



Crown
Commercial
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Building Condition Surveys and Asset and Maintenance Data Assurance for DHSC Estate

Order Form

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168: Estate Management Services as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

Part 1: Buyer and Supplier to complete

Buyer Name	Secretary of State for Health and Social Care acting as part of the Crown
Buyer Contact	[REDACTED] Procurement Officer [REDACTED]
Buyer Address	Department of Health & Social Care 39 Victoria Street Westminster London SW1H 0EU
Invoice Address (if different)	Accounts Payable Department of Health & Social Care 39 Victoria Street Westminster London SW1H 0EU Or email: [REDACTED]
Buyer's Authorised Representatives	[REDACTED] Head of Property Asset Management [REDACTED] And [REDACTED] Senior Property Asset Manager/Health & Safety Manager [REDACTED]
Buyer's Data Protection Officer	[REDACTED] Data Protection Officer for DHSC [REDACTED]
Buyer's Environmental Policy	The Supplier shall perform the Deliverables in accordance with the following cross-government policies and procedures: Greening Government Commitments for 2021-2025 Published 28 th October 2021 Available online at: https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025

Buyer's Security Policy	<p>The Supplier shall perform the Deliverables in accordance with the following Buyer's and cross-government policies and procedures:</p> <p>DHSC Data Protection Policy</p>  <p>Data_Protection_Policy_V1.1.pdf</p> <p>DHSC Data Breach Notification Policy</p>  <p>DHSC_Data_Breach_Notification_Policy_V1</p> <p>Cyber Essentials Scheme Available online at: https://www.gov.uk/government/publications/cyber-essentials-scheme-overview</p>
Security Representative of the Buyer	<p>DHSC Cyber Security Team</p> <p>[REDACTED]</p>

Supplier Name	CS2 Limited
Supplier Contact	<p>[REDACTED]</p> <p>Director</p> <p>[REDACTED]</p>
Supplier Address	<p>Bridgewater House</p> <p>NORTHAMPTON</p> <p>NN4 7BF</p> <p>England</p>
Registration Number:	03888977
DUNS Number	238982172
Payment Method	<p>All invoices must be sent quoting a valid Purchase Order number to [REDACTED].</p> <p>Within 10 Working Days of receipt of your countersigned copy of the Contract, we will send you a unique Purchase Order number (the "PO Number"). You must be in receipt of a valid PO Number before submitting an invoice. All invoices must be sent quoting a valid PO Number. Every payment request must be accompanied by a current statement of accounts; this is a standard commercial process and should show all invoices raised and amounts outstanding. Copy invoices requiring payment must be sent with all statement of accounts with supporting documents. The minimum supporting documents required</p>

	<p>are an invoice and packing list. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Authority Representative). 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 by email to [REDACTED].</p>
Supplier's Authorised Representative	<p>[REDACTED] Director</p> <p>[REDACTED]</p>
Supplier's Contract Manager	<p>[REDACTED] Director</p> <p>[REDACTED]</p>
Supplier's Data Protection Officer	[REDACTED]
Security Representative of the Supplier	[REDACTED]
Commercially Sensitive Information	All information relating to the Supplier's pricing and charges.

Framework Ref	RM6168
Call-Off Lot	Lot 4: Surveying and Strategic Advice
Call-Off (Order) Ref	C64765
Call-Off (Order) Date	26 th January 2022
Call-Off Charges	The sum of £34,402.50. See Call-Off Schedule 5 (Pricing Details) for full details.
Call-Off Start Date	1 st February 2022
Call-Off Expiry Date	The day falling 4 months after the Call-Off Start Date.
Extension Period	A further 2 months, for a total potential Call-Off duration of 6 months after the Call-Off Start Date.
Maximum Liability	<p>The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.</p> <p>The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £34,402.50.</p>

Progress Report Frequency	Not required.
Progress Meeting Frequency	Not required.

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The requirement

The Department of Health and Social Care requires building condition surveys to be carried out on three properties within its estate, along with an independent assessment that the facilities management asset registers for these buildings have been maintained and updated correctly.

Building Condition Surveys

The building condition surveys are expected to include:

- Age and overall condition
- A risk schedule to cover potential risk of asset failure/major breakdown beyond economical repair
- Predicted capital budget costs for either full/major repair or replacement of asset in accordance to future asset life or predicted lifecycle
- The asset register or inventory
- Statutory compliance audit
- Condition of building fabric, structure and structural components
- Component life cycle replacement advice
- Mechanical and electrical equipment
- Energy surveys
- Health and safety records
- Access and space management metrics

Across three properties, which are as follows:

Property 1 – Wellington House (11,328m²)
133-155 Waterloo Road
London
SE1 8UG

Property 2 – 39 Victoria Street (8,887m²)
Westminster
London
SW1H 0EU

Property 3 – Premier House (1,717m²)
60 Caversham Road
Reading
RG1 7EB

Asset and Maintenance Data Check

A minimum of the following checks will be expected:

- Take a random selection of 10 Task Orders from the last 12 months where an asset was changed/replaced and cross check with Agility CAFM system to ensure that the asset register was updated
- Where appropriate, check whether BIM and COBIE have been updated
- Take a full extract of the asset register from Agility and randomly select 50 assets then physically survey in the buildings and ensure that the asset register matches the assets found during the survey

The output will be a report that details what was checked and any data discrepancies that were found including photographs.

