

Letter of Agreement – T: 2024 – 009 Collegewide PPE Clothing – Lot 4 – Hair & Beauty Uniforms for Staff and Students

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 Florence Roby Ltd (supplier) are to provide the following services to the client (The College) for Lot 4: Hair & Beauty Uniforms for staff and students

- Supply and delivery of PPE clothing for Lot 4 for all students based at our Duke Street Centre to include both bulk orders and individual orders (to include free delivery for College orders) within lead times advised as:
  - Delivery 3-5 days from receipt of purchase order
  - Clothing to be available in size ranges broad enough to cater for all 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) providing items are returned within 30 days of Invoice date.
  - Logoed items will have this information showing on each purchase order
  - Free teaching staff uniforms for the duration of the contract:
    - 1 dress or tunic/trousers free of charge
  - In-house embroidery facility for logoed garments plus a bespoke design service tailored to individual branding and operating needs available
- All prices submitted to be held for the first year of the contract from 01/08/2025 to 31/07/2026, 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 for the length of the contract
- Please can you provide a sizing guide
- The provision of regular review meeting to ensure expectations are met & continuous improvements made

Added Value:

- Availability of new designs produced annually with a bespoke service available for clients placing orders over 200 garments
- Provision of a made to measure service for sizes 06-26 for staff & students needing sizing outside this range or adjustments for religious or medical needs
- Provision of the in-house design team to support all made to measure, maternity and bespoke orders
- Adaptation for maternity requirements
- Aftercare facility for the account

### 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 4:

- All Hair & Beauty Uniforms
- Free teaching staff uniforms for the duration of the contract:
  - 1 dress or tunic/trousers free of charge

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. Please forward a credit account form through to the Procurement team for completion for this account via [tina.smith@liv-coll.ac.uk](mailto: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 4 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 25/06/2025

Name: JULIE BARNES

Name: Ben Roby

Position: DEPUTY CHIEF EXECUTIVE  
The City of Liverpool College

Position: Business Development Manager  
Florence Roby

Julie Barnes

Ben Roby



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