



Award Form

Contract Reference K280022107
Disposal Service


This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier’s contact details.

1.	Buyer	Driver & Vehicle Standards Agency (DVSA) on behalf of the Secretary of State for Transport DVSA Head office address is: Berkeley House, Croydon Street, Bristol, BS5 0DA
2.	Supplier	Name: Greenzone Facilities Management Ltd Address: The Corner House, Brunel Drive, Newark, Nottinghamshire, NG24 2EG Registration number: 06334847

		SID4GOV ID: N/A
3.	Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables.
4.	Contract reference	K280022107
5.	Deliverables	See Appendix 2 (Specification) for further details.
6.	Buyer Cause	The Buyer shall have no obligation to perform any obligations placed on it in Appendix 2 (Specification) or Schedule 4 (Tender) unless they are specifically identified above.
7.	Collaborative working principles	The Collaborative Working Principles apply to this Contract. See Clause 3.1.3 for further details.
8.	Financial Transparency Objectives	The Financial Transparency Objectives do not apply to this Contract.
9.	Start Date	<i>1st of February 2024</i>

		Duration of the contract will be 2 years, followed by a possible further extension period as in section 11 below.
10.	End Date	<i>Initial term ends 31st of January 2026, but may be extended by a further extension period as in section 11 below, to a date not exceeding 31st of January 2028.</i>
11.	Extension Period	Further period of up to 12 months and a further 12 months.
12.	Ending the Contract without a reason	The Buyer shall be able to terminate the Contract in accordance with Appendix 14 Core Terms Clause 14.3. Ending the Contract Without a Reason.

13.	Incorporated Terms (together these documents form the " the Contract ")	<p>The following documents are incorporated into the Contract. Where numbers are missing, we are not using these Schedules. If the documents conflict, the following order of precedence applies:</p> <ul style="list-style-type: none">a) This Award Formb) Appendix 2 Specificationc) Appendix 3 Form of Tenderd) Appendix 4 Standard Selection Questionnairee) Appendix 5 Pricing Schedulef) Appendix 7 Commercially Sensitive Informationg) Appendix 8 Processing Datah) Appendix 9 Instructions to Tenderersi) Appendix 10 Armed Forces Covenantj) Appendix 12 Variation Formk) Appendix 13 Benchmarkingl) Annex 2 Statement of Assurance Questionnairem) Any Special Terms (see Section 14 (Special Terms) in this Award Form)n) Appendix 14 Core Terms Revision 1_04.01.2024o) Schedule 36 (Intellectual Property Rights)p) Schedule 1 (Definitions)q) Schedule 6 (Transparency Reports)r) The following Schedules (in equal order of precedence):<ul style="list-style-type: none">a. Schedule 3 (Charges)b. Schedule 8 (Implementation Plan & Testing)c. Schedule 10 (Service Levels)
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		<ul style="list-style-type: none"> d. Schedule 14 (Business Continuity & Disaster Relief) e. Schedule 16 (Security) f. Schedule 18 (Supply Chain Visibility) g. Schedule 19 (Cyber Essentials Scheme) h. Schedule 22 (Insurance Requirements) i. Schedule 23 (Guarantee) j. Schedule 24 (Financial Difficulties) k. Schedule 25 (Rectification Plan) l. Schedule 26 (Sustainability) m. Schedule 29 (Key Supplier Staff) n. Schedule 30 (Exit Management) o. Schedule 36 (Intellectual Property Rights) <p>s) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.</p>
14.	Special Terms	Special Term 1 - Assets, Equipment and Maintenance: To be discussed at contract implementation meeting – relating to receptacles for waste.
15.	Sustainability	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).
16.	Buyer's Environmental Policy	 <p>DVSA Sustainability statement.pdf</p>
17.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender)
18.	Buyer's Security Policy	Schedule 16 (Security)

19.	Commercially Sensitive Information	Not applicable									
20.	Charges	Details in Schedule 3 (Charges)									
21.	Reimbursable expenses	Not applicable									
22.	Payment method	<p>Suppliers must be in possession of a Purchase Order (PO), before commencing any work under this contract. The PO Number for this contract will be advised by our Frontline Logistics team, following Contract signature. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to: ssa.invoice@sharedservicesarvato.co.uk or sent to:</p> <p>Accounts Payable, Shared Services Arvato, 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA</p> <p>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 Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:</p> <p>ssa.invoice@sharedservicesarvato.co.uk</p>									
23.	Service Levels	<table> <tr> <th>Service Area</th><th>KPI / SLA Description</th><th>Target</th></tr> <tr> <td>Response time</td><td>Following raising of a task order the supplier is required to acknowledge our request within 24 hours.</td><td>Supplier is to acknowledge a service request within 1 working day at least 99% of the time.</td></tr> <tr> <td>Collection time</td><td>Upon receipt of an instruction from DVSA the supplier will agree a day and time to collect the asset from a DVSA site.</td><td>Supplier will complete collection and removal of assets from DVSA site on the agreed day 100% of the time.</td></tr> </table>	Service Area	KPI / SLA Description	Target	Response time	Following raising of a task order the supplier is required to acknowledge our request within 24 hours.	Supplier is to acknowledge a service request within 1 working day at least 99% of the time.	Collection time	Upon receipt of an instruction from DVSA the supplier will agree a day and time to collect the asset from a DVSA site.	Supplier will complete collection and removal of assets from DVSA site on the agreed day 100% of the time.
Service Area	KPI / SLA Description	Target									
Response time	Following raising of a task order the supplier is required to acknowledge our request within 24 hours.	Supplier is to acknowledge a service request within 1 working day at least 99% of the time.									
Collection time	Upon receipt of an instruction from DVSA the supplier will agree a day and time to collect the asset from a DVSA site.	Supplier will complete collection and removal of assets from DVSA site on the agreed day 100% of the time.									

