



Department
for Environment
Food & Rural Affairs

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Water Research Centre Limited
Spring Lodge
172 Chester Road
Helsby
Cheshire
WA6 0AR

Our ref: 33085
Date: 24/09/2021

Dear [REDACTED]

33085 – Persistent Organic Pollutants in Separated WEEE Plastics

I am pleased to inform you that the Environment Agency hereby accepts your tender dated 29/10/2020 in respect of the above contract. The contract shall be carried out in accordance with:

- This contract award letter
- The attached Terms and Conditions
- The attached Specification
- Our Invitation to Tender issued 10/08/2021
- Your response received dated 09/09/2021

The price for this contract is £88,151.00.

The contract shall commence on the 27/09/2021 and shall conclude on the 31/03/2022

The Purchase Order number will be sent shortly. We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to APinvoices-ENV-U@gov.sscl.com

Invoices not containing the correct Purchase Order number will mean we are unable to process them and they will be returned to you.

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

Acceptance of the award of this contract will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000.

We look forward to working with you.

Yours sincerely

[REDACTED]

[REDACTED]

Senior Category Officer
Defra Group Commercial

T:

[REDACTED]

[REDACTED]

Conditions of Contract - Services

Ref: « Persistent Organic Pollutants in Separated WEEE Plastics »

Title: «33805»

Index

1.	DEFINITIONS.....
2.	PRECEDENCE.....
3.	CONTRACT SUPERVISOR.....
4.	THE SERVICES.....
5.	ASSIGNMENT.....
6.	CONTRACT PERIOD.....
7.	PROPERTY.....
8.	MATERIALS.....
9.	SECURITY.....
10.	VARIATIONS.....
11.	EXTENSIONS OF TIME.....
12.	DEFAULT.....
13.	TERMINATION.....
14.	DETERMINATION.....
15.	INDEMNITY.....
16.	LIMIT OF CONTRACTOR'S LIABILITY.....
17.	INSURANCE.....
18.	PREVENTION OF FRAUD AND CORRUPTION.....
19.	MONITORING AND AUDIT.....
20.	CONTRACT PRICE.....
21.	INVOICING AND PAYMENT.....
22.	INTELLECTUAL PROPERTY RIGHTS.....
23.	WARRANTY.....
24.	STATUTORY REQUIREMENTS.....
25.	ENVIRONMENT, SUSTAINABILITY AND DIVERSITY.....
26.	PUBLICITY.....
27.	LAW.....
28.	WAIVER.....
29.	ENFORCEABILITY AND SURVIVORSHIP.....
30.	DISPUTE RESOLUTION.....
31.	GENERAL.....
32.	FREEDOM OF INFORMATION.....
33.	DATA PROTECTION.....

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1. DEFINITIONS

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

1.1.1. Agency

The Environment Agency, its successors and assigns.

1.1.2. Agency Property

All property issued or made available for use by the Agency to the Contractor in connection with the Contract.

1.1.3. The Appendix

The Appendix to these Conditions.

1.1.4. The Contract

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

1.1.5. The Contractor

The person, firm company or body who undertakes to supply the Services to the Agency as defined in the Contract.

1.1.6. Contract Period

The time period stated in the Appendix or otherwise provided in the Contract, for the performance of the Services.

1.1.7. Contractor Personnel

means all directors, officers, employees, agents, consultants and contractors of the Contractor and/or of any

sub-contractor engaged in the performance of its obligations under this Contract

1.1.8. Contract Price

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

1.1.9. Contract Supervisor

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

1.1.10. Contracting Authority

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

1.1.11. Data Protection Legislation

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

1.1.12. Data Protection Schedule

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

1.1.13. Intellectual Property Rights

All Intellectual Property Rights including without limitation, patents, patent applications, design rights, registered designs, utility models, trade and service marks and applications for same, copyright know-how, rights in semi-conductor chip topography, and in each case whether protectable at law or not, and if protectable, whether an

application has been made for such protection or not, and all similar industrial, commercial, monopoly or other intellectual property rights whether present or future, vested or contingent wherever protected.