The Deliverables are to be completed by 31st March 2022.

See Call-Off Schedule 20 (Specification) for full scope of services.

PERFORMANCE OF THE DELIVERABLES

Key Staff

[REDACTED]

Director

[REDACTED]

[REDACTED]

Key Subcontractors

Not applicable.

CALL-OFF SPECIAL TERMS

Call-Off Special Terms

No special terms apply to this Call-Off contract.

For and on behalf of the Supplier:	For and on behalf of the Buyer:

Part 2 – Other Applicable Terms

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6168**
3. Framework Special Terms (None)
4. The following Schedules in equal order of precedence:

Joint Schedules for **RM6168**

- Joint Schedules for **RM6168**
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

Call-Off Schedules for **RM6168**

- Order Form- Template-Short-Form
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details) – As attached below
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification) – As attached below
5. CCS Core Terms (version 3.0.10)
 6. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

Estate Management Services Template (Short Form)

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No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

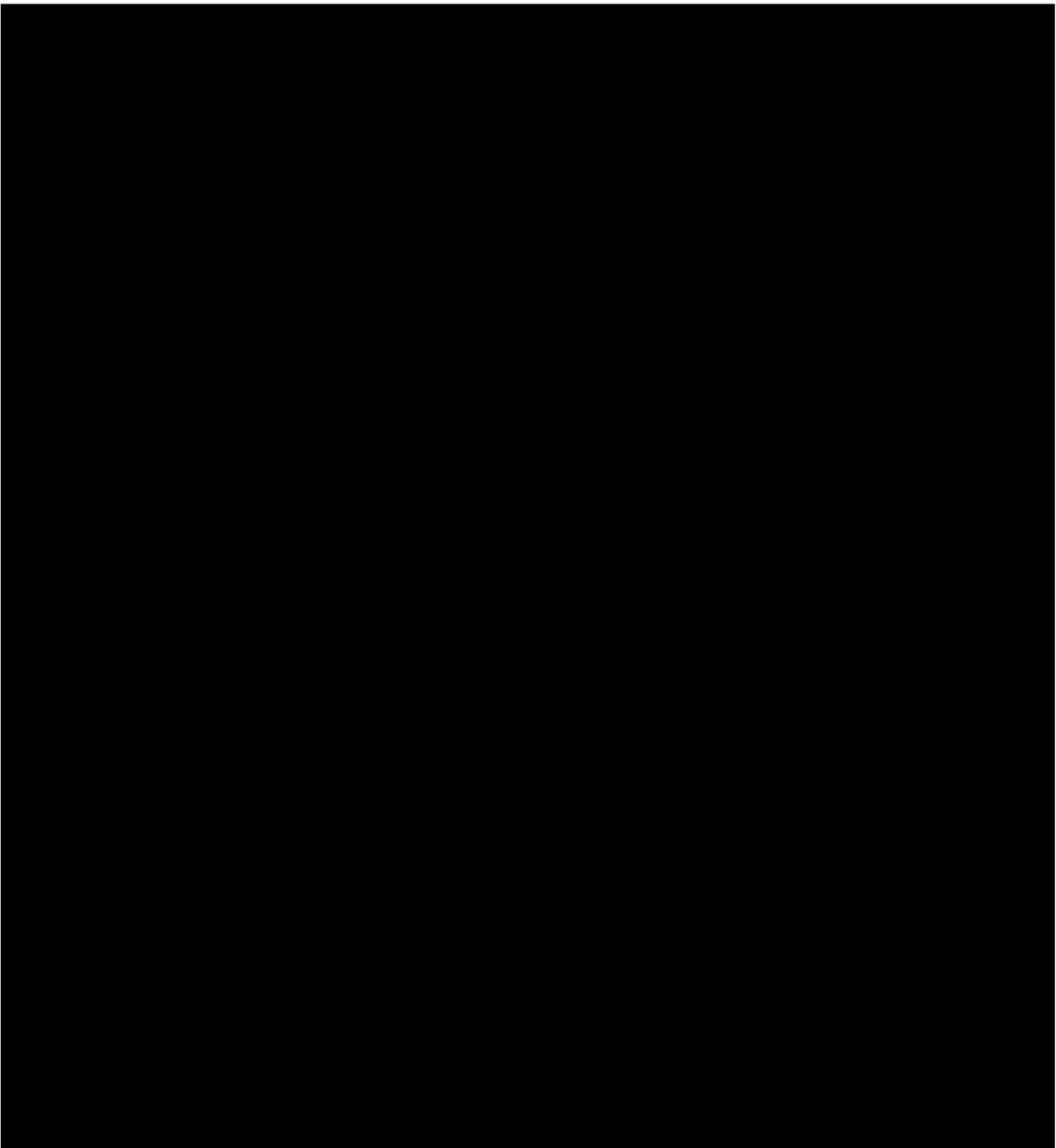
ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

Call-Off Schedule 5 (Pricing Details)



Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract.

All Deliverables to be provided in accordance with RM6168 Framework Schedule 1 (Specification)



RM6168-Framework
-Schedule-1-Specifica

Available online at: <https://www.crowncommercial.gov.uk/agreements/RM6168>

Full Scope of Services included below:

