

## **GENERAL CONDITIONS OF CONTRACT - SERVICES**

### **1. DEFINITIONS**

The terms and expressions used in these Terms and Conditions shall have the meanings set out below:

‘Acceptance’ means that The City of Liverpool College’s Authorised Officer has accepted the Services as meeting the requirements of the Contract.

‘Acceptance Certificate’ means the document issued by the Authorised Officer confirming that all acceptance tests specified for the Services have passed such tests and the date of such Acceptance.

‘Authorised Officer’ means Our employee authorised either generally or specifically by Us to sign Our Purchase Order, confirmation of which may be obtained from Our Registrar or Secretary or Director of Finance as applicable.

‘Authorised’ means signed by one of Our Authorised Officers.

‘Business Day’ means any day other than a Saturday or Sunday or a public or bank holiday in England.

‘Contract Period’ means such period as set out in the Contract or as otherwise may be agreed between the parties from time to time.

‘Contract’ has the meaning given in Condition 5 below.

‘Delivered’ shall mean the delivery of performance of the services at the place notified in the purchase order.

‘Delivery Date’ means the date specified in the Contract and/or confirmed by the Purchase Order.

‘Delivery Instructions’ means the instructions set out in the Contract for the provision of services, including any milestone events, and any other information The City of Liverpool College considers appropriate to the provision of the services.

‘Good Industry Practice’ means the exercise of such degree of skill, diligence, care and foresight which would reasonably and ordinarily be expected from a skilled and experienced contractor engaged in the supply of Services similar to the Services under the same or similar circumstances as those applicable to the Contract.

‘Intellectual Property Rights’ means patents, copyright, registered and unregistered design rights, utility models, trade marks (whether or not registered), database rights, rights in know-how and confidential information and all other intellectual and industrial property rights and similar or analogous rights existing under the laws of any country and all rights to apply for or register such rights.

‘Key Personnel’ means those persons named in the Contract and any replacement from time to time authorised by the Authorised Officer in accordance with the Contract.

‘Liabilities’ means all costs, actions, demands, expenses, losses, damages, claims, proceedings, awards, fines, orders and other liabilities ( including reasonable legal and other professional fees and expenses) whenever arising or brought.

‘Order Amendment’ means Our Authorised Order Amendment or series of Order Amendments, each Order Amendment having precedence over any earlier Order Amendment.

‘Package’ means any type of package including bags, cases, carboys, cylinders, drums, pallets, tanks, wagons and other containers.

‘Premises’ means the location(s) where the Services are to be performed.

‘Price’ has the meaning given in Condition 6 below.

'Purchase Order' means Our Authorised Purchase Order in the format set by Us having these general conditions of purchase on its reverse or attached to it or referring to these general conditions of purchase on its face.

'Replacement Contractor' means any company, organisation or person who replaces the contractor following termination or expiry of all or part of this Contract.

'Sale of Goods Act 1979' shall mean the Sale of Goods Act 1979 as amended by the Sale and Supply of Goods Act 1994.

'Services' means the services described in the specification and set out in the Contract together with all equipment required and any allocated goods provided by the Contractor in relation to those services.

'Supply of Goods and Services Act 1982' shall mean the Supply of Goods and Services Act 1982 as amended by the Sale and Supply of Goods Act 1994.

'Tender' means a tender issued by Us for the supply of Services to Us.

'We', 'Us' and 'Our' means any Authorised Officer of The City of Liverpool College placing a Purchase Order within the terms of this Contract.

'You' and 'Your' means the person, firm or company to whom the Purchase Order is addressed and any employees, sub-contractor or agents of said person, firm or company.

- 1.1. Any reference to a person shall include any natural person, partnership, joint venture, body corporate, incorporated association, government, governmental agency, persons having a joint or common interest, or any other legal or commercial entity or undertakings.
- 1.2. A reference to any statute, order, regulation or similar instrument shall be construed as a reference to the statute, order, regulation or instrument as amended by any subsequent statute, order, regulation or instrument or as contained in any subsequent re-enactment.

"Data Breach" means any act or omission that (i) compromises the security, confidentiality or integrity of the Personal Data that Supplier Processes for and on behalf of the College (including, by way of example, the unauthorised loss or disclosure of any such Personal Data by Supplier); (ii) compromises the physical, technical, administrative or organisational safeguards put in place by the Supplier that relate to the protection of the security, confidentiality or integrity of such Personal Data (including any breach of the IT and data security requirements); or (iii) causes the College or Supplier to be in breach of data protection Law (in particular the General Data Protection Regulation).;

"Data Controller" has the meaning set out in the DPA up to and including 24 May 2018 and has the meaning of "Controller" set out in the GDPR from 25 May 2018.;

"Data Protection Particulars" means, in relation to any Processing under this Agreement: (a) the subject matter and duration of the Processing; (b) the nature and purpose of the Processing; (c) the type of Personal Data being Processed; and (d) the categories of Data Subjects.

"Data Subject" has the meaning set out in the DPA up to and including 24 May 2018 and from 25 May 2018 has the meaning set out in the GDPR.

"DPA" means the Data Protection Act 1998 and the rules and regulations made or having effect under it.

"GDPR" means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the

free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119/1, 4.5.2016.;

"Personal Data" has the meaning set out in the DPA up to and including 24 May 2018 and from 25 May 2018 has the meaning set out in the GDPR. For the purposes of this Agreement, Personal Data shall include Sensitive Personal Data.