1.1.14. Law

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

1.1.15. Notice

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

- i. fax, or hand delivery to the Contractor's registered office or other address notified for the purposes of the Contract and deemed to have been served at the date and time of delivery;

First class post to the Contractor's registered office. Such Notices are deemed to have been served 48 hours after posting.

1.1.16. Results

All things produced in performing the Services including maps, plans, photographs, drawings, tapes, statistical data, experimental results, field data, analysis of results, published and unpublished results and reports, inventions, computer programmes and user documentation.

1.1.17. The Resulting Rights

All Intellectual Property Rights in the Results that are originated, conceived, written or made by the Contractor, whether alone or with others in the performance of the Services or otherwise resulting from the Contract.

1.1.18. Permission

Express permission given in writing before the act being permitted.

1.1.19. Services

All Services detailed in the Specification including any additions or substitutions as may be requested by the Contract Supervisor.

1.1.20. Regulations

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

- 1.2. Except as set out above and in the Data Protection Schedule, the Contract shall be interpreted in accordance with the Interpretation Act 1988.
- 1.3. All headings in these Conditions are for ease of reference only, and shall not affect the construction of the Contract.
- 1.4. Any reference in these Conditions to a statutory provision will include all subsequent modifications.
- 1.5. All undefined words and expressions are to be given their normal English meaning within the context of this Contract. Any dispute as to the interpretation of such undefined words and expressions shall be settled by reference to the definition in the Shorter Oxford English Dictionary.

2. PRECEDENCE

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

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

3. CONTRACT SUPERVISOR

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

4. THE SERVICES

- 4.1. The Contractor shall provide all staff, equipment, materials and any other requirements necessary for the performance of the Contract using reasonable skill, care and diligence, and to the reasonable satisfaction of the Contract Supervisor.
- 4.2. The Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced. The Contract Supervisor shall be at liberty to object to and require the Contractor to remove any person employed in or about the Contract who is unsuitable, misconducts himself, is incompetent or negligent in the performance of his duties or persists in conduct which could endanger the health or safety of others. Such persons shall not be employed again on the Contract without the Permission of the Contract Supervisor.

5. ASSIGNMENT

- 5.1. The Contractor shall not assign, transfer or sub-contract the Contract, or any part of it, without the Permission of the Contract Supervisor.
- 5.2. Any assignment, transfer or sub-contract entered into, shall not relieve the Contractor of any of his obligations or duties under the Contract.
- 5.3. Nothing in this Contract confers or purports to confer on any third party any benefit or any right to enforce any term of the Contract

6. CONTRACT PERIOD

The Contractor shall perform the Services within the time stated in the Appendix [DRAFTING NOTE – CHECK APPENDIX], subject to any changes arising from Condition 10 (Variations,) and/or Condition 11 (Extensions of time.)

7. PROPERTY

- 7.1. All property issued by the Agency to the Contractor in connection with the Contract shall remain the property of the Agency, and shall be used in the execution of the Contract, and for no other purpose whatsoever without the prior approval of the Contract Supervisor.
- 7.2. The Contractor shall keep all Agency Property in safe custody and good condition, set aside and clearly marked as the property of the Agency.
- 7.3. On expiry or earlier termination of the Contract the Contractor shall, if so required, either surrender such property to the Agency or otherwise dispose of it as instructed by the Contract Supervisor.

8. MATERIALS

- 8.1. The Contractor shall be responsible for establishing his own sources of supply for goods and materials and will be responsible for ensuring the reasonable and proper conduct by his suppliers and staff whilst on the Agency's premises.
- 8.2. The Contractor shall not place, or cause to be placed, any orders with suppliers or otherwise incur liabilities in the name of the Agency or any representative of the Agency.

