



**The Coal
Authority**



INVESTOR IN PEOPLE

200 Lichfield Lane,
Berry Hill,
Mansfield,
Nottinghamshire.
NG18 4RG.

Tel: 01623 637 [REDACTED] (Direct)
01623 637 000 (Switchboard)
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Web: www.coal.decc.gov.uk

Tuesday, 10 May 2016

Our Reference: CA18/2490

Integrated Utility Services Ltd
Amber House
Forty Foot Road
Riverside Business Park
Middlesbrough
TS2 1HG

Dear Sirs

Kibblesworth High Voltage Sub- Station Refurbishment

On behalf of the Coal Authority we accept your tender for the Kibblesworth High Voltage Sub-Station Refurbishment at the lump sum fixed price of £208,687.40 (Two hundred and Eight thousand, Six hundred and Eighty Seven pounds, Forty pence), the make-up of which is shown on your submitted Commercial Questionnaire and attached Appendix 1.

Contract Documents:

1. The Coal Authority's Invitation to Tender and Contract Data part 1 & 2 dated 25 November 2015 and all documents comprised therein issued via the eTendering system.
2. Your tender dated 18 January 2016 and supporting documents submitted via the eTendering system.
3. Your revised submission dated 15 April 2016 submitted via e-mail.
4. The Coal Authority's messages posted via the eTendering system dated 1, 3, 10 and 18 December 2015 and 13 January 2016.
5. This Letter of Acceptance.

Commencement and Completion

The Contract shall commence from the date of this letter and will be carried out under NEC3 Option "A" Terms and Conditions. Contract Data Part 2 requires completion and return by IUS as soon as possible and has been issued in an email dated 10 May 2016 from Chris Crowe.

The Works shall be completed within 28 weeks in accordance with a detailed programme to be agreed between yourselves and the NEC Project Manager. This programme includes for submission to the Employer of the O&M Manual and Health and Safety Plan.

The works on site are due to be completed in 16 weeks and should not commence until agreed with the NEC Project Manager.

No Works are to commence on site until your developed Construction Phase Health and Safety Plan has been provided to, and approved by, the CDM Co-ordinator. The agreed start date is to be set to provide a reasonable period for this.

Employers Contact

Mr [REDACTED] Principal Project Manager, telephone 01623 637 [REDACTED] has been appointed to act as the Coal Authority's contact for the purpose of this Contract.

NEC Project Manager and Supervisor

The Coal Authority's appointed NEC Project Manager, who will undertake the day to day management of the Contract, will be:

Mr [REDACTED] 200 Lichfield lane, Berry Hill, Mansfield NG18 4RG. Telephone 01623 637 [REDACTED]
Mobile: [REDACTED]

Principal Contractor – Construction (Design & Management) Regulations 2007

The contract falls under the above Regulations and in accordance with these Regulations you are appointed as the Principal Contractor. Your compliance with these Regulations is therefore a binding part of the Contract and you should fulfil all the duties which fall within the Principal Contractor role.

Principal Contractor – Site Waste Management Plans Regulations 2008

The Authority look to apply best practice standards to its project activities and wish to have site waste management plans for its Contracts, together with reporting on waste management and efficiencies delivered.

Safety, Health and Environment Guidelines for Contractors

The Authority are committed to the highest standards in respect of Safety, Health and Environmental practices to be adopted on its sites, enclosed are copies of the Authority's Guidelines in respect of this matter for distribution to your employees involved in this Contract. Additional copies are available on request from [REDACTED] SHE Advisor, Tel: 01623 637 [REDACTED], email: [REDACTED]@coal.gov.uk

Submission of Application and Invoices

Your Application is to be submitted to the Project Manager for approval prior to submittal of any Invoice. The Project Manager will issue a payment certificate and this is the basis of the invoice to be submitted.

An Invoice (single copy only) must be based on the contract rates/prices and must bear the contract reference CA18/2490 and be in sufficient detail to enable the contract to be easily identified.

Payments will be made on Interim invoices in arrears.

Please clearly display the following information on your invoices and accrual schedule:

- Cost Centre: 3111
- Capex Code: 501
- Site Code: EV00082

Your invoice must be submitted to the Authority's Finance Department, at the above address and made out for payment by The Coal Authority.

Any VAT that may be chargeable on the goods and services included on the invoice must be clearly identified.

Failure to comply with any of the above requirements may result in a delay in effecting payment.

Finance Act 2004 and The Income Tax (Construction Industry Scheme) Regulations 2005 and (Amendment) Regulations 2007

From 6 April 2007 the Construction Industry Scheme came into force, in accordance with the Finance Act 2004, The Income Tax (Construction Industry Scheme) Regulations 2005 and (Amendment) Regulations 2007. Therefore in order to ensure that the Authority can comply with its obligations and ensure that your invoices can be paid promptly, the Authority requires certain information to enable it to verify your CIS status with HMRC.

