



London Procurement Partnership

Dynamic Purchasing System for Minor Works & Maintenance

Reference No: LPP/2020/011

OJEU: 2020/S 085-203399

Order Form Template

Annex A to Schedule 7 – Order Form

Date of Order	28/05/2025	Order Reference Number	Purchase order number will be confirmed after contract signature. Contract reference: C29157
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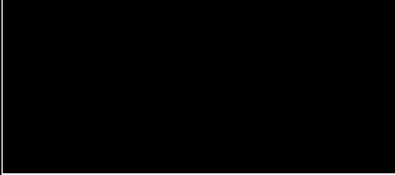
FROM:

Participating Authority	Environment Agency
Address of Participating Authority	Horizon House Deanery Road Bristol BS1 5AH
Invoice Address	Environment Agency SSCL PO Box 797 Newport Gwent NP10 8FZ
Contract Manager	Name: [REDACTED] Address: Thames Barrier, Eastmoor St, London SE7 8LX Phone: [REDACTED] e-mail: [REDACTED]
For and on behalf of the Participating Authority	Authority_signature [REDACTED] Full Name: Alicia Simms

TO:

Job Title/Role: Senior Commercial Officer

Supplier	Drax (UK) Limited Date Signed: 03/03/2025
Supplier's Address	Pixmore House Pixmore Avenue Letchworth Hertfordshire SG6 1JG
Contract Manager	Name: [REDACTED]

	Address: as above Phone:  e-mail: 
For and on behalf of the Supplier	Supplier_signature  Full Name: Glenn Grant

1. TERM	Job Title/Role: Director
1.1 Services Commencement Date 30.05.2025 Date Signed: 01/06/2025 This Call-Off Contract commences on: 01/06/2025	
1.2 Expiry Date This Call-Off Contract shall expire on: 1.2.1 31/05/2028; the contract can be extended for a further 2x24 month periods. With the final expiry date of 31/05/2032;	
1.3 Services Requirements 1.3.1 This order is for the Services outlined below. It is mutually recognised that the volume of these services utilised by the Participating Authority may vary from time to time during the course of this Call-Off Contract, subject always to the terms of the Call-Off Contracts. 1.3.2 Category Name and Services Minor Works and Maintenance – Fire Safety Thames Barrier & Associated Gates Fire System Maintenance, services to be provided according to: <ul style="list-style-type: none"> Appendix 3 Specification Part 1 Appendix 3 Specification Part 2 Fire System Maintenance General Spec v7 2023 Appendix 3 Specification Part 3 Fire System Maintenance Technical Spec v8 2023 Appendix A Schedule of Gent Fire Detection and Alarm Systems rev 2 Appendix G Gent Cause and Effect Appendix H The Thames Barrier & Associated Gates Fire Safety Strategy Appendix I Thames Barrier Hydrant Schedule (no photos) Appendix J Schedule of Fire Extinguishers Appendix K Combined TBAG Fire Door Schedule TTD Safety Rules Rev8 TBAG Fire Safety Management Plan C25888- Pricing Schedule v1 	
1.3.3 Supplementary Details	

The Authority requests the Supplier to provide call out cover, basic tasks and weekly testing for a 1-month interim period from 1st June 2025, with full service commencing from 1st July 2025. During this time a 4 hour call out response time and 24-hour contact number is to be provided to the Contract Manager. Fee's will be based on the 'breakdown and call out' charges as referenced in the Pricing Schedule.

The Authority requires the Contractor to ensure that any person employed in the supply of the Services has undertaken a Counter Terrorism Check (CTC). The Contractor is initially required to obtain Baseline Personnel Security Standard (BPSS) check, which is a pre-requisite for any security clearance application. Once in receipt of the BPSS certificate(s) the Contractor is required to inform the Thames Barrier Contract Manager. The Environment Agency will sponsor the applicants first CTC clearance application attempt. There will be cost to the Contractor only in the event an application has failed due to a lack of response on their end.