9. SECURITY

- 9.1. The Contractor shall be responsible for the security of all goods and equipment belonging to the Agency and used by the Contractor in the provision of the Services, belonging to the Contractor, or Contractors staff, or sub-contractors whilst on Agency premises.
- 9.2. This Condition shall not prejudice the Agency's rights under Condition 15.

10. VARIATIONS

- 10.1. The Contract Supervisor may vary the Contract by adding to, deleting or otherwise modifying the Services to be supplied, by written order to the Contractor provided such variations are reasonable and consistent with the nature, scope and value of the Contract.
- 10.2. The value of any such variation, other than any variation arising out of Condition 10.3, shall be determined by reference to the rates contained in

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

- 10.3. Where a variation is the result of some default or breach of the Contract by the Contractor or some other cause for which he is solely responsible, any additional cost attributable to the variation shall be borne by the Contractor.
- 10.4. The Contractor may also propose a variation to the Services but no such variation shall take effect unless agreed and confirmed in writing by the Contract Supervisor.
- 10.5. No variation shall have the effect of invalidating the Contract, or placing the Contract at large, if that variation is reasonably consistent with the nature, scope and value of the Contract. The Agency may vary the Contract to comply with a change in English Law. Such a change will be effected by the Contract Supervisor notifying the Contractor in writing.
- 10.6. The Agency may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:
 - 10.6.1. any Contracting Authority; or
 - 10.6.2. any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Agency; or
 - 10.6.3. any private sector body which substantially performs the functions of the Agency, provided that any such assignment, novation or other disposal shall not increase the burden of the Contractor's obligations under the Contract.
- 10.7. Any change in the legal status of the Agency such that it ceases to be a Contracting Authority shall not affect the validity of the Contract. In such circumstances the Contract shall bind and inure to the benefit of any successor body to the Agency.

11. EXTENSIONS OF TIME

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

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

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

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

11.3. Any extension of time granted under this Condition shall not affect the Agency's rights to terminate or determine the Contract under Conditions 13 and 14.

12. DEFAULT

12.1. The Contractor shall be in default if he:

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

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

12.1.3. is in breach of the Contract.

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

- 12.3. If the Contractor fails to comply with such a Notice the Contract Supervisor may, without prejudice to any other rights or remedies under the Contract, take over for as such a period as is necessary the performance of the relevant part of the Contract and make other arrangements for its completion. Any extra costs arising from this action, will be paid by the Contractor or deducted from any monies owing to him.

13. TERMINATION

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

- 13.1.1. fails in the opinion of the Contract Supervisor to comply with (or take reasonable steps to comply with) a Notice under Condition 12.2.
- 13.1.2. becomes bankrupt or insolvent, or has a receiving order made against him, or makes an arrangement with his creditors or (being a corporation) commences to be wound up, not being a voluntary winding up for the purpose of reconstruction or amalgamation, or has a receiver, administrator, or administrative receiver appointed by a Court.

'Termination under the Regulations'

- 13.2. The Agency may terminate the Contract on written Notice to the Contractor if:

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

has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU.

14. DETERMINATION

- 14.1. Without prejudice to any other rights or remedies under the Contract, the Agency reserves the right to determine the Contract at any time by giving not less than one month's Notice, (or such other time period as may be appropriate).
- 14.2. The Agency shall pay the Contractor such amounts as may be necessary to cover his reasonable costs and outstanding and unavoidable commitments necessarily and solely incurred in properly performing the Contract prior to determination.
- 14.3. The Agency will not pay for any costs or commitments that the Contractor is able to mitigate and shall only pay those costs that the Agency has validated to its satisfaction. The Agency's total liability under this Condition shall not in any circumstances exceed the Contract Price that would have been payable for the Services if the Contract had not been determined.

