

**System Five Services Limited**

4 Dukes Court,  
Bognor Road,  
Chichester,  
PO19 8FX

Attn: **FOIA S40 Personal Information**  
By email to: **FOIA S40 Personal Information**

Date: 24<sup>th</sup> November 2022

Your ref: **FOIA S43 Commercial**

Our ref: UKRI-2530

Dear Sirs,

**Award of A Term Service Contract to provide Building Management System Servicing, Maintenance and Repairs to MRC LMB & ARES**

Following your proposal for the provision of Building Management System Servicing, Maintenance and Repairs to UKRI, it is agreed as follows:-

This letter (Award Letter) and the attached Contract documentation set out the terms of the Contract between:

- (1) **United Kingdom Research and Innovation**, a statutory corporation whose registered office is at Polaris House, North Star Avenue, Swindon, England, SN2 1FL (the "**Client**"); and
- (2) **System Five Services Limited**, a company incorporated and registered in England and Wales with company number 05926609 and registered VAT number 273 3318 10 whose registered office is at 4 Dukes Court, Bognor Road, Chichester, England, PO19 8FX (the "**Contractor**").

**Contract Documentation**

The documents forming part of this agreement are:

- This Award Letter
- NEC4 Term Service Short Contract
- Contract Data Part 1
- Contract Data Part 2
- the *Client's* Purchase Order which will be issued to the *Contractor* following appointment

For the purposes of the Contract, the Client and the Contractor agree as follows:

**The Contractor's obligations**

- 1 The *Contractor* provides the services and comply with his obligations in accordance with the conditions of contract set out in the Contract Data herein.

**The Client's obligations**

- 2 The Client pays the amount of money and complies with its obligations in accordance with the conditions of contract set out in the Contract Data herein.

**Term**

3 Commencement Date: 1<sup>st</sup> January 2023

4 Expiry Date: 30<sup>th</sup> June 2023

**Charges & Payment**

5 The Charges for the Goods and Services shall be as set out in the Price List Part 1 and Part 2.

6 All invoices should be sent, quoting a valid purchase order number (PO Number) provided by UKRI, to: [finance@uksbs.co.uk](mailto:finance@uksbs.co.uk).

7 To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your UKRI contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [finance@uksbs.co.uk](mailto:finance@uksbs.co.uk) by telephone 01793 867004 between 09:00-17:00 Monday to Friday.

**Notices**

8 The address for notices of the Parties are:

**UKRI**

Polaris House, North Star Avenue,  
Swindon, England, SN2 1FL

Attention: Commercial Business Partner  
MRC

Email: [commercial@ukri.org](mailto:commercial@ukri.org)

**System Five Services Limited**

4 Dukes Court, Bognor Road, Chichester,  
England, PO19 8FX

Attention: **FOIA S40 Personal Information**

Email: [adminteam@s5controls.net](mailto:adminteam@s5controls.net)

**Liaison**

9 For general liaison your contact will continue to be **FOIA S40 Personal Information** or, in their absence, **FOIA S40 Personal Information**

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter along with an executed copy of the NEC4 Term Service Short Contract to Procurement Manager MRC LMB at the above address. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

**FOIA S40 Personal Information**

Name:

Position:

**Commercial Business Partner**

Date:

**25th November 2022**

Signed for and on behalf of **System Five Services Limited**

Signature:

FOIA S40 Personal Information

A large black rectangular redaction box covers the signature area, obscuring the name and position of the signatory.

