

# Short Contract

A contract between National Environmental Research Council – Centre for Ecology  
and Hydrology .....  
.....  
.....  
and .....  
.....  
.....  
for Energy Monitoring.....  
.....  
.....

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Notes about this contract are printed in boxes like this one. They are not part of the contract.

# Contract Data

The *Employer* is

Name National Environmental Research Council – Centre for Ecology and Hydrology . . . . .  
Address Maclean Building, Benson Lane, Crowmarch Gifford, Wallingford, OXON, OX10 8BB. .  
Telephone . . . . .  
E-mail address . . . . .

If the *Employer* appoints an *Employer's Agent*, the *Employer's Agent* is

Name . . . . .  
Address . . . . .  
Telephone . . . . .  
E-mail address . . . . .

The authority of the *Employer's Agent* is

. . . . .  
. . . . .

The *service* is **Electrical Maintenance** . . . . .  
. . . . .

The *starting date* is 22<sup>nd</sup> November 2016. . . . .

Pre contract meeting Week commencing 21<sup>st</sup> November 2016

The *service period* is 24 months. . . . . months.

The *period for reply* is 1 week. . . . . weeks.

The *assessment day* is the 1<sup>st</sup> Monday. . . . . of each month.

Does the United Kingdom Housing Grants, Construction and  
Regeneration Act (1996) apply? Yes / No (delete as appropriate)

# Contract Data

The *Adjudicator* is

Name TBC. ....

Address .....

Telephone .....

E-mail address .....

The interest rate on late payment is 0.5% per complete week of delay.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's*

property in excess of ..... **£5,000,000** ..... for any one event.  
.....

The *Employer* provides this  
insurance THE EMPLOYER DOES NOT PROVIDE INSURANCE .....  
.....

The minimum amount of cover for the first insurance stated in the  
Insurance Table is .....

The minimum amount of cover for the third insurance stated in the  
Insurance Table is ..... **£5,000,000** .....  
.....

The minimum amount of cover for the fourth insurance stated in the  
Insurance Table is ..... **£10,000,000** .....  
.....

The *Adjudicator nominating*  
*body* is

TBC. ....  
The *tribunal* is

Arbitration .....

If the *tribunal* is arbitration,  
the arbitration procedure is  
TBC. ....

The *conditions of contract* are the NEC3 Term Service Short Contract April 2013 and the following additional  
conditions

.....

## The Contractor's Offer

The Contractor is

Name .....

Address .....

.....

Telephone .....

E-mail address .....

The percentage for overheads and profit added to the Defined Cost for people is ..... %.

The percentage for overheads and profit added to other Defined Cost is ..... %.

The Contractor offers to Provide the Service in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*.

The offered total of the Prices for .....  
part of the service in Part 1 of the  
Price List is

The offered total of the Prices for .....  
part of the service in Part 2 of the  
Price List is

Signed on behalf of the Contractor

Name .....

Position .....

Signature ..... Date .....

## The Employer's Acceptance

The Employer accepts the Contractor's Offer to Provide the Service

Signed on behalf of the Employer

Name .....

Position .....

Signature ..... Date .....

The Price List is in two parts. Part 1 is for work described in the Service Information not requiring the *Employer* to issue a Task Order. Part 2 is for work to be carried out within a stated period of time on a Task by Task basis and instructed by Task Order. The *service* may comprise work under Part 1 only or Part 2 only or a mix of both.

Entries in the first four columns of Part 1 of the Price List are made either by the *Employer* or the tenderer. Entries in the first four columns of Part 2 of the Price List would normally be made by the *Employer* as the Party most likely to know the kind of work which will be instructed by the issue of Task Orders. The tenderer then enters a rate for each item and multiplies it by the Expected quantity to produce the Price to be entered in the final column.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only, the Unit, Expected quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters a rate for each item and multiplies it by the Expected quantity to produce the Price, to be entered in the final column.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected quantity column.

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

#### PART 1

Item number	Description	Unit	Quantity	Rate	Price
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
The total of the Prices for Part 1					<input type="text"/>

#### PART 2

Item number	Description	Unit	Quantity	Rate	Price
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
The total of the Prices for Part 2					<input type="text"/>

## Service Information

The Service Information should be a complete and precise statement of the *Employer's* requirements. If it is

incomplete or imprecise there is a risk that the *Contractor* will interpret it differently from the *Employer's* intention. The Service Information should state clearly the part of the *service* which is to be carried out by the *Contractor* and which does not require the *Employer* to issue a Task Order. This part of the *service* is priced in Part 1 of the Price List. Information provided by the *Contractor* should be listed in the Service Information only if the *Employer* is satisfied that it is required, is part of a complete statement of the *Employer's* requirements and is consistent with the other parts of the Service Information.

## 1 Description of the *service*

Give a detailed description of what the *Contractor* is required to do. This may include drawings.

.....

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.....

.....

.....

.....

.....

## 2 Specifications

List the specifications that apply to this contract.

Title	Date or revision	Tick if publicly available
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

6

# Service Information

## 3 Constraints on how the *Contractor* Provides the Service

State any constraints on the sequence and timing of work and on the methods and conduct of work including the requirements for any work by the *Employer*.

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4 Requirements for the plan

State whether a plan is required and, if it is, state what form it is to be in, what information is to be shown on it, when it is to be submitted and when it is to be updated.

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Service Information

5 Services and other things provided by the *Employer*

Describe what the *Employer* will provide, such as services (including water and electricity) and “free issue” Plant and Materials and equipment.

Item

Date by which it  
will be provided

8

## 6 Property affected by the *service*

.....

.....

.....

.....



This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Task Order

**Task Order form for use when work within the *service* is instructed to be carried out within a stated time period of time on a Task by Task basis**

Task Order No ..... *service* .....  
To .....  
..... (Contractor)

I propose to instruct you to carry out the following task

Description .....  
.....  
.....  
Starting date .....  
Completion date .....  
Delay damages per week .....  
.....

Please submit your price and programme proposals below.

Signed ..... Date .....  
(for *Employer*)

Total of Prices for items of work on the  
Price List (details attached) .....

Total of Prices for items of work not on the  
Price List (details attached) .....

The programme for the Task is ..... [ref] (attached)

Signed ..... Date .....  
(for *Contractor*)

I accept the above price and programme and instruct you to carry out the Task

Signed ..... Date .....  
(for *Employer*)