15. INDEMNITY

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

15.1.1. death or injury to any person;

15.1.2. loss or damage to any property excluding indirect and consequential loss;

15.1.3. infringement of third party Intellectual Property Rights

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

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

16. LIMIT OF CONTRACTOR'S LIABILITY

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

16.1.1. the sum stated in the Appendix

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

17. INSURANCE

17.1. The Contractor shall insure and maintain insurance against liabilities under Condition 15 (Indemnity) in the manner and to the values listed in the Appendix to these Conditions. If no sum is stated, the value insured shall be £5M (five million pounds.)

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

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

18. PREVENTION OF FRAUD AND CORRUPTION

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

18.2. The Contractor shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Contractor's staff and the Contractor (including its shareholders, members and directors) in connection

with the Contract and shall notify the Agency immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

18.3. If the Contractor or the Contractor's staff engages in conduct prohibited by this clause 18 or commits fraud in relation to the Contract or any other contract with the Crown (including the Agency) the Agency may:

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

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

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

19. MONITORING AND AUDIT

19.1. The Contract Supervisor may inspect and examine the Services being carried out on the Agency's premises, or elsewhere at any reasonable time. Where the Services are being performed on other than the Agency's premises, reasonable notice to inspect shall be given to the Contractor. The Contractor shall give all such facilities as the Contract Supervisor may reasonably require for such inspection and examination.

20. CONTRACT PRICE

20.1. The Contract Price will be paid by the Agency to the Contractor as amended by any Variations ordered under Condition 10 (Variations).

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

21. INVOICING AND PAYMENT

- 21.1. Invoices shall only be submitted for work already satisfactorily completed, and accompanied by such information as the Contract Supervisor may reasonably require to verify the Contractor's entitlement to payment. Such invoices will be paid in 30 days from receipt by the Agency.
- 21.2. If any sum is payable under the Contract by the Contractor to the Agency, whether by deduction from the Contract or otherwise, it will be deducted from the next available invoice.
- 21.3. If the Contractor enters into a sub-contract with a supplier for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in the sub-contract which requires payment to be made of all sums due from it to the sub-contractor within 30 days from the receipt of a valid invoice.

22. INTELLECTUAL PROPERTY RIGHTS

- 22.1. All Prior Rights used in connection with the Services shall remain the property of the party introducing them. Details of each party's Prior Rights are set out in the Prior Right Schedule to this contract.
- 22.2. All Results shall be the property of the Agency.
- 22.3. The Resulting Rights in any Results, and any interim results shall, from the time they arise, be the property of the Agency and the Agency shall be free, should it so wish, to apply at its own expense for patent or other protection in respect of the Results or any interim results. The Agency's intention to apply for such patent or other protection shall be notified to the Contractor. Such applications for patents or other registered intellectual property rights shall be filed in the name of the Agency.

Unless otherwise agreed in writing between the Contractor and the Agency, the Contractor hereby:

- 22.3.1. assigns to the Agency all Resulting Rights
- 22.3.2. grants the Agency a non-exclusive, non-transferable (save for the purposes of sub-licensing, reorganisation or transfer to a successor body, for the purposes of all the successor body's normal business use), irrevocable , royalty free perpetual licence to the Agency in respect of all the Contractor's Prior Rights necessary in order for the Agency to use or exploit the Resulting Rights.

- 22.4. The Contractor undertakes to the Agency not to use, exploit or deal with any of the Agency's Prior Rights, other than in the performance of the Contract unless the Contractor has first obtained a written licence from the Agency, in specific terms to do so.
- 22.5. The Agency undertakes to the Contractor not to use or exploit the Contractor's Prior Rights, save as provided in Condition 22.3.2.
- 22.6. The Contractor warrants to the Agency that the performance of the Services, the Contractor's Prior Rights and the Results shall not in any way infringe any intellectual property rights of any third party.
- 22.7. If the Contractor is prevented from carrying out his obligations under the Contract due to any infringement or alleged infringement of any Intellectual Property Rights, the Agency may without prejudice to any other rights and remedies under the Contract, exercise the powers and remedies available to it under Conditions 13 and 14, Termination and Determination respectively.
- 22.8. The Contractor shall not be liable if such infringement arises from the use of any design, technique or method of working provided by or specified by the Agency.
- 22.9. The Contractor waives in favour of the Agency its rights to object to derogatory treatment of the Results of the Work and the Contractor also agrees that he will not assert or seek to enforce against the Agency and/or any other person, firm or company any of its moral rights as defined in the Copyright Designs and Patents Act 1988 (as amended) without the prior agreement of the Agency.
- 22.10. The Contractor shall not be liable for any consequential losses, damage or injuries arising from third party misuse of the Results, of which the Contractor is not aware.

