

BaxterStorey  
TVP2  
300 Thames Valley Park Drive  
Reading  
RG6 1PT

F.A.O. REDACTED

07/02/2017

E-mail: [REDACTED](#)  
tel: REDACTED

Dear REDACTED

**Contract No:** FM16033  
**Contract Title:** UK SBS FM16033 Catering and User Over-Night Accommodation

UK Shared Business Services Ltd ("UK SBS"), acting as agents on behalf of the *Science and Technology Facilities Council (STFC)*, hereby award *BaxterStorey* a contract for *FM16033 UK SBS Catering and User Over-Night Accommodation*, as per your quotation dated 25/08/2016.

The contract shall be subject to the *NEC3 Term Service Contract (TSC)*

The following documents constitute the entire agreement:

- Award Letter – *FM16033* dated 29/11/2016
- Contract Front Sheet – *FM16033* dated 29/11/2016
- UK SBS *FM16033* Request for *Request for Proposal (RFP)*, launched 20/07/2016
- *BaxterStorey* Submitted Proposal – referenced *FM16033* dated 25/08/2016
- *AW4.1 NEC3 Term Service Contract (TSC)*
- *AW5.2 Pricing Schedule* – Completed and submitted by *BaxterStorey* on 25/08/2016 for the *Service Delivery* and 19/09/2016 for the *Innovation Proposal*.
- Purchase Order No. *To be confirmed*

### Scope of Works

The provision of catering and accommodation services at The Rutherford Appleton Laboratory in Oxfordshire and catering only services at Daresbury laboratory in Cheshire and the UK Astronomy Technology Centre in Edinburgh, Scotland.

## Contract Price

The total Contract First Year Price is –

The £2,008,020 contract value is based on the combination of the Service Delivery and Innovation proposal for the first year, as per the tender documentation. The proposed innovation suggestions will be reviewed and agreed by STFC and Baxter Storey throughout the contract management process (Task Orders will be agreed annually with agreed budgets as per the specification and agreement between STFC and Baxter Storey).

## Key Personnel

The key contacts for work carried out under this contract are -

### Ridgeway House – REDACTED

Rutherford Appleton Laboratory, Harwell Campus, Didcot, OX110QX Tel:01235 445000

### RAL – REDACTED

Rutherford Appleton Laboratory, Harwell Campus, Didcot, OX110QX Tel : 01235 445500

### Cosener's House – REDACTED

Abbey Close, Abingdon, Oxfordshire, OX14 3JD Tel:01235 523198

### Daresbury – REDACTED

Sci-tech Daresbury, Keckwick Lane, Daresbury, Warrington, Cheshire, WA4 4AD Tel:01925 603000

### UKATC - TBC

Royal Observatory Edinburgh, Blackford Hill, Edinburgh, EH9 3HJ Tel:0131 6688100

## Purchase Order Number

The Purchase Order Number for this contract is: ***To be confirmed***

## Invoices

Please quote Contract Reference Number *FM16033* on all subsequent correspondence.

All invoices **MUST** state the Purchase Order Number and Contract Reference Number to avoid payment delays.

All Invoices should be sent to *Science and Technology Facilities Council (STFC)*, C/O UK Shared Business Services Ltd, Polaris House, North Star Avenue, Swindon, SN2 1EU. An emailed copy may also be sent to [finance@uksbs.co.uk](mailto:finance@uksbs.co.uk)

Please confirm acceptance of this Contract award letter on the terms set out herewith by signing and returning the Contract Front Sheet attached.

Yours sincerely,

**REDACTED**  
*Category Managers*  
*Construction and FM*

OFFICIAL- SENSITIVE (COMMERCIAL)



UK Shared Business Services Ltd