

Via ProContract
SUEZ Recycling and Recovery UK Ltd,
Suez House,
Maidenhead,
SL6 1ES,
UK

Devon Procurement Services
Room 180
County Hall
Topsham Road
Exeter
EX2 4QD

Supplier identifier : PPGZ-4293-TZJP

Tel: 01392 380221
Email: lee.webber@devon.gov.uk
Date: 08/12/2025

Dear Robert Williams,

CP2565-24 Contract for the operation of 18 Household Waste Recycling Centres (HWRC's) and 2 waste Transfers stations - ocds-h6vhtk-0518a2

I refer to the letter dated 24th November 2025 advising that your organisation has been promoted to intended successful supplier status for the provision of the contract referenced above.

On behalf of the Authority, it is my pleasure to confirm that your tender submission to provide the above services has proven successful. I therefore accept your offer dated 22/09/2025 in accordance with the Invitation to Tender, the clarifications received, the specification and the terms and conditions stated therein.

The contract will commence on 1st April 2026 and will be for an initial duration of 60 Months. There is an option to extend the contract for up to a further 60 months at the Authority's discretion.

In accordance with the provisions of clause 207 (2) of Schedule A1.1 (Specification), the Authority confirms that the Contractor shall be required to Recycle Wood Waste.

As detailed in your Tender submission (Schedule A3 - Tendered Rates), the Authority acknowledges your offer to separately collect and Recycle UPVC waste at the following Recycling Centres: Knowle Hill, Sidmouth, Exton Road, Pinbrook Road, Punchbowl, Ashley, Killacleave, Seven Brethren, Brunel Road, Bideford and Okehampton. The Authority confirms acceptance of this proposal in accordance with the terms of the Contract.

As a condition of this Letter of Award and a requirement of the Contract, the Authority will require a Parent Company Guarantee in the form provided within the invitation To Tender. This guarantee must be completed by SUEZ Recycling and Recovery UK Ltd and delivered to the Authority within five Working Days of the

Commencement Date and shall ensure that the same remains in place for the duration of the Term.

The Authority operates an electronic purchase to payment process with purchase orders being sent by e-mail to suppliers, and the corresponding invoices submitted by e-mail in the form as detailed in: <https://www.devon.cc/po-policy> Please see the attached requirements for the operation of the electronic procure to pay process.

I would be grateful for you to please provide the contract management information to the Authority's designated contract manager for this service on an ongoing basis in the format and frequency as agreed. On behalf of the Authority, we look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Meg Booth'.

Meg Booth
Director of Climate Change, Environment and Transport

Appendix section – supplier setup details

1. Purchase Orders – administrative requirements

This contract will be the subject of five (a maximum of ten if the Contract is extended) official Authority's orders with the first order being placed on or around the 1st April 2026 covering the first year of the contract period. Subsequent annual orders will be placed on the 1st April each following year and will cover the ensuing 12 month period of the contract.

For this system to work effectively the Authority will need to communicate with your organisation electronically and to that end we now need to record email addresses for the following:

- Main Email address
- Order Email address
- Remittance Email address

In some organisations these may be the same. To avoid maintenance, these email addresses should where possible be generic to your organisation and not the mailboxes of individual personnel.

Please send the relevant generic e-mail addresses for your organisation by e-mail to the relevant lead officer at sean.letheren@devon.gov.uk to enable them to be entered into the Authority's finance system.

2. Sending Invoices

Please send your invoices by email to the Central Accounts Payable Team at the following e-mail address: finance.purchaseorderinvoices-mailbox@devon.gov.uk

E-mailed invoices should be separated so that we receive one invoice per attachment and one attachment per email. To ensure prompt payment, invoices must be submitted by e-mail in the form as detailed in <https://www.devon.cc/po-policy>

Each invoice must relate to a single purchase order. The e-mail and the invoice must clearly state the following:

- Your company name and address.
- Your VAT registration number, if you have one.
- The unique invoice number.
- The invoice date.
- A relevant valid PO number.
- Contract reference CP2565-24
- Addressed to Devon County Council

- The name of the service area requesting goods or service, or Authority contact person (you can find this on our PO).
- A full description of the goods or services supplied.
- The quantity, description, unit price, net value, VAT rate, VAT value and line total for each line item.
- Invoice totals of net, VAT and gross.

Where goods or services do not have VAT, this should be shown clearly.

Please complete and return the attached Company Details form that will be checked with the details that we currently have for your organisation or to add you to the finance system to arrange payments.

The form should be completed and returned within 5 working days to:
sean.letheren@devon.gov.uk
cc to kiran.mysore@devon.gov.uk