"Processing" has the meaning set out in the DPA up to and including 24 May 2018 and has the meaning set out in the GDPR from 25 May 2018, and "Process" and "Processed" shall be construed accordingly.

"Processor" has the meaning of "Data Processor" as set out in the DPA up to and including 24 May 2018 and has the meaning set out in the GDPR from 25 May 2018.; and

"Sensitive Personal Data" means Personal Data that reveals such categories of data as are listed in Article 9(1) of the GDPR.

## 2. HEADINGS

- 2.1. The index and headings to the Conditions and where applicable the appendices and schedules of this Contract are for convenience only and will not affect its construction or interpretation.

## 3. NOTICES

- 3.1. Any notice required by this Contract to be given by either party to the other shall be in writing and shall be served personally, by fax or by sending it by registered post or recorded delivery to the appropriate address, fax number or e-mail address notified to each other as set out in the Contract Particulars.
- 3.2. Any notice served personally will be deemed to have been served on the day of delivery; any notice sent by post will be deemed to have been served 48 hours after it was posted; any notice sent by fax will be deemed to have been served 24 hours after it was despatched and any notice sent by e-mail before 5 p.m. will be deemed to have been served on the day of despatch and otherwise on the following day save where the deemed date of service falls on a day other than a Business Day in which case the date of service will be the next Business Day.

## 4. ENTIRE AGREEMENT

- 4.1. The Contract constitutes the entire agreement between the parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Condition shall not exclude liability in respect of any fraudulent misrepresentation.

## 5. THE CONTRACT

- 5.1. You agree to sell, and We agree to purchase the Services in accordance with the Contract. The Contract shall comprise (in order of precedence) any Purchase Order Amendments, the Purchase Order, these conditions of purchase and any other document (or part document) referred to on the Purchase Order. The Contract shall expressly exclude Your conditions of sale however these are purported by You to apply. Delivery of Services in response to a Purchase Order or Order Amendment shall be taken by Us that You have accepted the terms and conditions of this Contract.

6. PRICE

- 6.1. Services should be supplied at the prices detailed in the Price Schedule until the minimum fixed price period is reached. All variations (increases & decreases) to price within the contract period will be subject to 30 days written notice. Such notice shall provide full justification for the proposed change.

7. VARIATION OF REQUIREMENT

- 7.1. You shall not alter or change the agreed scope of the Services except as directed by Us but We shall have the right from time to time during the execution of the Contract, by written notice to direct You to add to or omit, or otherwise vary, the Services, and You shall carry out such variations and be bound by the same Contract terms and conditions set out in this Contract so far as is applicable, as though the said variations were stated in the Contract.
- 7.2. In the event of any variation of the contractual requirement in accordance with Condition 7.1 above which would occasion an amendment to the Price You shall within seven (7) calendar days of receipt of such notification of variation, advise Us in writing of the impact on the Price and/or previously agreed Delivery Date. Any such proposed amendment shall be ascertained at the same level of pricing as that contained in Your tender. Any proposed change to the Delivery Date shall give the reasons for such change.
- 7.3. If in Your opinion any such variation in accordance with this Condition 7.1 above is likely to prevent You from fulfilling any of Your obligations under the Contract, You shall notify Us in writing immediately whereupon We shall inform You within a maximum of ten (10) business days whether or not the said variations shall be carried out. Until We confirm such variation instructions in writing they shall be deemed not to have been given. Our view shall be final in deciding whether to proceed with a variation or not.

8. RIGHTS OF CANCELLATION

- 8.1. In addition to Our rights of termination under this Contract We may cancel the Purchase Order and any Purchase Order Amendment thereto at any time by sending You in writing a notice of termination. You will comply with any such instructions that We may issue regarding the Contract. If You submit a termination claim then We will consider such claim and will pay to You the cost of any commitments, liabilities or expenditure which in Our reasonable opinion were a direct consequence of this contract at the time of termination. Our opinion will take due account of Your obligation to mitigate any of Your losses so arising. Our maximum liability so arising shall not exceed the Price.
- 8.2. If You fail to submit a termination claim within one (1) month of the date of Our notice of termination, then We shall have no further liability under the Contract.

9. INTELLECTUAL PROPERTY

- 9.1. All Intellectual Property Rights in any specifications, instructions, plans, data, drawings, databases, patents, patterns, models, designs or other material:
- 9.1.1. provided to You by Us shall remain Our property;

- 9.1.2. prepared by or for You specifically for the use, in relation to the performance of the Contract shall belong to Us subject to any exceptions set out in the Contract Particulars.
- 9.2. You shall obtain necessary approval before using any material, in relation to the performance of the Contract which is or may be subject to any third-party Intellectual Property Rights. You shall procure that the owner of the Intellectual Property Rights grant to Us a non-exclusive licence, or if You is itself a licensee of those rights, You shall grant to Us an authorised sub-licence to use, reproduce, and maintain the Intellectual Property Rights. Such licence or sub-licence shall be non-exclusive, perpetual and irrevocable, shall include the right to sub-licence, transfer, or assign to other Purchasing Consortia, the replacement contractor or to any other third party providing Services to Us, and shall be granted at no cost to Us.
- 9.3. It is a Condition of this Contract that the Services will not infringe any Intellectual Property Rights of any third party and You shall during and after the Contract Period on written demand indemnify and keep indemnified without limitation Us against all Liabilities which We may suffer or incur as a result of or in connection with any breach of this Condition 9, except where any such claim relates to the act or omission of Us.
- 9.4. At the termination of the Contract You shall at the request of Us immediately return to Us all materials, work or records held in relation to the Services, including any back-up media.

