

# Short Contract

A contract between The Medical Research Council (MRC) – Harwell Institute

and

UK Shared Business Services (UK SBS) – Procurement Agent

and .....

.....

.....

for FM16195 Chillers Maintenance for The Medical Research  
Council's Harwell Institute .....

.....

.....

## Contents

## Page

### Contract Forms

#### Contract Data

2

#### The *Contractor's* Offer

4

#### The *Employer's* Acceptance

4

#### Price List

5

#### Service Information

6

#### Task Order

10

### Conditions of Contract

CC1

Notes about this contract are printed in boxes like this one. They are not part of the contract.

# Contract Data

The *Employer* is

Name MRC Harwell Institute  
Address Nineteenth Street, Didcot, ON11 ORD  
Telephone .....  
E-mail address .....

If the *Employer* appoints an *Employer's Agent*, the *Employer's Agent* is

Name Adrian Elsley  
Address MRC Harwell Institute, Engineering and Estates Department  
Telephone 01235 841003. ....  
E-mail address a.elsley@har.mrc.ac.uk. ....

The authority of the *Employer's Agent* is

Head of Engineering & Estates  
.....

The *service* is To provide a professionally managed, high quality Chiller Maintenance Service.....  
.....

The *starting date* is 01/01/2017

The *service period* is 24+12 months.

The *period for reply* is 2 weeks.

The *assessment day* is the Last working day of each month.

Does the United Kingdom Housing Grants, Construction and  
Regeneration Act (1996) apply? Yes / ~~No~~ (delete as appropriate)

# Contract Data

The *Adjudicator* is

Name RICS. ....  
Address RICS Contact Centre , Survey Court, Westwood Way, Coventry CV4 8JE .....  
Telephone 0870 333 1600 .....  
E-mail address Contactrics@rics.org .....

The interest rate on late payment is 0.5 % per complete week of delay.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's*

property in excess of £5,000,000 for any one event.

The *Employer* provides this  
insurance No insurance is provided by the employer. ....  
.....  
.....

The minimum amount of cover for the first insurance stated in the  
Insurance Table is £5,000,000 (loss or damage to property)

The minimum amount of cover for the third insurance stated in the  
Insurance Table is £5,000,000 (liability for loss or damage to property except employees)

The minimum amount of cover for the fourth insurance stated in the  
Insurance Table is £1,000,000 (liability for death or bodily injury to contractors employees)

The *Adjudicator nominating*  
*body* is Royal Institute of Chartered Surveyors

The *tribunal* is .Arbitration

If the *tribunal* is arbitration,  
the arbitration procedure is RICS Procedure

The *conditions of contract* are the NEC3 Term Service Short Contract April 2013 and the following additional conditions

## **Clause 1**

### **Freedom of Information Act and the Environmental Information Regulations**

The Contractor shall provide all assistance to enable UK SBS and/or its clients to comply with any request received under the Freedom of Information Act 2000 and/or the Environmental Information Regulations should either be applicable to UK SBS.

In no event shall the Contractor or its Subcontractors respond directly to a Request for Information unless expressly authorized to do so by UK SBS.

## **Clause 2**

### **Transparency**

In order to comply with the Government's policy on transparency in the areas of procurement and contracts the Contractor agrees that the Contract and the sourcing documents issued by UK SBS which led to its creation will be published by UK SBS on a designated web site.

The entire Contract and all the sourcing documents issued by UK SBS will be published on the designated web site save where to do so would disclose information the disclosure of which would:

- i) contravene a binding confidentiality undertaking that protects information which UK SBS, at the time when it considers disclosure, reasonably considers to be confidential to the Contractor;
- ii) be contrary to regulation 21 of the Public Contracts Regulations 2015; or
- iii) in the reasonable opinion of UK SBS be prevented by virtue of one or more of the exemptions in the FOIA or one or more of the exceptions in the Environmental Information Regulation (EIR).

