Add EA Logo

**Standard Contract for Goods and/or Services - Order Form**

Environment Agency to complete the sections in yellow on award of contract.

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | **Insert** *Purchase Order number* | |
| 1. **Customer** | **Environment Agency** | |
| 1. **Contractor(s)** | **Insert** *Contractor’s name, registered address (if registered), and registration number (if registered* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Environment Agency | |
| 1. **The Agreement** | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | As set out in Appendix 2 – Specification  The final report and any associated data files are to be emailed to:  John.collins1@environment-agency.gov.uk  Tel: 02084746498  Date of Delivery: 31 March 2024 |
| **Services** | As set out in Appendix 2 – Specification  To be performed at the Contractor’s premises.  Dates of Delivery: 8 January 2024 to 31 March 2024 |
| 1. **Start Date** | 8 January 2024 | |
| 1. **Expiry Date** | 31 March 2024 | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. ***Insert.*** | |
| 1. **Payment** | On completion of the works the supplier will submit an invoice to the Environment Agency, quoting the Purchase Order Number. The invoice should be sent after all the work has been completed. A BACS payment will be made in pounds stirling. | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will be  Melanie George  [Melanie.george@environment-agency.gov.uk](mailto:Melanie.george@environment-agency.gov.uk)  07976634443  or, in their absence,  John Collins  [John.collins1@environmnet-agency.gov.uk](mailto:John.collins1@environmnet-agency.gov.uk)  07769742688 | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  ***Insert*** contractors authorised representative  or, in their absence,  ***Insert*** contractors authorised representative | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | The Contractor shall attend progress meetings with the Customer every 4 weeks | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Environment Agency  Tyneside House  Skinnerburn Road  Newcastle upon Tyne  NE4 7AR  Attention: Melanie George  Email: melanie.george@environment-agency.gov.uk | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address*** | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | Insert contractor key personnel |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement the Customer’s Procedures and Policies are as outlined in the Request for Quote. | |
| 1. **Special Terms** | NA | |
| 1. **Additional Insurance** | NA | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  [**Insert** name]  [**Insert** job title] | Name:  [**Insert** name]  [**Insert** job title] |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fenvironment-agency%2Fabout%2Fprocurement%23conditions-of-contract&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=unzkH5WPQYjTjWw3SjQNZshbWnx2ajnZZ0TwQcK7Wxo%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions (EA)’

**Appendix 2: Specification of Requirements**

**Procurement Title:** Tees Groundwater Monitoring Review

# Project Reference Number: ENV6005586R

# Background

The contract will be managed by the Environment Agency’s North East Area Groundwater, Hydrology and Contaminated Land Team (GHCL), the customer. The team is a multi-disciplinary team providing specialist technical support on water quality, water resources and land contamination. As well as providing support to area and national teams internally the team works with external stakeholders to undertake catchment based and scientific research-based projects in order to support the Agency’s environmental goals.

GHCL sits within the Water Land and Biodiversity (WLB) Regulation department alongside Environment Management teams who lead on environmental incident response and permit compliance and enforcement.

North East Area extends from the Scottish border in the north to North Yorkshire in the south, the coast in the east and Alston (Pennines) in the west. The work of GHCL covers the whole of North East Area. Main offices in the area are located in Newcastle and Darlington

## **Requirement**

We are looking for one contractor to complete work for the following project:

* Tees Groundwater Monitoring Review

In order to protect groundwater across the area we manage a network of monitoring sites, both EA and privately owned. Separate networks are managed to monitor groundwater quality and levels though to be efficient a third of sites are dual purpose boreholes and are part of both networks. The Water Framework Directive and Nitrates Directive require us to classify the quality of our groundwaters, identifying any pollution and abstraction risks, taking action when required. Groundwater levels are monitored for general water resource management, water sustainability, abstraction licensing and drought planning.

Recent and future development within the Tees estuary connected to national Net Zero aspirations will require additional water resources. The River Tees catchment area may therefore be utilised to abstract additional water. The Sherwood Sandstone principal aquifer underlies part of River Tees catchment and currently has 4 groundwater level monitoring boreholes and 3 groundwater quality monitoring boreholes. It is unclear whether these boreholes are appropriately located to allow a robust understanding of the resource potential and aquifer wide groundwater quality. A review of current groundwater monitoring is therefore required. This review will summarise the available evidence to aid decision making as to whether the current level & quality networks are fit for purpose. If the networks are deemed insufficient, the review will also make recommendations as to where monitoring should preferably be undertaken. This may lead to further development of the groundwater monitoring networks that will require new boreholes to be drilled in the future if no boreholes are available within any defined areas. The figure below shows the extent of the Sherwood Sandstone in NE Area.

It appears that the current monitoring boreholes within the Sherwood Sandstone do not give good spatial coverage of the aquifer. All data for the current networks will be available to aid the review, with third party data and reports also available including:

* Groundwater Level data held within the WISKI database
* Groundwater Quality data held within the WIMS database
* Strategic groundwater quality monitoring: Network design and operation
* 3D Superficial Geology and Hydrogeological Domains between West Hartlepool and Darlington
* Borehole construction details
* BGS borehole records
* Aquifer Reports

**Objectives**

The objectives of the work are:

* To review available information on the Tees Sherwood Sandstone Level & Quality Networks.
* Recommend locations for boreholes to monitor both groundwater quality and level within the Tees Sherwood Sandstone.

**Outputs and Contract Management**

|  |  |  |
| --- | --- | --- |
| Activity Ref | Activity Title | Date (Time) |
| 1 | Opportunity Notice published in Contracts Finder and Bidder Pack released | 4 December 2023 |
| 2 | Deadline for clarification questions | 12 December 2023 |
| 3 | Deadline for Responses | 18 December 2023 |
| 4 | Evaluation of Tender | 20 December 2023 |
| 5 | Contract award notification | 22 December 2023 |
| 6 | Contract award | 2 January 2024 |
| 7 | Contract start date | 3 January 2024 |
| 8 | Contract end date | 31 March 2024 |

**Deliverables**

The following table presents the outputs that are expected to be delivered at various stages as the project is being completed. Anticipated dates of completion after Contract Start are also provided as a guide, though these can be adjusted in the proposed project programme requested in the Technical Questionnaire.

|  |  |  |
| --- | --- | --- |
| Deliverable | Responsible parties | Anticipated date of completion after Contract Start |
| Provision of known project data sets | Agency | 1 week |
| Literature and data review | Consultant | 6-8 weeks |
| Draft Report | Consultant | 8-10 weeks |
| Comments on Draft Report | Agency | 10-11 weeks |
| Final Report | Consultant | 12 weeks |

All tools and files developed under this project should be compatible with the following Environment Agency’s systems listed below and must be capable of functioning seamlessly with any future update of the applicable software products:

|  |  |
| --- | --- |
| **Software** | **Current Network Version** |
| **Windows Version** | Windows 10 |
| **ArcGIS** | ArcMap 10.4.1 |
| **Groundwater Vistas** | Version 8.11 Build 11 |
| **Microsoft Office** | Microsoft Office 365 |

**Appendix 3: Charges**

***Insert: Contractor charges***

**Appendix 4: Processing Personal Data**

Intentionally left blank.

|  |  |
| --- | --- |
|  |  |
|  |
| **Contract:** |
| **Date:** |  |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |  |
| Duration of the processing |  |
| Nature and purposes of the processing |  |
| Type of Personal Data |  |
| Categories of Data Subject |  |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data |  |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement |  |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach |  |