

Our Ref: NLS170601

Your Ref:

Date: 12/06/2017

Dear Sirs,

**Contract Ref: NLS170601**

**Contract Title: Lift Modernisation NLS Nottingham Laboratory**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 16:00 on July 7th 2017

andy.fegan@environment-agency-gov.uk

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Site visits to inspect the existing lift can be arranged by contacting Chris Tricklebank (tel: 0203 0253554 email chris.tricklebank@environment-agency.gov.uk

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Andy Fegan

NLS Contract Manager

E-mail: andy.fegan@environment-agency.gov.uk

Telephone:0203 0250009

**The Environment Agency**

NLS Starcross Laboratory, Staplake Mount, Starcross, Exeter, Devon ,EX6 8FD

**Ref: NLS 170601**

**Title: Lift Modernisation NLS Nottingham Laboratory**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

The analytical chemistry and microbiology needs of the Environment Agency are met by the National Laboratory Service (NLS)

The NLS comprises 3 analytical laboratory sites situated in Exeter, Nottingham and Leeds, and employs in excess of 200 scientists, analytical specialists and support staff.

The NLS obtains additional external funding by competitively winning & undertaking analysis for non-Agency clients. This stance is reflected in all the NLS business dealings as a desire to achieve best value for money in the commercial marketplace as well as within the public sector.

The Environment Agency site at Meadow Lane Nottingham, houses a modern well equipped analytical laboratory specialising in the chemical analysis of environmental samples. The laboratory is a three storey building compromising ground floor, 1st floor and 2nd floor.

The site has a passenger lift that is used regularly throughout the working day to transport samples to the analytical laboratories. The lift was originally installed in 1987.

The lift needs to be modernised before reliability deteriorates significantly and to prevent any significant impact on the sites day to day operations.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for the period necessary to complete the modernisation works and any warranties.

The Environment Agency Conditions of Contract for Services shall apply to this contract.

This contract shall be managed on behalf of the Agency byChris Tricklebank (Tel: 02030253554 Email: chris.tricklebank@environment-agency.gov.uk)

## Contact Details and Timeline

Andy Fegan will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

andy.fegan@environment-agency.gov.uk

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 16:00 7th July 2017  |
| Evaluation of Request for Quote submissions | 14th July 2017 |
| Award of contract | 21st July 2017 |
| Project/Contract end date | 12 months after accepted completion of activities  |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

* Price – 70%
* Quality – 30%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

* Previous experience carrying out similar contracts and activities 50%
* Capability to carry out all the required works 30%
* Staff qualification and experience 20%

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met.  | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met.  | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met.   | 0 |

**Section 4**

**Information to be returned**

**Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.**

Please complete and return the following information:

* Completed Pricing Schedule (Appendix A);
* Confirmation that terms and conditions are accepted (Appendix B. Please note that the terms cannot be amended later).

Please provide the following information as part of your quotation response

1. Examples of similar lift moderation projects you have performed over the past 3 years
2. Contact details of 2 clients for whom you have completed similar works. References will be sought form these clients.
3. Confirmation that you can complete all the required activities described in the specification (section 5)
4. Your proposed methodology to carry out the specified modernisation works
5. Details of the experience and qualifications of those members of your staff who would typically undertake this type of work

**Section 5**

**Specification**

# Background to the Requirement

The Environment Agency site at Meadow Lane, Nottingham, NG2 3HN, houses a modern well equipped analytical laboratory specialising in the chemical analysis of environmental samples. The laboratory is a three storey building compromising ground floor, 1st floor and 2nd floor.

The site has a passenger lift that is used regularly throughout the working day to transport samples to the analytical laboratories. The lift was originally installed in 1987.

The lift needs to be modernised before reliability deteriorates significantly and to prevent any significant impact on the sites day to day operations.

# Specific Objectives/Deliverables

The supplier will be expected to undertake all activities detailed in the specification below including the provision of all materials and equipment.

The lifts health and safety features will be upgraded in accordance with the requirements of BS EN 81-80:2003 to ensure as far as possible, compliance with the requirements of the Health and Safety at Work Act. The upgrade works will include as a minimum;

* The machine room electrical installation should be upgraded to include an isolator conforming to current standards, a consumer unit with adequately rated miniature circuit breakers (MCB’s) for the lift auxiliary circuits and two way communication between the lift pit and car.
* A new lift controller and control system should be installed. This will provide a reliable system and support all of the health and safety features that are required on the modernised installation.
* A new hydraulic pump unit should be installed. The new unit will have a similar life expectancy to the lift controller and control system and must be capable of eliminating the frequent re-levelling that currently occurs.
* The new control system and hydraulic pump unit must be more energy efficient than the existing equipment and must provide more accurate floor levelling.
* The hydraulic system should be tested in accordance with Safety Assessment Federation (SAFed) “Guidelines on the supplementary testing of in service lifts” in order to ensure that there are no obvious problems with the hydraulic hoses, cylinder and rupture valve. Should the tests reveal no unforeseen problems the existing hydraulic cylinder should be retained.
* The landing door operating gear functions four times for every single journey and is therefore the most heavily used item of mechanical equipment on a lift installation. New door gear must be installed together with the landing door interlocks and pick-up assemblies.
* An electronic car door safety edge must be fitted. This must provide enhanced protection against the car doors closing onto passengers and objects when entering and leaving the lift.
* A new car push station must be installed that incorporates tactile pushes located at a convenient height for use by passengers with disabilities, dual illumination and audible signals. A voice annunciator, hands free auto-dialler and car position indicator should also be included in the push station.
* New landing push stations incorporating pushes with audible signals and dual intensity lighting should be installed at a convenient height for use by persons with disabilities.
* Car position indicators should be installed at each landing.
* Lift interior panels and lighting to be replaced with modern equivalent

You will be expected to provide the following services as part of the works:

All craneage of plant and equipment into position, and access equipment as required.