## 10. CORPORATE REQUIREMENTS

- 10.1. You shall comply with all obligations under the Human Rights Act 1998 or any subsequent re-enactment.
- 10.2. You shall comply with all Our policies and rules, such as, but not limited to:
  - 10.2.1. Equality and diversity policies
  - 10.2.2. Sustainability and Social Responsibility
  - 10.2.3. Information security rules
  - 10.2.4. Whistleblowing and/or confidential reporting policies: and
  - 10.2.5. All site rules relevant to the fulfilment of Your obligations
- 10.3. You shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether age, race, gender, religion, disability, sexual orientation or otherwise) in employment.
- 10.4. You shall comply with all relevant legislation relating to Your employees however employed including (but not limited to) the compliance in law of the ability of the employees to work in the United Kingdom.
- 10.5. If You have a finding against You relating to Your obligations under this Condition 10.4 You will provide Us with:
  - 10.5.1. details of the finding: and
  - 10.5.2. the steps You have taken to remedy the situation.

## 11. FREEDOM OF INFORMATION ACT

- 11.1. The City of Liverpool College is committed to meeting its responsibilities under the Freedom of Information Act 2002.

- 11.2. Accordingly, all information submitted to The City of Liverpool College may need to be disclosed and/or published. If you consider that any of the information included in your tender would give rise to an actionable breach of confidence and/or would prejudice your commercial interests, and/or constitute trade secrets (“commercially sensitive”) please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose and/or publish it, whether your tender is accepted or not. We may also require to disclose and/or publish details of unsuccessful tenders
- 11.3. Whilst information of a sensitive nature in unsuccessful tenders, (e.g. pricing and daily rates) will not normally be disclosed and/or published, in certain circumstances we may be required to disclose and/or publish such sensitive information where the public interest in its disclosure and/or publication outweighs the public interest in keeping such information confidential

## 12. GENERAL DATA PROTECTION ACT (GDPR)

### 12.1. Definitions

12.1.1 In the present provision, the following definitions shall apply:

12.1.2 **Agreement:** the contractual document in which the Supplier and the Buyer are parties to, relating to the supply of goods and/or services from the Supplier to the Buyer.

12.1.3 **Buyer:** [The City of Liverpool College] and, if applicable, acting for and on behalf of all its affiliated companies or third parties.

12.1.4 **Products:** means those goods and/or services supplied under the Agreement.

12.1.5 **Supplier:** [“Supplier”] and, if applicable, acting for and on behalf of all its affiliated companies.

12.2. Each the Supplier and Buyer being a Party and together the Parties.

12.3. For the avoidance of doubt, any terms used and not defined herein shall have the meaning given to it by the GDPR.

12.4. In the context of their contractual relations, the Parties undertake to comply with the Applicable Personal Data Protection Regulations in force applicable to the processing of Personal Data and, in particular, GDPR (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data (hereinafter the 'GDPR'), including in particular any updated, additional, amended provisions, directives, recommendations or regulations or other substitute provisions, even if promulgated after the effective date of this document, as well as local laws and regulations to which the Personal Data are subject, which together form the "**Applicable Personal Data Protection Regulations**".

12.5. In the course of the Agreement, each Party, acting as Controller, may process a set of personal data (“Personal Data”) relating to the employees, agents, consultants, representatives or any other natural persons authorized to act on the other Party’s behalf (“Data Subjects”), in accordance with the definitions of the GDPR.

12.6. For the sake of clarity in the present provision, each Party shall be acting as Controller for the purposes of processing any Personal Data pursuant to the Agreement.

12.7. Obligations

12.7.1 Each Party commits to comply with the Applicable Personal Data Protection Regulations and specifically undertakes to:

12.7.1.1 Implement and maintain the necessary security measures to secure the Personal Data and, if necessary, considering the state of the art, the costs of implementation. and the nature, scope, context and purpose of the processing as well as the risks, the degree of probability and severity of which varies, for the rights and freedoms of natural persons, in order to guarantee a level of security adapted to the risk including inter alia as appropriate:

- 12.7.1.1.1 pseudonymisation and encryption of personal data;
- 12.7.1.1.2 the means to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- 12.7.1.1.3 the means to restore the availability of Personal Data and access to it in good time in the event of a physical or technical incident;
- 12.7.1.1.4 a procedure to test, analyse and regularly evaluate the effectiveness of technical and organizational measures to ensure safe processing.

12.7.2 Conduct internal audits, as the case may be, regarding its compliance with the Applicable Personal Data Protection Regulations

12.7.3 Regularly provide training to its personnel regarding the criticality and applicable rules regarding Personal Data protection management in the course of their duties. Each Party also commits to have each of its employees processing Personal Data in the course of their duties bound by an appropriate confidentiality contractual obligation.

12.7.4 Provide complete and transparent information towards the Data Subjects in accordance with the requirements of the Applicable Personal Data Protection Regulations. In this regard, each Party commits to maintain on its commercial website a privacy policy (hereinafter the "Privacy Policy") addressed to the end-users of the website which shall be easily accessible as from the homepage of the website and to provide a copy of the Privacy Policy upon request.

