

Letter of Agreement – T: 2024 – 009 Collegewide PPE Clothing – Lot 3 -Catering, Front of House,
Cabin Crew & Canteen/Café Staff

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 Grahame Gardner Ltd (supplier) are to provide the following services to the client (The College) for Lot 3: Catering, Front of House, Cabin Crew & Canteen/Café staff.

- Supply and delivery of PPE clothing for Lot 3 primarily for all students based at our Duke Street Centre (other centres will also order canteen/café uniforms) to include both bulk orders and individual orders (to include free delivery) within lead times advised as:
 - Delivery 3-5 days from receipt of purchase order (to include free delivery for College orders)
 - Clothing to be available in size ranges broad enough to cater for all requirements
 - To be available in ranges to facilitate cultural, ethnic & medical requirements
 - 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 (non personalised items)
 - Logoed items will have this information showing on each purchase order
- All prices submitted to be held for the duration of the contract from 01/08/2025 to 31/07/2028, any amendments to be advised in writing once the first year is completed on 31/07/2026
- Orders will be placed via email to your proposed email address for sales orders for delivery to the College centre which will be noted on the purchase order
 - Online shop facility option to also be created for students to access if they are required to purchase their own uniforms
- Provision of a College's named account manager, Simon Ward, along with an internal account manager, name to be advised for the length of the contract
- Please can you provide a sizing guide
- Regular contract review meetings between the account manager and the key stakeholders within the College for this particular lot 3
- A contract Launch meeting to be confirmed and held in the near future to confirm the following:
 - Service portfolio
 - Garment choices for each cohort
 - Allocation of garments for each cohort
 - Student numbers
 - Key dates for servicing and delivery
 - Course relevant information that will assist the smooth running of the contract
- Quarterly review meetings together with regular meetings during the start up phase
- KPI's to be discussed and agreed as start up review meeting

Added Value:

- Student discount for approved items at a contracted rate via the online shop option for catering, cabin crew clothing only
- Student talks to cover Grahame Gardner Ltd experience as a business in the clothing industry
- Donation of 2% of Grahame Gardner Ltd profit from this contract to a College linked activity:
 - Hardship funds
 - Charities
 - Student prizes – all to be donated at the end of each academic year to run for the full term of the contract including the one-year optional extension

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 Lot 3:

- All Catering uniforms
- All Front of House, Cabin Crew and Canteen/Café Staff uniforms

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 3 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 27/6/25


Date 26th June 2025

Name: JULIE BARNES

Name: Simon Ward

Position: DEPUTY CHIEF EXECUTIVE
The City of Liverpool College

Position: Sales Director
Grahame Gardner Ltd

Julie Barnes

Simon Ward



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