23. WARRANTY

The Contractor warrants that the Services supplied by him will be discharged with reasonable skill, care and diligence.

24. STATUTORY REQUIREMENTS

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

25. ENVIRONMENT, SUSTAINABILITY AND DIVERSITY

- 25.1. The Contractor in the performance of this Contract should adopt a sound proactive environmental approach, designed to minimise harm to the environment, to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of single-use plastic, ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and/or the environment, and be able to provide proof of so doing to the Agency on demand.
- 25.2. The Agency is committed to ensuring that workers employed within its supply chains are treated fairly, humanely and equitably. The Agency expects the Contractor to share this commitment and to understand any areas of risk associated with this and work to ensure they are meeting International Labour Standards. The Contractor ensures that it and its sub-contractors and its supply chain:
 - 25.2.1. comply with the provisions of the Modern Slavery Act 2015;
 - 25.2.2. pay staff fair wages (and pays its staff in the UK not less than the Foundation Living Wage Rate); and
 - 25.2.3. Implement fair shift arrangements, providing sufficient gaps between shifts, adequate rest breaks and reasonable shift length, and other best practices for staff welfare and performance.
- 25.3. The Contractor should support the Agency to achieve its Public Sector Equality Duty by complying with the Agency's policies (as amended from time to time) on Equality, Diversity and Inclusion (EDI). This includes ensuring that the Contractor (and their sub-contractors) in the delivery of its obligations under this Contract:
 - 25.3.1. eliminates discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

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

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

25. PUBLICITY

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

26. LAW

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

27. WAIVER

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

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

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

29. ENFORCEABILITY AND SURVIVORSHIP

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

- 29.2. The following clauses shall survive termination of the Contract, howsoever caused: 13, 14, 15, 22, 23, 24, 27, 29, 30, 31, 32 and 33.

30. DISPUTE RESOLUTION

- 30.1. All disputes under or in connection with this agreement shall be referred first to negotiators nominated at a suitable and appropriate working level by the Agency and the Contractor.
- 30.2. If the parties' negotiators are unable to resolve the dispute within a period of forty five days from its being referred to them, the dispute shall be referred at the instance of either party to the parties' respective senior managers or directors (supported as necessary by their advisers).
- 30.3. If the parties' respective senior managers or directors are unable to resolve the dispute within forty five days the dispute shall be referred to the Centre for Dispute Resolution who shall appoint a mediator and the parties shall then submit to the mediator's supervision of the resolution of the dispute.
- 30.4. Recourse to this dispute resolution procedure shall be binding on the parties as to submission to the mediation but not as to its outcome. Accordingly all negotiations connected with the dispute shall be conducted in strict confidence and without prejudice to the rights of the parties in any future legal proceedings. Except for any party's right to seek interlocutory relief in the courts, no party may commence other legal proceedings under the jurisdiction of the courts or any other form of arbitration until forty five days after the appointment of the mediator.
- 30.5. If, with the assistance of the mediator, the parties reach a settlement, such settlement shall be put in writing and, once signed by a duly authorised representative of each of the parties, shall remain binding on the parties.
- 30.6. The parties shall bear their own legal costs of this dispute resolution procedure, but the costs and expenses of mediation shall be borne by the parties equally.
- 30.7. Any of the time limits in Conditions 30 may be extended by mutual agreement. Such agreed extension shall not prejudice the right of either party to proceed to the next stage of resolution.