		Providing documentation	All relevant and required documentation, including WEEE and Waste Transfer Notes, relating to each individual disposal must be accurate and provided to DVSA on request.	Supplier will provide DVSA with correct and accurate documentation 100% of the time.
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		Accurate and timely Invoicing	Accurate invoices to be received electronically by the DVSA for all disposals on completion of each job.	The Supplier will provide invoices after the completion of each job at least 99% of the time
		Item Collection	Within 48 hours of completion of the collection of the items, a document (format to be agreed), signed by both parties, should be sent to the DVSA representative to provide evidence of works carried out.	At least 99% of the time the Supplier will provide a signed document to DVSA within 48 hours
		Authority Payment	Following the sale of equipment on behalf of DVSA full payment due is to be received by the 10 th working day of the following month.	The Supplier will provide a full payment to be received the DVSA by the 10 th working day of the following month at least 99% of the time.
		<p>Service Credits will accrue in accordance with Schedule 10 (Service Levels)</p> <p>The Service Credit Cap is: 0.5% of the overall contract value</p> <p>The Service Period is 1 Calendar Month</p> <p>A Critical Service Level Failure is: Failure is: The failure to provide an agreeable and timely solution to any breach of the Service Level Performance Criteria.</p>		
24.	Insurance	Details in Annex of Schedule 22 (Insurance Requirements).		
25.	Liability	<p>In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges.</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being the greater of £5 million or 150% of the Estimated Yearly Charges.</p>		

26.	Cyber Essentials Certification	Cyber Essentials Scheme Basic Certificate (or equivalent). Details in Schedule 4 (Tender)
27.	Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Supplier shall attend Progress Meetings with the Buyer as agreed in the Implementation Meeting. • The Supplier shall provide the Buyer with Progress Reports every calendar month.
28.	Guarantee	N/A
29.	Virtual Library	<p>In accordance with Paragraph 2.2. of Schedule 30 (Exit Management)</p> <ul style="list-style-type: none"> • the period in which the Supplier must create and maintain the Virtual Library, is 90 days from the start of the contract period. • the Supplier shall update the Virtual Library every 6 months
30.	Supplier Contract Manager	<p>XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40 XXXX XXXX Redacted under FOIA Section 40XXXX</p>
31.	Supplier Authorised Representative	<p>XXXX Redacted under FOIA Section 40XXXX Chief Executive Officer XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX</p>
32.	Supplier Compliance Officer	<p>XXXX Redacted under FOIA Section 40XXXX Chief Operating Officer XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX</p>

33.	Supplier Data Protection Officer	XXXX Redacted under FOIA Section 40XXXX Chief Executive Officer XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX
34.	Supplier Marketing Contact	XXXX Redacted under FOIA Section 40XXXX Marketing Manager XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX

35.	Key Subcontractors	<p>Key Subcontractor 1</p> <p>Name (Registered name if registered): Just Clear Ltd</p> <p>Registration number (if registered): 08172135</p> <p>Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd</p> <p>Additional Subcontractor 1</p> <p>Name (Registered name if registered): Wastecare Ltd</p> <p>Registration number (if registered): 01631444</p> <p>Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd</p> <p>Additional Subcontractor 2</p> <p>Name (Registered name if registered): Junkclear Ltd</p> <p>Registration number (if registered): 05965629</p> <p>Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd</p> <p>Additional Subcontractor 3</p> <p>Name (Registered name if registered): Junkwize Ltd</p> <p>Registration number (if registered): 08222250</p> <p>Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd</p> <p>Additional Subcontractor 4</p> <p>Name (Registered name if registered): Clearabee Ltd</p> <p>Registration number (if registered): 07938514</p> <p>Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd</p>
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		Additional Subcontractor 5 Name (Registered name if registered): Anyjunk Ltd Registration number (if registered): 05166059 Role of Subcontractor: Provision of waste clearances on behalf of Greenzone Facilities Management Ltd
36.	Buyer Authorised Representative	XXXX Redacted under FOIA Section 40XXXX Senior Commercial Category Manager XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	XXXX Redacted under FOIA Section 40XXXX	Signature:	XXXX Redacted under FOIA Section 40XXXX
Name:	XXXX Redacted under FOIA Section 40XXXX	Name:	XXXX Redacted under FOIA Section 40XXXX
Role:	Chief Executive Officer	Role:	Senior Commercial Category Manager
Date:	10/01/2024	Date:	10.01.2024