12.7.5 Give, in a timely manner, appropriate responses to any requests received from Data Subjects and in any case meet, as a minimum, the requirements of the Applicable Personal Data Protection Regulations.

12.7.6 Keep a register of all categories of processing activities performed in the course of purchasing and/or delivering Products and/or Services during the Agreement.

12.7.7 Consideration, for tools, products, applications or services that have been conceived after the entry into force of GDPR, the principles of data protection by design and by default.

12.7.8 Guarantee that it complies with the legal requirements of the Applicable Personal Data Protection Regulations regarding transfer of personal data.

12.8. As the Buyer might be transmitting Personal Data to the Supplier in the course of the Agreement and as such transmission shall be considered as indirect in accordance

with the Article 14 of the GDPR, the Buyer undertakes to inform the Data Subjects on behalf of the Supplier, acting as Data Controller, in order to fulfil its obligation of information laid down in Article 14 of the GDPR. In order to do so the Buyer shall direct the Data Subjects to the Supplier's website and inform the Data Subjects that the Supplier Privacy Policy is accessible as from the homepage of the website.

- 12.9. Whenever the Data Subjects transmit directly their Personal Data, in accordance with Article 13 of the GDPR, through the Supplier's website or through any other means, the Data Subjects may access the Supplier's Privacy Policy from the homepage of the Supplier's websites and therefore obtain all required information.

### 13. INDEMNITY AND INSURANCE

- 13.1. You will indemnify and keep Us indemnified fully in respect of and in connection with:

13.1.1. all loss and/or expense by you which results from the provision of the Services, including advice and recommendations made, and accepted by Us and

13.1.2. all loss and/or expense, and all actions, claims, demands, costs and expenses incurred by or made against Us which arises from any Installation and/or any Services and/or advice given or anything done or omitted to be done under, or in connection with the Contract by You; and

13.1.3. all and any actions, claims, demands or costs in respect of the death or injury to any person arising from inappropriate advice and recommendations, defective materials, Goods, workmanship or design, or by reason of Your negligence, or any act or omission on the part of Your employees, sub-contractors, or agents in connection with the Contract; and

13.1.4. any damage to Our property (including any materials, tools or patterns sent to You for any purpose).

- 13.2. You must take out and maintain insurance adequate to cover the risks set out in this Condition 13 and Your liabilities under the Contract and in any event shall take out and maintain:

13.2.1. Product Liability Insurance coverage of not less than five million pounds sterling (£5,000,000) for anyone, or series of claims that may arise; and

13.2.2. Professional Indemnity Insurance coverage for a period from the date of this Contract to a date of not less than six (6) years from the date of this Contract of not less than two million pounds sterling (£2,000,000) for anyone, or series of claims that may arise; and

13.2.3. Public Liability Insurance coverage of not less than five million pounds sterling (£5,000,000) for anyone, or series of claims that may arise.

- 13.3. You will take out and maintain such insurances as set out in this Condition 12 with a reputable insurance company and shall at Our request provide evidence of the insurance policy or policies and of payment of the premiums. Your failure to maintain such insurances shall be treated as a material breach of the Contract and shall give Us the right to terminate the Contract in accordance with Condition 36.

### 14. PROGRESS AND INSPECTION

- 14.1. You shall at Your expense provide any programmes for the provision of the Services delivery that We may reasonably require.



- 14.2. You shall notify Us, in writing, without delay if Your progress falls behind or may fall behind any of these programmes.
- 14.3. We shall have the right to check progress at Your offices (including home working) or the offices (including home working) of Your sub-contractors at all reasonable times to inspect and to reject Services that do not comply with the Contract. Your sub-contracts shall reserve such rights for Us.
- 14.4. Any inspection or approval shall not relieve You from Your obligations under this Contract.

15. PERFORMANCE

- 15.1. The services shall be provided in accordance with any Delivery Instructions. If no time for delivery is stated in the Delivery Instructions the Services shall be delivered between 9am and 5pm on a Business Day.
- 15.2. The time of the delivery of the Services is of the essence to the Contract.
- 15.3. We retain You for the performance of the Services on a non-exclusive basis
- 15.4. If You at any time become aware of any material matter that could affect the performance of the Services in accordance with The Contract You shall inform Us immediately in writing.
- 15.5. If You at any time become aware of any act or omission, or proposed act or omission, by Us which prevents or hinders or may prevent or hinder You from performing the Services in accordance with the Contract You shall inform us in writing and We may, at its absolute discretion, extend the period of The Contract accordingly.

16. COMPLETION OF SERVICES

- 16.1. You shall advise Us in writing when the Service is completed. Provided the Service has been completed satisfactorily for Us in accordance with the terms and conditions of the Contract We shall give you an Acceptance Certificate, or else We shall inform You in writing of Our reasons for not accepting the Service.
- 16.2. Until We have accepted the Service in the manner aforementioned, the Service shall not be considered accepted either in whole or in part. Neither partial payments made during the performance of the Service, nor the presence of Our representative during execution of the Service, shall constitute acceptance of the Service or any part of the Service.

17. PAYMENT

- 17.1. We shall pay the Price for the Services to You.
- 17.2. You shall unless otherwise instructed submit a VAT invoice to Us no later than seven (7) calendar days after the end of each calendar month detailing the Services provided during the calendar month the amount payable and the purchase order number.
- 17.3. We shall use our reasonable endeavours to pay any undisputed invoice no later than thirty (30) days following the date of receipt of the invoice by Us.
- 17.4. We reserve the right to withhold payment of the relevant part of the Price without payment of interest, where You have either failed to deliver the Services at all or has delivered Services which in Our reasonable opinion are unsatisfactory and any invoice relating to such Services will not be paid unless or until the Services have been delivered to Our satisfaction.

- 17.5. We will be entitled but not obliged at any time or times without notice to You to set off any liability of Ours to You against any liability of You to Us and may for such purpose convert or exchange any sums owing to You into any currency or currencies in which the obligations of Us are payable under this Contract. Our rights under this Condition 16 will be without prejudice to any other rights or remedies available to Us under this Contract or otherwise.

18. E PROCUREMENT

- 18.1. If requested by Us, the Supplier shall accept the use of corporate purchasing cards at no additional costs to Us
- 18.2. If requested by Us the Supplier shall participate in the e-procurement system of our choice. This shall be at no additional costs to Us providing that any ongoing Supplier costs do not exceed the costs of purchasing cards.

19. PUBLICITY

- 19.1. Unless expressly permitted in writing by Us the Supplier shall not publish or permit to be published either alone or in conjunction with any other person any information, articles, photographs or other illustrations relating to or connected with this Agreement or our work. This clause shall not preclude Us and the Supplier from mutually agreeing to promotional or publicity initiatives regarding the supply of Goods to Us.

20 WORK ON OUR PREMISES

- 20.1 If the Contract involves any Services which You perform on Our premises, then the following Conditions shall apply:
- 20.1.1 You shall ensure that You and Your employees, Your sub-contractors and their employees and any other persons associated with You will adhere in every respect to the obligations imposed upon You by current safety legislation.
- 20.1.2 You shall ensure that You and Your employees, Your sub-contractors and their employees and any other person associated with You will comply with any regulations that We may notify to You in writing.
- 20.1.3 When required You and Your employees, Your sub-contractors and their employees shall comply with any security requirements including a right to search when entering or leaving Our site(s) and shall comply with any alcohol and/or drug testing programme that may be in place from time to time
- 20.1.4 You shall ensure all employees or sub-contractor staff will always be clearly identifiable by wearing a uniform and/or name badge .
- 20.2 You shall make no delivery of materials, plant or other things nor commence any work on Our premises without obtaining Our prior consent.
- 20.3 Access to Our premises shall not be exclusive to You but only such as shall enable the performance of the Contract concurrently with the execution of work by others. You shall co-operate with such others as We may reasonably require.
- 20.4 We shall have the power at any time during the progress of the Contract to order in writing:
- 20.4.1 the removal from Our premises of any materials which in Our opinion are either hazardous, noxious or not in accordance with the Contract, and/or:

- 20.4.2 the substitution of proper and suitable materials, and/or;
- 20.4.3 the removal and proper re-execution notwithstanding any previous test thereof or interim payment therefore of any work or Services which, in respect of material or workmanship, is not in Our opinion in accordance with the Contract.
- 20.5 On completion of the Contract You shall remove Your plant, equipment and unused materials and shall clear away from Our premises all waste material arising out of the Contract and leave Our premises in a neat and tidy condition.

21 ARTICLES ON LOAN AND USE OF INFORMATION

- 21.1 All tools, materials, drawings, specifications and other equipment and data (the Articles) loaned by Us to You in connection with the Contract shall remain always Our property and be surrendered to Us upon demand in good and serviceable condition (fair wear and tear allowed) and are to be used by You solely for the purpose of completing the Contract. You agree that no copy of any of the Articles will be made without the consent in writing of Our Authorised Officer. Until You return all the Articles to Us, they shall be at Your risk and insured by You at Your expense against the risk of loss, damage or theft. Any loss of or damage to such Articles shall be made good by You at Your expense. All scrap arising from the supply of such Articles must be disposed of at Our discretion and all proceeds of sales of such scrap must promptly be paid to Us.

22 WARRANTY

- 22.1 You warrant to Us that that the Services will be provided:-
- 22.2 in a proper, skilful and professional manner.
- 22.3 by enough appropriately qualified, trained and experienced personnel with a high standard of skill, care and due diligence and in accordance with Good Industry Practice
- 22.4 in accordance with the Contract and any descriptions provided by You that are also set out in the Contract.
- 22.5 to the reasonable satisfaction of the Authorised Officer
- 22.6 by Key Personnel (if any) who shall not be released from providing the services permanently with Our agreement, except for reason of sickness, maternity leave, paternity leave, termination of employment or because they have been requested to do so by Us, or the element of the Service in respect of which the individual was engaged has been complete to Our satisfaction or other extenuating circumstances explained to Us. Any replacements for the Key Personnel shall be subject to the agreement of Us and such replacements shall be of the least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services. The cost of effecting such replacement shall be borne by You; and
- 22.7 in a way that You take every reasonable precaution to safeguard Our property entrusted to your care.
- 22.8 You warrant to Us that to the extent that any goods, equipment or consumables are provided as part of the Services they will:
  - 22.8.1 be free from defects in design, material and workmanship; and