31. GENERAL

- 31.1. Neither party to the Contract will be liable to the other for any delay in performing or failing to perform its obligations (other than a payment obligation) under the Contract because of any cause outside its reasonable control. Such delay or failure will not constitute a breach of the Contract and the time for performance of the affected obligation will be extended by a reasonable period.
- 31.2. The Contract contains the whole agreement between the parties and supersedes all previous communications, representations and arrangements, written or oral. It is accepted that the Contract has not been entered into on the basis of any representations that are not expressly contained in the Contract.

32. FREEDOM OF INFORMATION ACT

- 32.1. The Agency is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000 (as amended) ('Act') and the Environmental Information Regulations 2004 (as amended) (Regulations').
- 32.2. The Contractor agrees that:
 - 32.2.1. All information submitted to the Agency may need to be disclosed by the Agency in response to a request under the Act or the Regulations; and
 - 32.2.2. The Agency may include information submitted (in whole or in part) in the publication scheme which it maintains under the Act or publish the Contract, including from time to time agreed changes to the Contract, to the public.
- 32.3. If the Contractor considers that any of the information included in its tender, or that it has submitted to the Agency or that is otherwise contained in the Contract, is commercially sensitive, it shall identify and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. The Contractor acknowledges that if it has indicated that information is commercially sensitive, such information may still be required to be disclosed by the Agency under the Act or the Regulations. The receipt

of any material marked 'confidential' or equivalent by the Agency shall not be deemed to infer that the Agency agrees any duty of confidentiality by virtue of that marking.

33. DATA PROTECTION

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

Appendix to Conditions (Services)

Ref: «33805»

Title: « Persistent Organic Pollutants in Separated WEEE Plastics »

		Condition
1	Contract Supervisor 	3
	Address:- Environment Agency Manley House Exeter EX2 7LQ	
2	Contractor Water Research Centre Limited Address: Spring Lodge 172 Chester Road Helsby Cheshire WA6 0AR	
3	Completion Contract Start Date 27/09/2021 Contract End Date 31/03/2022	6
4	Delivery Address:- As above	11

5 Insurance 17

Professional Indemnity Min. Cover £1 million

Third Party Minimum Cover £1 million

Public Liability Min. Cover £1 million

6 Limit on Liability 16

Limit on Contractors Liability £1 million

33805 - Persistent Organic Pollutants in separated WEEE plastics Specification

Background

Brominated flame-retardants (BFRs) are often present in plastics from waste electrical and electronic equipment (WEEE). These include persistent organic pollutants (POPs) like polybrominated diphenyl ethers (PBDE's). These are comprised of multiple components such as decabrominated diphenyl ether (decaBDE) (CAS 1163-19-5).

Plastics, containing brominated flame retardants, are separated from other plastics at a small number (5-10) of waste treatment facilities to generate high bromine fractions and low bromine fractions.

The key objectives of this project are to sample and analyse the high and low bromine plastic fractions at each waste treatment facility to:

- Provide a consistent picture of their current separation performance to inform the UK position in negotiations on revised low POP content limits for POP PBDE's.
- Produce an estimate of the quantity of brominated POP PBDE's in each fraction from each site annually
- Present/Develop a consistent sampling and analytical methodology for the sector to use for future process monitoring

Due to the small number of operators and differing processes, the final report will anonymise participants and respect commercially sensitive process details.

Note: The term 'POP PBDE' means Tetrabromodiphenyl Ether, Pentabromodiphenyl Ether, Hexabromodiphenyl Ether, Heptabromodiphenyl Ether, and Decabromodiphenyl Ether, as listed in Annex A of the Stockholm Convention.