The following details are required prior to the Authority contacting HMRC, as without these details verification cannot be made and payments will be subject to a tax deduction of 30%.

Company name
Company's taxpayer reference number
Company registration number

Freedom of Information Act 2000

On 1 January 2005 the provisions for the Freedom of Information Act 2000 came into force and has created a general right of access to information held by public authorities, which includes the Coal Authority. The Authority therefore draws to your attention that it could receive requests for the release of information contained within documentation and correspondence, and the Authority will disclose information in accordance with the legislation. Should a request be received to which an exemption from disclosure may apply, the Authority will consult with you at that time.

Transparency Agenda

In accordance with the Government's Transparency Agenda the following information in respect of this Contract will be published on-line as stated in the tender documents:

- Publication of all individual payment transactions i.e. invoice information
- Contract documentation: acceptance letter, specification, Terms and Conditions, completed elements of the tender
- The tender documents issued by the Authority

Insurances

The Conditions of Contract require you to carry certain insurances and in this respect your attention is drawn to the enclosed certificates relating to insurance, which must be completed by your broker or agent and returned to this office as soon as possible.

Please acknowledge receipt of this letter.

Yours faithfully



Head of Procurement

Enc Contract Data Part 1
Insurance forms

Cc [REDACTED] NEC Project Manager
[REDACTED] PSO
[REDACTED] SHE Construction Co-Ordinator

3 Commercial Envelope			Total
			£208,687.48
3.1 Design, Management and Supervision			
	Item Reference	Description	Supplier Comments
3.1.2	1.1	(* Project Management	
3.1.3	1.2	(* Design	
3.1.4	1.3	(* Health, Safety and Environment	
3.1.5	1.4	(* Construction Supervision	
3.1.6	1.5	(* O&M Manuals	
3.2 Contractors Accommodation			
	Item Reference	Description	Supplier Comments
3.2.1	2	(* Site Establishment	
3.3 SITE LABOUR / RESOURCES (Other than that in the Activities)			
	Item Reference	Description	Supplier Comments
3.3.1	3.1	(* Mechanical Labour	
3.3.2	3.2	(* Electrical Labour	
3.3.3	3.3	(* Civils Labour	
3.3.4	3.4	(* Site Testing and Commissioning	
3.4 DECOMMISSION & REMOVAL OF OLD EQUIPMENT			
	Item Reference	Description	Supplier Comments
3.4.1	4.	(* 20kv Transformers, 2750v Switchboard, 2750v Capacitor Bank, Building Services and all Associated Cabling etc	
3.5 BUILDINGS & CIVIL WORKS			
	Item Reference	Description	Supplier Comments
3.5.1	5.1	(* New Doors (including modifications to building)	
3.5.2	5.2	(* Works needed to accommodate new High Voltage Equipment (Transformer and Switchgear)	
3.5.3	5.3	(* Building Remedials	
3.6 Electrical Plant - High Voltage Switchgear			
	Item Reference	Description	Supplier Comments
3.6.1	6.1	(* 1 x 20kv Northern Powergrid Point of connection Ring Main Switch including all cable mods and connections etc	The costs associated with this element of the works do not include the Non contestable DNO costs.
3.6.2	6.2	(* 1 x 3.3kv Customer Ring Main Switch including all cable mods connections etc	
3.6.3	6.3	(* 1 x 20kv to 3.3kv Transformer Including all connections etc	
3.6.4	6.4	(* 1 x Transformer to supply Building Services	

3.7 Building Services			
	Item Reference	Description	Supplier Comments
3.7.1	7	(* Building Services (Lighting/Heating/Ventilation/Small Power)	
3.8 Spares			
	Note	Note Details	Supplier Comments
3.8.1	8	Spares. Provide a list of spares as necessary. Input the total value of spares below and provide the list breakdown as a separate attachment.	
	Item Reference	Description	Supplier Comments
3.8.2	8.1	(* Spares Required	No requirement for any spares relevant to the proposed equipment
3.9 Risk Register			
	Item Reference	Description	Supplier Comments
3.9.1	9	(* Risk Register (provide separate detail)	Client agrees to Risk
3.10 Discounts			
	Item Reference	Description	Supplier Comments
3.10.1	10.1	(* CREDIT ITEM for sale of recovered materials and equipment taken down for clearance (detail Below)	A value has not been placed on the redundant equipment due to the possibility of contamination and the variance of the value of redundant equipment either for spares or scrap. IUS will pass back the value of the redundant equipment at the time of disposal.
3.10.2	10.2	(* 2 x 20kv Transformer, 1 x 2750v Capacitor Bank	A value has not been placed on the redundant equipment due to the possibility of contamination and the variance of the value of redundant equipment either for spares or scrap. IUS will pass back the value of the redundant equipment at the time of disposal.