Name:

Position:

Date:

25/11/2022



Contract Data:  
Term Service Short Contract

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# Short Contract

**A contract between**

UK Research & Innovation  
Polaris House  
North Star Avenue  
Swindon  
SN2 1SZ

**and**

System Five Services Limited  
4 Dukes Court,  
Bognor Road,  
Chichester,  
PO19 8FX

**for**

A Term Service Contract to provide Building Management  
System Servicing, Maintenance and Repairs

Contract Forms

Contract Data

The *Contractor's Offer* and *Client's Acceptance*

Price List

Scope

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

# Contract Data

## The *Client's* Contract Data

The *Client* is

Name

Address for communications

Address for electronic communications

If the *Client* appoints a *Client's Agent*, the *Client's Agent* is

Name

Address for communications

Address for electronic communications

The authority of the *Client's Agent* is

The *service* is

The *starting date* is

The *service period* is  months

The *period for reply* is  weeks

The *assessment day* is the  of each month

Are the rates and Prices in the contract adjusted for inflation? ~~Yes~~/No (delete as applicable)

If yes the *index* is  provided by

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) ~~does~~/does not apply  
(delete as applicable)

# Contract Data

## The *Client's* Contract Data

The *Adjudicator* is

Name

Address for communications

Address for electronic communications

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

**Insert a rate only if a rate less than 0.5% per week of delay has been agreed.**

For any one event, the liability of the *Contractor* to the *Client* for loss of or damage to the *Client's* property is limited to

The *Client* provides this insurance

**Only enter details here if the *Client* is to provide insurance.**

The minimum amount of cover for the second insurance stated in the Insurance Table is, for any one event

The minimum amount of cover for the third insurance stated in the Insurance Table is, for any one event

The *Adjudicator nominating body* is

The *tribunal* is

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

# Contract Data

## The *Client's* Contract Data

The *conditions of contract* are the NEC4 Term Service Short Contract June 2017 (with amendments October 2020) and the following additional conditions

**Only enter details here if additional conditions are required.**

Z Clauses as contained in Appendix B Terms and Conditions



# Contract Data

## The Contractor's Contract Data

The Contractor is

Name

Address for communications

Address for electronic communications

The fee percentage is  %

The people rates are

category of person	unit	rate
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The published list of Equipment is

The percentage for adjustment for Equipment is  % (state plus or minus)

# The Contractor's Offer and Client's Acceptance

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

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

FOIA S43 Commercial

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

FOIA S43 Commercial

FOIA S43 Commercial

Signed on behalf of the Contractor

Name  FOIA S40 Personal Information  
Position   
Signature   
Date

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

Signed on behalf of the Client

Name  FOIA S40 Personal Information  
Position   
Signature   
Date

# Price List

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
1	LMB, MRS CBU BMS Maintenance & Support (Gold)	Qtr	2		FOIA S43 Commercial
2	MRC ARES BMS Maintenance & Support (Gold)	Qtr	2		FOIA S43 Commercial

The total of the Prices **FOIA S43 Commercial**

## PART 2

ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	RATE	PRICE
3	LMB, MRS, CBU Provisional Sum				FOIA S43 Commercial
4	ARES Provisional Sum				FOIA S43 Commercial

The total of the Prices **FOIA S43 Commercial**

The method and rules used to compile the Price List are

Contractor Quote reference **FOIA S43 Commercial**

LMB, MRC, CBU Visit Frequency – 3 days per week  
Ares Visit Frequency – 1 day per week

### Emergency Call out rates:

Normal Hours **FOIA S43 Commercial**  
Evening/weekend/Saturday mornings **FOIA S43 Commercial**  
Nights/Sunday/Bank Holiday **FOIA S43 Commercial**  
Remote Access/Telephone Support **FOIA S43 Commercial**

# Scope

## 1 Description of the service

Contract specification contained in Appendix A Specification BMS Service Contract for LMB, MRS, ARES

## 2 Specifications

TITLE	DATE OR REVISION	TICK IF PUBLICLY AVAILABLE

# Scope

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

Please see Contract specification contained in Appendix A Specification BMS Service Contract for LMB, MRS, ARES

## 4 Requirements for the plan

Please see Contract specification contained in Appendix A Specification BMS Service Contract for LMB, MRS, ARES



# Scope

## 6 Property affected by the service

MRC Laboratory of Molecular Biology & MRS  
Francis Crick Avenue  
Cambridge Biomedical Campus  
Cambridge  
CB2 0QH

MRC ARES Building,  
Babraham Research Campus,  
Babraham,  
Cambridge  
CB 22 3AT

Any other Affected Properties as may be specified