Contractor further undertakes to indemnify the Company from and against the consequences of any breach by the Sub-Contractor of any of the warranties, covenants and undertakings contained in this Agreement.
12. The rights and benefits conferred upon the Company by this Agreement are in addition to any other rights and remedies that the Company may have against the Sub-Contractor including, without prejudice to the generality of the foregoing, any remedies in negligence.
13. Nothing contained in this Agreement shall in any way limit the obligations of the Supplier to the Company arising under the Main Contract or otherwise undertaken by the Supplier to the Company in relation to the Sub-Contract Services.
14. No amendment to this Agreement shall be valid unless it is in writing and signed by all parties.

15. Any person who is not a party to this Agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
16. This Agreement shall be governed by and construed in accordance with English law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

Executed as deed by the parties and delivered on the date of this Agreement.

Executed as a deed by affixing the Common Seal of )

**Transport for London** )

in the presence of:- )

.....

*[Authorised Signatory]*

Date.....

Executed as a Deed by [SUB-CONTRACTOR] )

acting by ) .....

) Authorised Signatory

and ) .....

) Authorised Signatory

Date.....

Executed as a Deed by [SUPPLIER] )

acting by ) .....

) Authorised Signatory

and ) .....

) Authorised Signatory

Date.....

## **Schedule 10 Supplier Performance**

Please see Service Requirement Documents for information on KPI's

## Schedule 11 Appendix 1 to Clause 48.7 - Equality, Diversity and Inclusion

### Definitions

Definitions and terminology	Meaning
Accessibility	This term refers to the design of products, devices, services, or environments that is inclusive of disabled people.
Black Asian and Minority Ethnic (BAME) Groups	Ethnic groups who have a common experience of discrimination based on their skin colour or ethnic origin. Individuals may self-identify in different ways but BAME is the collective term used by TfL to describe people who may have this range of experiences.
Disability	Physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities.
Diversity	Recognising, respecting and valuing a wide set of differences and understanding that an individual's opportunities are impacted by characteristics beyond those protected by legislation, e.g. class, family background, political views, union membership etc.
Equality	<p>Recognising and respecting differences, including different needs, to ensure that everyone:</p> <ul style="list-style-type: none"> <li>• can live their lives free from discrimination;</li> <li>• knows their rights will be protected; and</li> <li>• has what they need to succeed in life.</li> </ul> <p>Equality is about ensuring equality of opportunity by tackling the barriers that some groups face and making London fairer by narrowing the social and economic divides that separate people. The characteristics protected by equality legislation are age, disability, gender, gender reassignment, ethnicity, pregnancy and maternity, religion and/or belief and sexual orientation.</p>
Equality Impact Assessments (EqIA)	As a public body, TfL is bound by the Public Sector Equality Duty (PSED) under the Equality Act 2010. An EqIA is a tool used to demonstrate that TfL has met its PSED duties. Like a risk assessment process, an EqIA is a process that helps TfL to make more inclusive decisions and to make sure that TfL's programmes, policies, projects and the way TfL designs, builds and operates services works well for TfL staff and customers.
Ethnicity	An individual's identification with a group sharing any or all of the following: country of origin, cultural origins or practice, language, nationality religion, skin colour.

Gender	The social differences between women and men that have been learned are changeable over time and have wide variations both within and between cultures. The term is often used to differentiate from 'sex', a term referring to biological differences. It is important to note that some people consider themselves to be 'gender fluid' (someone whose sense of their gender may vary) or 'gender non-binary' (someone who does not wish to be defined as male or female).
Gay	Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.
Inclusion	Removing barriers and taking steps to create equality, harness diversity and produce safe, welcoming communities and cultures that encourage innovative and fresh ways of thinking and allow people to speak up, especially to suggest where things could be done better.
Inclusive Design	Creating environments which everyone can use to access and benefit from the full range of opportunities available, confidently, independently, with choice and dignity, which avoids separation or segregation and is made up of places and spaces that acknowledge diversity and difference, meeting the needs of everyone in society.
Lesbian	Refers to a woman who has a romantic and/or sexual orientation towards women.
Neurodiverse	A concept where neurological differences are recognised and respected in the same way as any other human difference.
Non-Binary	An umbrella term for people whose gender identity is not comfortably expressed by 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.
Pay gap	Difference between the average pay of two different groups of people, for example men and women, or groups from different ethnic backgrounds.
Sexual Orientation	A person's emotional, physical and/or sexual attraction, and the expression of that attraction.
Supplier Diversity	<p>Diverse suppliers are from one of the following five categories:</p> <ol style="list-style-type: none"> <li>1. Small and Medium Enterprises (SMEs).</li> </ol> <p>A small enterprise is a business which has both 0-49 full-time equivalent employees and either:</p>



- turnover per annum of no more than £5.6 million net (or £6.72 million gross) in the last financial year; or
- balance sheet total of no more than £2.8 million net (£3.36 million gross).

A medium enterprise is a business which has both 50-249 full-time equivalent employees and either;

- turnover per annum of no more than £22.8 million net (or £27.36 million gross) in the last financial year; or
- balance sheet total of no more than £11.4 million net (or £13.68 million gross).