Detailed specification

The successful contractor will undertake the following tasks for the POPs in separated WEEE plastics study

- 1) Organise a preliminary meeting(s), either face to face or virtually, with the Environment Agency to discuss any matters requiring clarification prior to commencing the contract.
- 2) Provide a draft sampling plan to the Environment Agency for discussion and agreement prior to commencing sampling and analysis. This should be prepared in accordance with BS EN 14899: 2005 on Characterisation of waste and its supporting guidance PD CEN/TR 15310-1:2006 to 15310-5:2006. This should specifically address:
 - Stakeholder engagement to gain access to sites to sample waste.
 - How representative samples will be taken, by whom, and with due consideration of sub-populations caused by potential differences in POP

concentrations in inputs (for example display plastics). (Note: 2nd and 3rd samples could be taken by a competent site operator who has received relevant training)

- Recording sufficient details of the separation process, noting commercial confidentiality issues, to interpret the results and draw conclusions.
 - Subsequent laboratory sample preparation and analysis to:
 - Quantify the concentration of 'total' bromine in each sample
 - Quantify the concentration of brominated POP PBDE's in each sample (with the extraction efficiency measured for each sample)
 - Identify and quantify (or semi-quantify) other brominated flame retardants, to account for the remaining bromine.
 - Quantify (or semi-quantify) dechlorane plus.
 - Demonstrate that the laboratory selected has suitable methods, supported by method development and expertise, to undertake the analysis required on materials on this type. The laboratory should hold suitable accreditation, at a minimum ISO/IEC 17025 (Testing and Calibration Technologies) and ISO 9001 (Quality Management). You should anticipate that analysis could present challenges that may require either the laboratory to re-analyse samples using different techniques or that you use a different laboratory. This risk can be minimised, but not removed, by ensuring that the laboratory selected is appropriate.
 - XRF scanning of individual plastic pieces in fractions destined for recycling.
- 3) Review, amend, finalise and agree the Sampling Plan with the Environment Agency before commencing work. This may include telecons and meetings, as necessary, to achieve this.
 - 4) Arrange with stakeholders to gain access to each site to undertake representative sampling for each subpopulation (XXXX)
 - 5) Take a minimum of 3 samples of each fraction, from each site, with each sample taken at least one week apart.
 - 6) Collect information, relevant to the interpretation of the results, on the nature and principles of the separation process used at each site, the range of inputs and subpopulations, the different output fractions and how samples relate to inputs and subpopulations, and estimated tonnages of each output stream per annum.
 - 7) Provide a brief interim report, in the agreed format, to the Environment Agency on the outcome of sampling and information on samples sent for laboratory analysis. Discuss results and agree report with the Client Project Manager Project Manager.

- 8) Contract with a laboratory with suitable accreditation, test methods and experienced staff, supported by method development for the sample materials and POPs in question. The ability for the laboratory to analyse samples and report results to the required timescales is important.
- 9) Transport all samples to the contracted laboratory in a manner that will maintain the integrity and chain of custody of the samples.
- 10) Undertake analysis to:
 - Quantify the concentration of 'total' bromine in each sample
 - Quantify the concentration of brominated POPs in each sample, with the extraction efficiency measured for each
 - Identify and quantify (or semi-quantify) other brominated flame retardants, to account for the remaining bromine.
 - Quantify (or semi-quantify) dechlorane plus.
- 11) Undertake XRF scanning, for bromine, of 100 pieces of plastic from each low bromine fraction sample (for a minimum of 3 samples). Physically characterise (type of plastic, density, etc.) any pieces containing $\geq 500\text{mg/kg}$ bromine.
- 12) Review results from steps 10 and 11, and organise a meeting with the Environment Agency to discuss, to identify
 - any analytical weaknesses or uncertainties, and address them prior to step 13.
 - any site/fraction issues requiring further investigation, propose that further investigation and costs (in accordance with the Schedule of Rates), and undertake any additional work agreed.
- 13) Produce and provide a draft written report for comment to the Environment Agency by February 15th 2021, setting out the work undertaken and results obtained, including specifically
 - The sites sampled, the nature of the separation process used and fractions produced, and input related sub-population(s) found there.
 - Analytical results for 'total' bromine, POP PBDE, other brominated flame retardants, dechlorane plus, with the extraction efficiencies for each sample.
 - XRF results for the individual plastic pieces in the low bromine fractions
 - Estimates of Bromine, brominated POP, dechlorane plus, and other brominated flame retardant concentration, variation, and annual tonnage in each fraction (taking extraction efficiency into account, and identify an
 - Details of the sample preparation and laboratory analysis should include as a minimum:
 - Instrumental set-up parameters: instrument make, model and software, chromatographic column, temperature, mobile phase

