

Letter of Agreement – T: 2024 – 009 Collegewide PPE Clothing – Lot 2

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 BHI Supplies Ltd (supplier) are to provide the following services to the client (The College) for Lot 2: Student Footwear:

- Supply and delivery of PPE student footwear for Lot 2 primarily for all students based at our Vauxhall Road Centre (other centres may also order student footwear) to include both bulk orders and individual orders (to include free delivery) within lead times advised as:
 - Delivery 48 hours from receipt of purchase order
 - Bulk orders 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 each year
 - Sale or return option to be included
- All prices submitted to be held for the duration of the contract from 01/08/2025 to 31/07/2028
- Orders will be placed via email to your proposed email address for sales orders
- Provision of a College's named account manager for the length of the contract

Added Value:

- Possibility for apprentice options for The City of Liverpool College from named industries that BHI have contacts with to also include:
 - Student training/placements
 - Educational visits
 - Masterclasses
 - Student prize
 - Sponsorship of student events

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 for boots:

- Steel toe cap boots
- SBU09 Chukka Boot S1P FO SR, various sizes in black
- Prices at £8.63 & vat

All invoices/statements must be sent to the following dedicated Payments Team email address payments@liv-coll.ac.uk for processing. Please forward a credit account form through to the Procurement team for completion for this account via tina.smith@liv-coll.ac.uk.

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 2 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 _____

__26/06/2025_____ Date _____

Name: _____

Name: __Stewart McAllister__

Position: _____
The City of Liverpool College

Position: Business Development Manager_
BHI Supplies Ltd

Julie Barnes

Stewart McAllister