- 22.8.2 be so formulated, designed, constructed, finished and packaged as to be safe and without risk to health and safety.
- 22.9 Without prejudice to Our rights to terminate under Condition 36 (Termination), if any of the Services supplied are not in accordance with the Contract, we shall be entitled to: -
- 22.9.1 require You to provide replacement Services in accordance with the Contract as soon as reasonably practicable and in event within ten (10) Business Days of a request to do so; or
- 22.9.2 subject to Condition 12 (Indemnity and Insurance) require repayment of the proportion of the Price which has been paid in respect of such Services together with payment of any additional expenditure over and above the Price reasonably incurred by Us in obtaining replacement Services.
- 23 YOUR EMPLOYEES
- 23.1 We reserve the right under the Contract to refuse to admit to, or to withdraw permission to remain on, any premises occupied by or on behalf of Us:
- 23.1.1 any member of Your employees; and/or
- 23.1.2 any person employed or engaged by a sub-contractor, agent or servant of yours whose admission or continued presence would be, in the reasonable opinion of us, undesirable.
- 23.2 When directed by Us, You shall provide a list of the names and addresses of all persons (if any) who it is expected may require admission in connection with the Contract to any premises occupied by or on behalf of Us, specifying the capacities in which they are concerned with the Contract and giving such other particulars as We may reasonably require.
- 23.3 Your employees and those (if any) of Your sub-contractors or agents engaged within the boundaries of any of our premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at that establishment, and when outside that establishment.
- 23.4 Our decision as to whether any person is to be refused access to any premises occupied by or on behalf of Us shall be final and conclusive.
- 23.5 You shall replace any of Your employees who we have reasonably decided to have failed to carry out their duties with reasonable skill and care. Following the removal of any of Your employees for any reason, You shall ensure such person is replaced promptly with another person with the necessary training and skills to meet the requirements of the services.
- 23.6 You shall bear the cost of or costs arising from any notice, instructions or decision of Us under this Condition 23.
- 24 TUPE AND RE-TENDERING **\*\*IF APPLICABLE\*\***
- 24.1 In the event of expiry or termination of this Contract or whenever reasonably requested by Us in preparation for tendering arrangements You will provide Us with such assistance as we may require and provide at no cost to Us any information We (whether on its own account or on behalf of any potential or confirmed replacement

contractors) may request in relation to the employees including, but not limited to, providing employee liability information as required under Regulation II of TUPE.

- 24.2 You authorise Us to pass any information supplied to any replacement contractor or potential replacement contractor and You will secure all necessary consents from relevant employees in order to do this.
- 24.3 You will keep Us, and any replacement contractor indemnified in full against all liabilities arising directly or indirectly in connection with any breach of this Condition 24 or inaccuracies in or omissions from the information provided.

## 25 NON-SOLICITATION AND OFFERS OF EMPLOYMENT

- 25.1 You agree that You will not, without the prior written consent of Us, whether directly or indirectly, and whether alone or in conjunction with, or on behalf of, any other person and whether as a principal, shareholder, director, employee, agent, consultant, partner or otherwise during the Contract period or for a period of 12 months following termination of this Contract:
- 25.1.1 Solicit or entice, or endeavour to solicit or entice, away from Us, any person directly related to the Services employed in a senior capacity, in a managerial, supervisory, technical sales or administrative capacity by, or who is or was a consultant to Us at the date of termination of this Contract or at any time during the period of three (3) months immediately preceding the date of termination; or
- 25.1.2 attempt, or knowingly assist or procure any other person to do the above.

## 26 THE SERVICES

- 26.1 You shall supply the services during the contract period in accordance with Our requirements as set out in the Specification and the provisions of the Contract in consideration of the payment of the Price. We reserve the right to inspect and examine the way You supply the Services whether on or off our premises during the business hours specified in the Contract.
- 26.2 If We inform You in writing that We reasonably believe that any part of the Services does not meet the requirements of the Contract or differ in any way from those requirements, and this is other than as a result of a default by Us, You shall at Your own expense re-schedule and carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by US.

## 27 LICENCE TO OCCUPY PREMISES

- 27.1 Any land or Premises made available from time to time to You by Us in connection with the Contract, shall be made available to You on a non-exclusive licence basis free of charge and shall be used by You solely in the purpose of performing its obligation under the Contract. You shall have the use of such land or Premises as licensee and shall vacate the same on completion, termination or abandonment of the Contract.
- 27.2 You shall limit access to the land or Premise to such personnel as is necessary to enable it to perform its obligations under the Contract and You shall co-operate (and ensure it personnel co-operate) with such other persons working concurrently on such land or Premises as We may reasonably request.
- 27.3 You agree that there is no intention on Our part to create a tenancy of any nature whatsoever in favour of You or its personnel and that no such tenancy has or shall

come into being and, notwithstanding any rights granted pursuant to the Contract, We retain the right at any time to use any Premises owned or occupied by Us in any manner We see fit.

28 LEGITIMACY OF THE WORKFORCE

28.1 You shall take all reasonable steps to ensure that any employees, servants or agents of You and any sub-contractors, their employees, servants or agents, employed in the execution of the Contract are entitled to obtain employment in the United Kingdom and are not claiming Unemployment Benefit or any benefit payable to persons registered as unemployed.