2. A minority-led business is a business which is 51% or more owned by members of one or more BAME groups. Minority ethnic groups are all people including those who have classified themselves as members of ethnic groups other than 'white British'. The minority ethnic classification groups used by TfL for monitoring purposes are those taken from the census:

<b>Ethnic group</b>	<b>Racial Origin</b>
White British	Irish Any other White background
Mixed	White & Black Caribbean White & Black African White & Asian Any other Mixed background
Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background
Black or Black British	Caribbean African Any other Black background
Chinese or other Ethnic Group	Chinese Any other ethnic group

3. A supplier from an under-

represented group which is 51% or more owned by members of one or more of the following groups (where not covered by previous definitions):

- women;
- disabled people;
- lesbians, gay men, bisexual people;
- trans people;
- older people (aged 60 or over); and

	<ul style="list-style-type: none"> <li>• younger people (aged 24 or under).</li> </ul> <p>4. A supplier from a protected group is one which is 51% or more owned by members of a group for which protection is provided by anti-discriminatory legislation and which is not already covered by the above (such as religious, faith or belief groups or alternatively, ownership by a social enterprise or a voluntary/community organisation).</p> <p>5. Suppliers demonstrating a diverse workforce composition are those with full time equivalent employees in the supplier's workforce who may be from one or more minority ethnic groups, and/or under-represented groups and/or protected groups as listed above.</p>
Trans or transgender	Current terminology for people who do not want to live as the sex they were assigned at birth.
Young adults, children and young people	<p>Young adults are people aged 16 to 24, whether in education or employment.</p> <p>Children and young people can be further subdivided into:</p> <p>i) Young children – those that use the transport network escorted by parents or carers.</p> <p>ii) School children – those, usually aged between 11-16 at secondary school, that use the transport network independently or with members of their peer group.</p>

## Appendix 2 to Clause 48.7 – EDI Action Plan

### *[Insert agreed EDI Action Plan]*

The specific example below is purely for illustrative purposes.

1.

EDI Objective	Current position/ baseline	Action	Timing	Person responsible	Resources	KPIs
Recruit and retain a workforce reflective of the local area	From workforce diversity statistics					
Move all staff onto London Living Wage						
Collect and analyses diversity data						
Reduce gender pay gap						
Inclusive recruitment training for hiring managers						
Managing diversity for all line managers/ supervisors						
Inclusive customer service for all public facing staff						



## Schedule 12 - Indexation

INDEX TABLE				
Index Ref	Group	Name	Source Name	%
A	Construction	Labour	BCIS Labour Cost Index	100%
				100%

The indices are those prepared by:

For Index A

BCIS Labour Cost Index

Base Date = 1985 = 100

### **Appendix 1 – Clause 8.14.5(b) – Actual Input Cost Inflation Review - Terms of Reference Template**

To be agreed between the Employer and the Contractor, in each instance of the operation of Clause 8.14.5(b)

Cost Category	Cost Type	Sub-Cost Type	Sampling (No./%)	Review Particulars/Comments
E.g. 'On-Site Services'	E.g. 'Labour Resource'	E.g. 'Grade – D1'		

## **SCHEDULE 13 RE-TENDER COOPERATION**

The Authority may retender these works in the future. If this is the case it is requested that the Supplier works collaboratively with the Authority, such as, but not limited to:

- Providing information, documents or data required to support the retender. These should be provided in a timely manner as not to delay any tender process;
- Supporting any handover to a new Service Provider, if required.

Further details will be agreed between the Service Provider and Authority prior to any re-tender being issued to the market.

Any reasonable costs associated with retender support that are incurred by the Service Provider will be recoverable.

## Schedule 14 – Tender Clarifications

During the tender period the Supplier responded to the following clarifications, which are noted for this contract.

TfL Clarification	Inspire Response
<p><u>Clarification dated 11<sup>th</sup> September 2024</u></p> <p>Please can you confirm that your pricing document includes for provisional isolation costs and estimate prices for plant and equipment</p>	<p>We can confirm our pricing document includes for the provisional items as detailed below.</p>
<p><u>Clarification dated 24 October 2024</u></p> <p>Following on from previous clarifications we would like to further clarify how access and isolation costs should be included in the pricing schedule.</p> <p>The responsibility lies with the contractor for booking any required access and isolations for assets subject to Network Rail asset protection. The contractor needs to:</p> <ul style="list-style-type: none"> <li>• Find appropriate opportunities for access and isolations via the Network Rail planning system (e.g. using existing planned possessions/blockades/isolations)</li> <li>• Bear the cost for accessing the Network Rail planning system</li> <li>• Allow for pricing of a planner/ planning resources to undertake these tasks (including attending planning meetings with Network Rail and producing any documentation).</li> </ul> <p>It is not expected that a contractor will directly undertake any isolations themselves (e.g. need to procure an isolation team).</p> <p>Access and isolations obtained via Network Rail are only expected to be required for the sections where RfLI infrastructure interfaces with Network Rail managed track, which includes Great Eastern section, Spouteast spur section (North Kent Line) and Royal Oak / Westbourne Park in the West.</p> <p>For sites requiring Isolation in Central Operating Sections, the Contractor needs to have adequate resources, knowledge and capability to book and manage the isolations through the RfLI Planning and Isolation Team. RfLI will provide ES and PICOP for the Worksites and Possessions / Isolations however the Contractor is to ensure these resources are booked and managed as part of the bookings through their own Planner / Coordinator.</p>	<p>We are comfortable with the details below and fully understand the requirements and have priced accordingly.</p>

<p>The Supplier is expected to determine the sites which require isolation and track access and include the price within their bid. We expect a packaged price for each line item and do not expect any additional costs at later date.</p> <p>Please can you respond confirming that you understand the above, and that you have developed your pricing schedule on this basis</p>	
---	--