If any of the situations in (i),(ii),(iii) apply the Contractor consents to the Contract or sourcing documents being redacted by the (UK SBS) to the extent necessary to remove or obscure the relevant material and being published on the designated website subject to those redactions.

In this entire clause the expression "sourcing documents" means the advertisement issued by UK SBS seeking expressions of interest, any pre-qualification questionnaire stage and the invitation to tender.

## **Clause 3**

### **Termination**

UK SBS or MRC may terminate the Contract by written notice to the Contractor in any of the following circumstances:

- (i) Where it considers that the Contract has been subject to a substantial modification which would have required a new procurement procedure in accordance with Regulation 72(9) of the Public Contracts Regulations 2015 ("PCR 2015");
- (ii) Where it considers that the Contractor has at the time of the award of the Contract been in one of the situations referred to in Regulation 57(1) of the PCR 2015, including as a result of the application of regulation 57(2), and should therefore have been excluded from the procurement procedure;
- (iii) Where the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the EU Treaties and Directive 2014/24/EU of the European Parliament and of the Council that has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU;
- (iv) Where the European Commission sends a reasoned opinion to the United Kingdom or brings the matter before the Court of Justice of the European Union under Article 258 of the TFEU alleging that the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and Directive 2014/24/EU of the European Parliament and of the Council; or
- (v) Where a third party starts court proceedings against the (UK SBS) seeking a declaration that the Contract is ineffective or should be shortened under Regulations 98 to 101 of the PCR 2015, which UK SBS or MRC considers have a reasonable prospect of success.

Such termination shall be effective immediately or at such later date as is specified in the notice. The UK SBS or MRC shall not incur any liability to the Contractor by reason of such termination and shall not be required to pay any costs, losses or damage to the Contractor. Termination under this clause shall be without prejudice to any other rights of UK SBS or MRC.

## **Clause 4**

### **Payment to other parties**

The Contractor shall ensure, pursuant to Regulation 113(2)(c) of the Public Contracts Regulations 2015, that any subcontract awarded by the Contractor contains suitable provisions to impose, as between the parties to the subcontract, requirements that –

- (i) any payment due from the Contractor to the subcontractor under the subcontract is to be made no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed;
- (ii) any invoices for payment submitted by the subcontractor are considered and verified by the Contractor in a timely fashion and that undue delay in doing so is not to be sufficient justification for failing to regard an invoice as valid and undisputed;
- ; and
- (iii) any subcontractor will include, in any subcontract which it in turn awards, suitable provisions to impose, as between the parties to that subcontract, requirements to the same effect as those imposed in paragraphs (i), (ii) and (iii) of this Clause [insert clause number], subject to suitable amendment to reflect the identities of the relevant parties.

#### **Clause 5**

##### **KPI's**

The following KPI's will be attributed to these services

ID	KPI Description	Weighting	Score
A	Service visits conducted will match the frequency stated in the 'General Maintenance Requirements' section of the Technical Specification	10	
B	Comprehensive Service visit Reports including location information, serial & model numbers, etc. to be sent in PDF format to MRC within 2 working days of the site visit	5	
C	Service visits to be arranged at least 3 months in advance, with reconfirmation of the visit 7 days prior to the work being carried out.	4	
D	Site specific RAM's to be sent at least 48 hours before site visit (previously supplied RAM's can be updated and reissued).	5	
E	Site visits to be carried out by engineers, familiar with the site (after initial site familiarization has taken place), ensuring appropriate handover, if staff are leaving, etc.)	4	
F	Compliance to the SLA response times as stated in the 'Call out Requirements' section of the Technical Specification.	30	
G	Cleanliness and tidiness of the site after completion of the works	6	
H	Compliance with emergency attendance as per Technical Specification	20	
I	Compliance to the need to report to the Engineering & Estates Team before starting and leaving site.	10	
K	Compliance with the contractual obligation in relation to 12 months warranty/guaranty for parts fitted and works carried out as part of the service provision.	Pass /fail	
L	Provision of transparent quotes (task order) for remedial/reactive works in relation to any identified faults /failures to be provided within 5 working days.	6	

KPI's will be scored using the following methodology:

10	fully compliant with excellent service and workmanship, providing added value by applying proactive approach.
7	compliant.
5	minor infringements on delivery of the requirements (for example delay in submitting reports or submitting a quote) not affecting the outcome of the service.
2	service provision with major flaws in the delivery, causing operational problems and/or requiring a repeat visit to rectify.

