

Letter of Agreement – T: 2024 – 009 Collegewide PPE Clothing – Lot 1

For the period 01/08/2025 to 31/07/2028 with the option to extend for 1 x further year

This agreement describes the terms under which Wray Bros (supplier) are to provide the following services to the client (The College) for Lot 1: Technician, Nursery & Health Clothing for staff and student wear:

- Supply and delivery of PPE Clothing wear for Lot 1 for all 5 College centres to include both bulk orders and individual orders (to include free delivery) within lead times advised as:
  - Non personalised items: 24-48 hours from receipt of purchase order
  - Personalised items: 3-5 days dependent on volume required from receipt of purchase order
  - Bulk items (non personalised) to be delivered once call off order is created and faculty staff advise on items required for new student intake prior to the main start in September of each year
  - Provision of College monthly reports on items purchased/usage patterns and regular contract review meetings
- All prices submitted to be held for 1 calendar year from 01/08/2025, any amendments to be advised in writing once the first year is completed on 31/07/2026
- Sale or return option to be included within the contract as per usual with Wray Bros being the incumbent supplier on original contract
- Provision of a College's named account manager for the length of the contract and continue with original experienced team from original contract with regular reviews

Added Value:

- Possibility for apprentice & work placement options for The City of Liverpool College
- To support/attend the College's formal events that are held
- Opportunities for educational visits to facilities to learn about design, production and customisation processes
- Prizes for student raffles and events upon request
- Sponsorship of student events/special initiatives proposed by the College

Billing & Credit Control

The provision that all invoices use accurate data and are of a consistent high quality. The tendered fixed fees for this agreement are the proposed prices showing on your submitted Appendix B relating to this tender.

All invoices/statements must be sent to the following dedicated Payments Team email address [payments@liv-coll.ac.uk](mailto:payments@liv-coll.ac.uk) for processing.

### Safeguarding

The Corporation of The College has a statutory and moral duty to safeguard the welfare of children, young people and vulnerable adults receiving education, training and care through the College, under the safeguarding Vulnerable Groups Act 2006.

The College fully understands its role and responsibilities and is committed towards safeguarding learners; we therefore require our service providers to assess and ensure their staff are suitable to work on College premises and confirm that they will comply with the College's requirement for this agenda.

### Agreement Duration

The contract for the delivery of PPE Clothing for Lot 1 for the period 01/08/2025 to 31/07/2028 to include the option to extend the contract for 1 x further year.

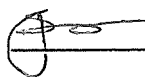
### Confidentiality

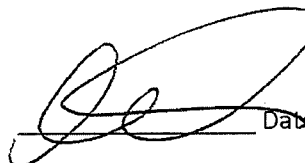
The Company agrees not to disseminate or use for its own purpose, either during or after termination of the contract, any confidential information imparted or relating to the Client.

The Company agrees to use reasonable controls to ensure compliance to the General Data Protection Regulation (GDPR) and to restrict dissemination of such information. The Company agrees that all information the Client provides shall be considered sensitive and confidential unless expressly declared otherwise.

This agreement is mutually accepted between both parties:

Electronic signature is accepted with receipt through email, pdf version.

 Date 23/6/25

 Date 23-6-25

Name: Julie Barnes

Name: Mark Woodworth

Position: DEPUTY CHIEF EXECUTIVE  
The City of Liverpool College

Position: General Manager  
Wray Bros

Julie Barnes



CoLC

Terms\_and\_Conditic