

Letter of Agreement T: 2024 – 013- Installation & Fit Out Minor Works Framework (Closed) – Via UK
Public Works Contract – Under Threshold

For the period 01/06/2025 to 31/05/2029 with the option to extend for 1 x further year

This agreement describes the terms under which Kimptons, **Ranked No 3** (supplier) are to provide the following services to the client (The College):

- The City of Liverpool College is seeking to establish a four-year (& 1 x optional year extension) Installation and Fit-Out closed Framework to support ongoing refurbishment and upgrade projects across the campus. This framework will be used for mini projects/minor works, including but not limited to:
 - Classroom upgrades
 - Staff room upgrades
 - Breakout space enhancements
- The framework will be operating on a ranked contractor system, where the top three contractors have been selected based on evaluation criteria. These contractors will enter into a formal agreement to provide fit-out and installation services. Additional specialist contractors may be engaged from the College's existing nominated suppliers as required.
- The trades breakdown which are included within this framework are as follows:
 - General labourer/groundworker
 - General 'handyperson', small, domestic scale works or repairs
 - General builder, small demolitions, masonry, refiguration's, carpentry & plastering
 - Plumber
 - Electrician – (C&G 2391 – 18th edition qualified)
 - Painter & Decorator
 - Roofer, to include guttering, rainwater goods & roof trims
 - HVAC engineer (REFCOM)
- To include the schedule of rates/call out costs (ex vat) submitted & agreed for this framework as follows:
 - Mechanical & Electrical:
 - Hourly rate and/or day rate (normal hours): £40.00
 - An hourly rate and/or day rate (out of hours): £60.00
 - Materials % added to cost price of materials: 10%
 - General Labourer/Ground Worker:
 - Hourly rate and/or day rate (normal hours): £24.00
 - An hourly rate and/or day rate (out of hours): £36.00
 - Materials % added to cost price of materials: 10%

- General Handyperson:
 - Hourly rate and/or day rate (normal hours): £31.00
 - An hourly rate and/or day rate (out of hours): £46.50
 - Materials % added to cost price of materials: 10%
- General Builder:
 - Hourly rate and/or day rate (normal hours): £36.00
 - An hourly rate and/or day rate (out of hours): £54.00
 - Materials % added to cost price of materials: 10%
- Plumber:
 - Hourly rate and/or day rate (normal hours): £40.00
 - An hourly rate and/or day rate (out of hours): £60.00
 - Materials % added to cost price of materials: 10%
- Electrician C&G 2392 – 18th Edition Qualified):
 - Hourly rate and/or day rate (normal hours): £40.00
 - An hourly rate and/or day rate (out of hours): £60.00
 - Materials % added to cost price of materials: 10%
- Roofer:
 - Hourly rate and/or day rate (normal hours): £33.00
 - An hourly rate and/or day rate (out of hours): £49.50
 - Materials % added to cost price of materials: 10%
- HVAC Engineer (REFCOM):
 - Hourly rate and/or day rate (normal hours): £40.00
 - An hourly rate and/or day rate (out of hours): £60.00
 - Materials % added to cost price of materials: 10%
- Painting & Decorating:
 - Hourly rate and/or day rate (normal hours): £33.00
 - An hourly rate and/or day rate (out of hours): £49.50
 - Materials % added to cost price of materials: 10%
- Fabric Works:
 - Hourly rate and/or day rate (normal hours): £37.00
 - An hourly rate and/or day rate (out of hours): £55.50
 - Materials % added to cost price of materials: 10%
- Subcontractors mark up:
 - Subcontractors mark up: Between 7% to a maximum of 10%
 - Kimpton self-deliver Mechanical, Electrical and Plumbing (MEP) services with our in-house team of building services engineers, which include design technicians using CAD and Revit, and are therefore not marked up.
 - Our specialist subcontractors are generally marked up at 7%, however this can increase to a maximum of 10% if we need to provide them with plant, equipment, and additional management.

- Subcontractors mark-ups will be agreed with the College's Estates team prior to works and will work on an open book basis

- Fixed (Percentage) Fees for Project Works:

Description	Illustrative Value (per year)	PRELIMS (%)	PRELIMS (£)	OH&P (%)	OH&P (£)	TOTAL Addition (Prelims + OH&P)	TOTAL Project Value
Small Project - Valued £5,000 TO £10,000	10,000	6	600	15	1500	2100	12100
Small Project - Valued £10,000 - £35,000	35,000	6	2100	15	5250	7350	42350
*Quantity within the Pricing Schedule is a nominal value to allow for fair evaluation of tenders. The exact requirements will vary. There is no guarantee of instructions of any value.						TOTAL: Take forward to Form of Tender	£ 54,450.00

Proposal:

- To provide the Kimpton Turnkey Division with Scott Bennett and nominated framework manager, Phil Bowers
- Industry leading Procore System to be used for all Projects - Includes real time access for client personnel to project documentation
- Ongoing monitoring and quality audits to be completed on all projects
- All M&E works to be completed using in-house engineers
- Experienced core Framework Team to be put into place
- Formal and informal complaints procedures available for City of Liverpool College staff
- Procore used to measure delivery and performance on Framework and individual projects - Full MI reporting to take place as agreed to validate KPI achievement
- Full project management processes to be completed in all instances - Based on traditional or D&B nature of projects
- Kimpton have in-house design capabilities using Autocad, REVIT and Tekla
- Value engineering and innovation to be driven throughout projects
- Full project programmes, RAMS, and all other required documentation to be completed in line with regulations and legislation
- Project Manager to be assigned to each project
- Early engagement/procurement to take place wherever possible
- Commitment to collaborative working both with City of Liverpool College and other Framework contractors as required
- Dedicated continuous improvement processes to be implemented to ensure ongoing best practice throughout Framework duration
- Practice of working with a local supply chain for materials and labour, supply chain partners to be identified and included in the initial review. With the value analysis for each different product category and preferred providers appointed
- To best source larger items of equipment/specialist items as and when required
- Provision of design services available as and when required for projects
- Subcontractor for specialist work to be discussed with the Director of Estates/Head of Estates prior to engagement
- Availability of the Procure system for the management of projects and creation of an individual works programme for contracts awarded to Kimptons to include:
 - Customer enquiries
 - Review of customer requirements
 - Estimation & Pre-construction support

- Information on what the College is required to complete regarding duties under CDM2015 responsibilities
- Surveys, design development & design risk assessment/site surveys
- Design development
- Design risk assessment
- Full project management and resourcing phase to commence and a formal risk assessment and method statement to be created for each project assignment
- To obtain and complete the existing Asbestos Management Survey from the College and provide a complete R&D survey across all works areas by a UKAS Accredited Asbestos Surveyor with any identified asbestos tested to determine licenced or non-licenced removal requirements
- All Kimpton staff to be Asbestos Awareness trained together with all subcontracted staff
- Should projects be notifiable under CDM:
 - It will last longer than 30 working days and could potentially have more than 20 workers working at the same time at any point on the project
 - It will exceed the 500 person days threshold.
 - Kimpton will complete the required form F10 and will submit to the Health and Safety Executive as required under the CDM regulations.
- Upkeep of quality management staff to ISO9001 standards
- Regular review meetings before and during projects to include annual or 6-monthly strategic reviews to review/capture industry trend and opportunities if desired
- To fully manage the handover stage to completion to include the actual handovers and all associated systems to include the Building Management System and provision of the form QF71 from within Kimptons QMS platform for the logging of any defects identified and performance characteristics of all equipment and materials used
- Enhanced DBS Background checks for all Kimpton staff working at The City of Liverpool College
- For full PQQ/Vetting/Appointment verification for all subcontractors/suppliers on site for works
- To provide proposed supply chain partners and specialist subcontractors for all works alongside the described portfolio of high-quality subcontractors as proposed within the ITT document. This is in addition to the locally based Liverpool suppliers indicated.

Sustainability:

- To provide The City of Liverpool with sustainable practices whilst delivering fit-out projects
- The Kimpton team will discuss The City of Liverpool College's carbon reduction goals and requirements for carbon and waste reporting. We will reach an agreement on the exact format and content and support your efforts to reduce carbon and evidence the results of their efforts towards waste reduction and net zero goals.

Added Value:

- To enrol two apprentices from The City of Liverpool College for the start of the 2025/26 academic year – HNC Building Services Engineering and Plumbing and Heating Level 3
- Support to Employer Engagement events at the College
- Continued support to the College's Marketing team to showcase courses on offer to students/working with the College's current provider, Agent Marketing
- Availability of work experience placements for the following areas:
 - Plumbing & Electrical Technical Diploma students
 - T-Level placements for students in Building Services Engineering
 - Junior Design Engineering Apprenticeship opportunity
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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 as set out as per the hourly rates showing above as per the submission on the Appendix B pricing document:

All invoices/statements must be sent to the following dedicated Payments Team email address 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 Installation & Fit Out Minor Works Framework which includes both normal and out of hours plus material 10 % cost for the period 01/06/2025 to 31/05/2029 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 14/7/25

 Date: 11/07/2025

Name: JULIE BARNES

Name: Scott Bennett

Position: DEPUTY CHIEF EXECUTIVE

Position: Divisional Director (Turnkey
Construction)

The City of Liverpool College

Scott Bennett

Julie Barnes

Kimpton