The KPI will be reviewed after the first 6 months of the contract and following that annually. Providers, who's total score of the relevant period falls below 70% of the achievable total sum will not be considered for an extension of the contract for a further year.

Any total score falling below 50% is considered to be non-compliant and will trigger the requirement for the provider to submit a plan of how this issue will be resolved. If this is not provided or satisfactory resolved, clauses 4 (Testing and Defects) and 5 (Payment) of the Conditions of the Contract will be applied.

## The Contractor's Offer

The Contractor is

Name .....

Address .....

.....

Telephone .....

E-mail address .....

The percentage for overheads and profit added to the Defined Cost for people is ..... %.

The percentage for overheads and profit added to other Defined Cost is ..... %.

The Contractor offers to Provide the Service in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices for .....  
part of the service in Part 1 of the  
Price List is

The offered total of the Prices for .....  
part of the service in Part 2 of the  
Price List is

Enter the total of the Prices from the Price List.
--

Signed on behalf of the Contractor

Name .....

Position .....

Signature ..... Date .....

## The Employer's Acceptance

The Employer accepts the Contractor's Offer to Provide the Service

Signed on behalf of the Employer

Name .....

Position .....

Signature ..... Date .....

# Price List

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

## PART 1

Item number	Description	Unit	Quantity	Rate	Price
All Pricing information to be provided as per FM16189 ITQ and supporting documentation					
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
The total of the Prices for Part 1					<input type="text"/>

## PART 2

Item number	Description	Unit	Quantity	Rate	Price
All Pricing information to be provided as per FM16189 ITQ and supporting documentation					
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
The total of the Prices for Part 2					<input type="text"/>

# Service Information

## 1 Description of the *service*

All Pricing information to be provided as per FM16189 ITQ and supporting documentation

.....  
.....  
.....

## 2 Specifications

Title	Date or revision	Tick if publicly available
All Pricing information to be provided as per FM16189 ITQ and supporting documentation		
.....	.....	.....
.....	.....	.....



.....

.....

.....

# Service Information

## 3 Constraints on how the *Contractor* Provides the Service

All Pricing information to be provided as per FM16189 ITQ and supporting documentation

.....

.....

.....

.....

.....

## 4 Requirements for the plan

All Pricing information to be provided as per FM16189 ITQ and supporting documentation

.....

.....

.....

.....

.....

.....

# Service Information

## 5 Services and other things provided by the *Employer*

Item

Date by which it  
will be provided

.....

.....

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

## Service Information

### 6 Property affected by the *service*

All Pricing information to be provided as per FM16189 ITQ and supporting documentation

.....
.....
.....
.....
.....
.....
.....

# Task Order

**Task Order form for use when work within the *service* is instructed to be carried out within a stated time period of time on a Task by Task basis**

Task Order No ..... *service* .....

To .....

..... (*Contractor*)

I propose to instruct you to carry out the following task

Description .....

.....

.....

Starting date .....

Completion date .....

Delay damages per week .....

.....

Please submit your price and programme proposals below.

Signed ..... Date .....

(for *Employer*)

Total of Prices for items of work on the  
Price List (details attached)

.....

Total of Prices for items of work not on the  
Price List (details attached)

.....

The programme for the Task is ..... [ref] (attached)

Signed ..... Date .....

(for *Contractor*)

I accept the above price and programme and instruct you to carry out the Task

Signed ..... Date .....

(for *Employer*)