29 MODERN SLAVERY ACT 2015

29.1 The City of Liverpool College Group (The Group) is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.

29.2 The Group expects all suppliers and their respective supply chains to comply fully with this legislation.

29.3 The Group expects that upon request suppliers will provide appropriate assurances/evidence that they are actively following all provisions of the act.

29.4 The Group reserve the right to remove any supplier who fails to provide the appropriate assurances that they are complying with the act from its active suppliers list.

30 FOREGROUND INTELLECTUAL PROPERTY

30.1 Copyright in any reports or test results or other copyright work arising out of the Services done for the purposes of this Contract shall belong to Us, except to the extent that it contains pre-existing copyright belonging to You or third parties.

30.2 Subject to the terms of this Contract, all rights of third parties arising otherwise than by virtue of this Contract, including inventions and designs and business solutions shall rest in and be the property of Us.

31 BACKGROUND INTELLECTUAL PROPERTY

31.1 You shall grant Us, or any third party or parties nominated by Us, a royalty-free perpetual, worldwide and non-exclusive licence in respect of any technical information (including but not limited to inventions, designs, drawings and business solutions whether or not patented and patentable) owned or controlled by You necessary to enable Us, or the said third party or parties, to use and exercise, and to manufacture use and sell articles or solutions embodying any of the information generated under this Contract. The grant of such a licence shall be to the extent that You have the right to do so.

32 CHARGES FOR YOUR STAFF PROVIDING SERVICES

32.1 Your hourly, daily, weekly or other agreed duration basis of charges for personnel engaged in providing the Services, including those of your sub-contractors shall remain firm and unchangeable throughout the Contract period. For the avoidance of doubt if within the contract period such personnel are promoted to more senior positions this will not permit You to revise Your basis of charging to Us

33 OFFSITE PROVISIONS OF SERVICES

- 33.1 We recognise that some or all of the Services may be provided from a site or sites (including home working) of You and for your appointed sub-contractor or sub-contractors. In all circumstances where Services or part of the Services are provided from such site or sites You shall comply with the following requirements:
- 33.1.1 give the Authorised Office a minimum of one (1) weeks written notification that off-site working will take place, setting out the reasons for such working, personnel resources (including name, position and role) used and the specific outputs to be delivered by each of the personnel
  - 33.1.2 facilitate the Authorised Officer to contact each of the personnel and/or Your Supervising Officer, including but not restricted to, telephone number and/or e-mail addresses for the purpose of ascertaining that the Services are being provided.
  - 33.1.3 ensure that all invoices submitted have signed and authorised daily approval sheets confirming the details as 33.1.2 above
  - 33.1.4 give the Authorised Officer or his nominee a right to inspect, test, examine any methods, schedules, calculations, analysis, materials, equipment, reports, working documents used or to be used in connection with the performance of the Service
- 33.2 Your failure to comply with the terms of this Condition 33 shall give us the right not to pay for the Services provided off-site
- 33.3 Neither failure of Us to inspect nor failure to discover or reject any portion of faulty Service shall be deemed to imply acceptance thereof or in any way relieve You from Your responsibilities according to this Contract.

34 ASSIGNMENT AND SUB-CONTRACTING

- 34.1 The Contract shall not be assigned by You nor sub-contracted as a whole. You shall not sub-contract any part of the Contract without Our written consent, but We shall not refuse such consent unreasonably. You shall be responsible for all work done and Services provided by all Your sub-contractors.

35 YOUR INSOLVENCY AND/OR CHANGE OF OWNERSHIP

- 35.1 If You become insolvent or bankrupt or (being a Company) make an arrangement with Your creditors or have an administrative receiver or administrator appointed or commence to be wound up (other than for the purpose of amalgamation or reconstruction) We may without replacing or reducing any other of Our rights terminate the Contract with immediate effect by written notice to You or any person in whom the Contract may have become vested.
- 35.2 If the ownership of Your Company changes during the period of the Contract, then We may without replacing or reducing any other rights terminate the Contract with immediate effect by written notice to You or any person in whom the Contract may have become vested.

36 TERMINATION ON CHANGE OF CONTROL OR INSOLVENCY

- 36.1 We may terminate the Contract by written notice having immediate effect if:

- 36.1.1 You undergo a change of control within the meaning of Section 416 of the Income and Corporation Taxes Act 1988, impacting adversely and materially on the performance of the Contract; or
  - 36.1.2 Where You are an individual or a firm You or any partner in the firm becomes bankrupt or has a receiving order or administration order made against him; or makes any compromise or arrangement with or for the benefit of his creditors; or appears unable to pay a debt within the meaning of Section 268 of the Insolvency Act 1986; or any similar event occurs under the law of any other jurisdiction within the United Kingdom; or
  - 36.1.3 Where You are a company, You pass a resolution or the Court makes an order that You be wound up otherwise than for the purpose of solvent reconstruction or amalgamation; or a receiver, manager or administrator is appointed on behalf of a creditor in respect of Your business or any part of it; or You are unable to pay Your debts within the meaning of Section 123 of the Insolvency Act 1986; or any similar event occurs under the law of any other jurisdiction within the United Kingdom.
- 36.2 We may only exercise Our right under Condition 36.1.1 within six (6) months after a change of control occurs and shall not be permitted to do so where it has been agreed in advance to a change of control that occurs. You shall notify Us immediately when any change of control occurs.
- 37 TERMINATION FOR REASONS OTHER THAN CHANGE OF CONTROL OR INSOLVENCY
- 37.1 We may terminate the Contract with immediate effect by notice in writing to You on or at any time if in addition to Our rights under Condition 36:
    - 37.1.1 You are convicted of a criminal offence; or
    - 37.1.2 You cease or threaten to cease to carry on Your business; or
    - 37.1.3 There is genuine belief that there is a risk that reputational damage to Us will occur as a result of the Contract continuing; or
    - 37.1.4 You are in breach of any of Your obligations under this Contract that is capable of remedy and which has not been remedied to Our complete satisfaction within ten (10) days or such other reasonable period as may be specified by Us after issue of a written notice specifying the breach and requesting it to be remedied; or
    - 37.1.5 There is a material or substantial breach by You of any of Your obligations under this Contract which is incapable of remedy; or
    - 37.1.6 You commit persistent minor breaches of this Contract, whether remedied or not.
  - 37.2 We reserve the right to terminate the Contract in part in the case of termination under Conditions 37.1.4, 37.1.5 and 37.1.6.
  - 37.3 We reserve the right to terminate the Contract at will, in whole or in part, at any time with or without notice except that We will give as much notice as possible in the circumstances.
- 38 CONSEQUENCES OF TERMINATION
- 38.1 If this Contract is terminated in whole or in part, We shall:



- 38.1.1 be liable to pay to You only such elements of the Price, if any, that have properly accrued in accordance with the Contract or the affected part of the Contract up to the time of the termination; and/or
  - 38.1.2 except for termination under Condition 37.3 be entitled to deduct from any sum or sums which would have been due from Us to You under this Contract or any other Contract and to recover the same from You as a debt any sum in respect of any loss or damage to Us resulting from or arising out of termination of this Contract. Such loss or damage shall include the reasonable cost to Us of the time spent by Our officers and advertisers in terminating the Contract and in making alternative arrangements for the supply of Services or any part of them; and/or
  - 38.1.3 where termination arises under Condition 37.3 pay to You any reasonable direct and quantifiable costs reasonably incurred by You due to early termination subject to Our maximum liability provision in Condition 8; and/or
  - 38.1.4 in the event that any sum of money owed by You to Us (Your debt) exceeds any sum of money owed by Us to You (Our debt) under this Contract then We shall, at Our sole discretion, be entitled to deduct Your debt from any of Our future debt or to recover Your debt as a civil debt.
- 38.2 Upon termination of the Contract for any reason, subject as otherwise provided in this Contract and to any rights or obligations which have been accrued prior to termination, neither party shall have any further obligation to the other under the Contract.

#### 39 DISPUTE RESOLUTION

- 39.1 If any dispute or difference shall arise between the parties in connection with or arising out of the Contract then either party may give the other seven (7) calendar days' notice to resolve the dispute or difference through an Alternative Dispute Resolution (ADR) procedure as recommended by the Centre for Dispute Resolution. If the matter has not been resolved by an ADR procedure within fifty-six (56) calendar days of such notice having been received, or if the other party will not participate in the ADR procedure, then the dispute or difference shall be referred to Arbitration in accordance with Condition 39.2 below.
- 39.2 If any dispute or difference which may arise between You and Us in connection with or arising out of the Contract is under Condition 39.1 is to be referred to ADR but is not so resolved as specified in Condition 39.1 then either party shall give to the other ten (10) business days written notice to that effect and such dispute or difference shall be referred to a single Arbitrator agreed between the parties within ten (10) business days after the date of the said written notice or in default of agreement as may be nominated by the president for the time being of the Chartered Institute of Arbitrators.

#### 40 CORRUPT GIFTS

- 40.1 In connection with this or any other Contract between You and Us You shall not give, provide, or offer to Our staff and agents any loan, fee, reward, gift or any emolument or advantage whatsoever. In the event of any breach of this Condition 40 We shall without prejudice to any other rights We may possess, be at liberty forthwith to terminate this and any other Contract and to recover from You any loss or damage resulting from such termination.

41 LAW AND CHANGE IN LAW

- 41.1 You shall always comply with the Law in Your performance of the Contract.
- 41.2 On the occurrence of a change in law which has a direct effect upon the Price the parties shall meet within ten (10) business days of You notifying Us of the change in law to consult and seek to agree the effect of the change in law and change in the Price as a result following the principle that this Condition 41.2 is not intended to create an artificial cushion from market forces for You. If the parties, within ten (10) business days of this meeting have not agreed the occurrence or the impact of the change in law, either party may refer the matter to dispute resolution in accordance with Condition 39.
- 41.3 Any agreed additional sums payable as a result of the operation of this Condition 41.2 shall be included in the Price. For the avoidance of doubt nothing in this Contract will permit You double recovery of any increase in Your costs.
- 41.4 This Contract shall be subject to English Law and the jurisdiction of the English courts.
- 41.5 This Agreement shall be subject to the law of the country of our main address.

42 THE CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

- 42.1 Nothing in this Contract is intended to confer on any person any right to enforce any term of this Contract which that person would not have had but for the Contracts (Rights of Third Parties) Act 1999 or any statutory modification or re-enactment thereof.

43 WAIVER

- 43.1 A failure at any time to enforce any provision of the Contract shall in no way affect the right at a later date to require complete performance of the Contract, nor shall the waiver of the breach of any provision be taken or held to be a waiver of any subsequent breach of the provision or be a waiver of the provision itself.