Project management during the works to ensure agreed timescales for completion are met.

On completion to provide all ‘as fitted’ information with operating and maintenance manuals.

The lift modernisation works must be completed to comply with:

* BS EN 81-80:2003 – Rules for improvement of safety of existing lifts
* BS EN 81-70:2003 - Safety rules for the construction and installation of lifts: Existing lifts part 70: Accessibility to lift for persons including persons with disability

As a minimum the activities identified in the scope of work should be given consideration and where alternative solutions or extra works are identified to meet the above standards, justification must be given.

### Health and Safety

The successful suppler must provide a full and comprehensive method statement and risk assessment for all aspects of the works, including any works carried out by any sub-contractor used by the supplier. These must be provided prior to the works commencement.

Compliance with CDM 2015 regulations and the responsibilities of Principal Contractor must be included in your proposal.

The successful supplier will be accredited to BS EN ISO 9001 2008 No A 12161 & BS EN 1090-1+A1

### Timescales/Deadlines

All the above works should be completed and invoiced within 10 weeks of receiving the order. A programme of works must be agreed prior to commencement to ensure disruption to the laboratory operations can be managed and kept to a minimum.

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by **Chris Tricklebank** (Tel: 02030253554 Email: chris.tricklebank@environment-agency.gov.uk)

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
		- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
		- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
		- Efficient Energy and Water Use.
		- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
		- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

1. Prices to be inclusive of supply, installation, commissioning, on-site training & manuals etc. The dates for delivery, installation and commission by the supplier are to be agreed at time of order.
2. The warranty period should include a fully comprehensive cover for a 12 month period following the installation.
3. All optional extras should be priced separately.
4. Tenderers are requested to provide details of any costs payable by The Environment Agency. The Environment Agency will not be responsible for any expenditure not identified at the tender stage.

Please detail your task costs in the table below.

|  |
| --- |
| **Cost Proposal (to be completed by Supplier)** |
|  | **Cost Area** | **Cost** |
| 1 | Materials and Consumables | £ |
| 2 | Labour | £ |
| 3 | Equipment Hire | £ |
| 4 | Project Management | £ |
| 5 | Testing and Commissioning | £ |
|  | Total | £ |

**APPENDIX B – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ref: NLS170601**

**Title: Lift Modernisation NLS Nottingham Laboratory**

**ENVIRONMENT AGENCY**

**CONDITIONS OF CONTRACT FOR THE SUPPLY OF SERVICES**

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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.

1.1.2 Agency The Environment Agency, its successors and assigns.

1.1.3 Agency Property

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

1.1.4 The Appendix The Appendix to these Conditions.

1.1.5 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.

1.1.6 The Contractor

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

1.1.7 Contract Period

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

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 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.

1.1.11 Notice

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

a) 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;

b) first class post to the Contractor’s registered office. Such Notices are deemed to have been served 48 hours after posting.

1.1.12Permission Express permission given in writing before the act being permitted.

1.1.13Services

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

1.2 Except as set out above, 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 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. 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 all skill, care and diligence, and to the 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.

* 1. 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, 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**

* 1. The Contractor shallbe 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.

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.

**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:

* + 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.
		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 best 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**

12.1The 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 seven 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**

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:

* 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.
	2. becomes bankrupt or insolvent, or has a receiving order made against him, or makes and 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.

**14 DETERMINATION**

14.1Without 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**

15.1Without prejudice to the Agency’s remedies for breach of Contract, the Contractor shall fully indemnify the Agency and its staff against any 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 it’s 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**

17.1The 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 INDUCEMENTS**

The Contractor shall not, directly or indirectly through intermediaries commit any offence under the Corruption Acts 1906 to 1916 in any of his dealings with the Agency.

**19 MONITORING AND AUDIT**

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**

20.1The 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**

21.1Invoices 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.

**22 INTELLECTUAL PROPERTY RIGHTS**

22.1The Contractor warrants to the Agency that the performance of the Services, shall not in any way infringe any Intellectual Property Rights belonging to any third party and shall fully indemnify the Agency against all actions, claims, costs, charges, expenses and liabilities of whatsoever nature arising from or incurred by reason of any infringement, or alleged infringement.

22.2 The Contractor shall not be liable under this Condition if such infringement arises from the use of any design, technique or method of working provided by or specified by the Agency.

22.3 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.

**23 WARRANTY**

The Contractor warrants that the Services supplied by him are fit for the Agency’s intended purpose so far as this has been communicated to him, or which he would reasonably be expected to know.

**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**

The Contractor shall in all his operations, including purchase of materials goods and services, adopt a sound proactive environmental approach, designed to minimise harm to the environment and be able to provide proof of so doing to the Contract Supervisor on demand.

**26 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.

**27 LAW**

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

**28WAIVER**

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**

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.

**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**

31.1Neither 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.

31.2The 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.

# Appendix to Conditions - Goods

**Ref: NLS170601**

**Title: Lift Modernisation NLS Nottingham Laboratory**

**1 Contract Supervisor**

 **Chris Tricklebank**

 Address: NLS Nottingham Laboratory

 Meadow Lane

 Nottingham

 NG2 3HN

1. **Contractor**

**3 Completion**

Contract Start Date

Contract End Date

**4 Delivery**

Address:- As above

**5 Insurance**

Third Party Minimum Cover £2million

Public Liability Min. Cover £2million

**6 Limit on Liability**

Limit on Contractors Liability £2million