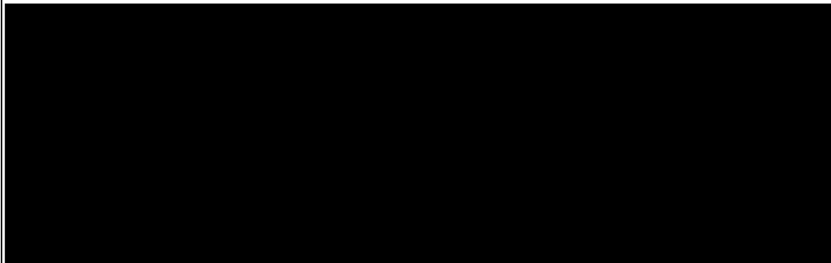
Thames Barrier & Associated Gates Security Team recommend using [securescreeningservices.com](https://www.securescreeningservices.com) to obtain a BPSS, they are not affiliated with this organisation but have used them internally and recommended to other suppliers as they have proven to have minimal processing times.

If the Contractor has an existing member of staff who is already CTC cleared (or above), then they need to apply for sharing their clearance with Environment Agency. There is a specific form to complete, which Environment Agency will submit on the Contractor's behalf to the Home Office. If you require this form, please request a copy from the Contract Manager.

The Contractor shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Agreement, relevant to the work of the Authority, or is of a type otherwise advised by the Authority (each such conviction a "**Relevant Conviction**"), or is found by the Contractor to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the supply of the Services.

2. PRINCIPAL LOCATIONS

2.1 Principal locations where the services are being performed



3. STANDARDS

3.1 Quality Standards

Appendix 3 Specification

3.2 Technical Standards

Appendix 7 Specification

4. PARTICIPATING AUTHORITY RESPONSIBILITIES

4.1 Participating Authority Responsibilities

The authority shall grant access to the site for services to be performed.

4.2 Participating Authority Equipment

n/a

5. CONTRACT PRICE AND PAYMENT

5.1 Contract Price

The Overall Contract Price for the provision of the services is

- Planned Preventative Maintenance Initial Term 36 months x [REDACTED]
- Planned Preventative Maintenance Extension Option 1 24 months x [REDACTED]
- Planned Preventative Maintenance Extension Option 2 24 month x [REDACTED]
- Charges for breakdown response, call outs, replacement/spares are priced according to C25888 Pricing Schedule v1

5.1 Payment profile and method of payment

Invoices shall be paid monthly, or quarterly in arrears as agreed between the Authority and Supplier Contract Manager. Once the contract start date has been agreed, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e., Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to [REDACTED]

5.2 Invoice format

The Supplier shall issue electronic invoices Monthly/Quarterly as agreed with the Contract Manager in arrears. The Participating Authority shall pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with this paragraph 5.2 the payment profile set out in paragraph 5.1 above and the provisions of this Call-Off Contract.

6. DISPUTE RESOLUTION

6.1 Level of Representative to whom disputes should be escalated to in accordance with the provisions of the Framework Agreement:

Defra Group Commercial
Commercial Lead

6.2 Mediation Provider

Centre for Effective Dispute Resolution.

7. LIABILITY

Subject to the provisions of Clause 13 'Limit of Liability' of Schedule 2 of the Framework Agreement:

The annual aggregate liability of either Party for all defaults resulting in direct loss of or damage to the property of the other Party under or in connection with this Call-Off Contract shall in no event exceed the greater of £5 million or one hundred and twenty five percent (125%) of the total Contract Price paid or payable by the Authority to the Supplier for the Services..

8. INSURANCE

8.1 Minimum Insurance Period

Six (6) Years following the expiration or earlier termination of this Call-Off Contract

8.2 To comply with its obligations under this Call-Off Contract, the Supplier shall provide the minimum level of Insurance cover as set out in Clause 14 of the Framework Agreement.