- composition, flow rates, gradient or isocratic separation and the detector optimisation and configuration
 - Details of certified reference standards (supplier/purity/batch number/expiry etc.), calibration range and sensitivity, limit of detection (LOD), limit of quantification (LOQ), column recoveries, stability and reproducibility.
 - LOD/LOQ should be determined for extracted samples to account for potential interferences
 - Sample preparation including clean-up and concentration techniques, and use of internal standards (plus justification of choice) for validation and recoveries/extraction efficiency etc.
 - Identification and discussion of technical limitations
 - Sites should be anonymised in the body of report so individual results are not attributable. Site identity, along with any relevant but commercially sensitive process details should be placed in a separate Annex that will not be published by the Environment Agency or shared with any other party by the successful contractor.
- 14) Review, amend, finalise and agree this report with the Environment Agency. Provide an electronic copy of the final, agreed, written report in both Microsoft Word and Pdf format to the Environment Agency by the end of February 2021.
- 15) Attendance at project meetings at the start and during the project will be required and this will be via digital communication and/or attendance at a suitable meeting venue for a face to face meeting.

Administrative procedures

The Client Project Manager will issue a purchase order to the Contractor. The order number must be quoted on all invoices, otherwise the invoice will be rejected.

Payments for work completed will be made at two milestones and the Contractor will submit an invoice for:

- the costs of the work completed to the end of step 7 above.
- The balance of the amount due at the end of the project, after all tasks have been completed and upon the approval of the final report by the Environment Agency.

The draft invoices should be agreed with the Client Project Manager before submission to Environment Agency Finance (SSCL). All invoices should be submitted no later than the end of February 2022.

Quality Assurance

The Contractor and their sub-contractors are required to apply an appropriate, audited quality assurance process for the tasks required.

The Environment Agency will not accept costs relating to re-analysis of samples, delays or other re-work required that is due to the fault of the Contractor or their sub-contractor.

Pricing

The price for the contract will be calculated using the agreed Schedule of Rates. Where activities can be defined with a degree of certainty, a fixed cost, calculated from the Schedule of Rates at tender stage, will apply to these tasks. Where tasks are subject to variation, costs will be reimbursed accordingly using the rates set out in the Schedule.

The number of sites to be visited and outputs to be sampled and analysed will be agreed with the Environment Agency, in steps 1 and 2 above.

It is anticipated that there are scenarios where additional representative sampling and/or laboratory analysis may be required to achieve the project objectives and may be requested by the Client Project Manager after completion of the review of the initial results in step 7. These costs will be reimbursed using the Schedule of Rates.

Additional information

Any potential conflict of interest (e.g. because of contractual involvement with actual or potential stakeholders), for either the Contractor or their sub-contractor, must be clearly declared the Client Project Manager as soon as the conflict is identified. If the conflict cannot be resolved, the contract may be terminated.

The Contractor is responsible for the health and safety of their staff or sub-contractor staff, including during site visits, laboratory work and any additional Covid19 safety measures necessary.

The Contractor will be responsible for arranging access to sample sites with the site operators, including site inductions and compliance with site Health and Safety rules and provision of appropriate PPE. The Environment Agency will not accept costs relating to failed site visits or additional time on site that is the fault of the Contractor.