



ED0399-25

1030b District Wide Car Park Resurfacing Works

**Contract Order Form for
East Devon District Council**

And

Cormac Contracting Ltd

This order form when completed and executed by both parties, forms a contract for the provision of the deliverables as stated in this order form and the competition documentation listed in Part 2, below.

Part 1 Authority and Supplier to complete

Authority:	East Devon District Council
Authority's address:	Blackdown House, Border Road, Honiton EX14 1EJ
Authority's representative:	Name: Scott Cumming Title: Projects Civil Engineer Email: scott.cumming@eastdevon.gov.uk Telephone: 07546 760400
Supplier:	Cormac Contracting Ltd
Supplier's address:	Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall. TR16 5EH
Supplier's VAT number:	GB 247160514
Supplier's representative:	Name: Sam Lees Title: Commercial Manager Email: sam.lees@cormacltd.co.uk Telephone: 07969 191091 Postal Address: Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall. TR16 5EH
Together the 'Parties'	

Part 2 Contract Details

Contract Title:	1030b District Wide Car Park Resurfacing Works
Contract Reference:	ED0399-25
Contract Description:	The provision of the above is provided in the competition document specification titled - ED0399-25 1030b District Wide Car Park Resurfacing Works ITT
Contract Start Date:	18 th December 2025
Contract End Date:	30 th January 2025
Extension Period:	27 th February 2025
Contract Value:	£170,000
Location:	The contract will be delivered to locations set out in the specification.
Contract Terms and Condition	The contract terms and conditions that apply to this contract were provided in the competition document titled - ED0399-25 Standard Conditions of Contract for Construction Works. <u>C10-1030b-DCP-E-1-Contract Data shown in Appendix 2 and 3 of the ITT to NOT be applied to the contract.</u>
Additional Information	• 5% Retention • Defect period – 26 weeks after completion.

	Defect correction period – 8 weeks
Purchase order number	The PO will follow after the signing of this contract.

Charges and payment

The charges and payment details are in the table below.

Payment method:	Unless otherwise set out in the Specification, the payment method for this contract shall be by BACS to a bank account specified by the Supplier.
Payment profile:	The payment profile for this contract is monthly invoicing.
Who and where to send invoices to:	Invoices will be sent as PDF's to payments@eastdevon.gov.uk and a copy to the Authority's representative.
Invoice information required:	For efficiency the suppliers is to provide the following generic emails: - 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 individual's mailboxes. Sending Invoices All invoices will be emailed to the central Accounts Payable Team at the following e-mail address: payments@eastdevon.gov.uk. Emailed invoices should be separated so that we receive one invoice per attachment and one attachment per email. To ensure prompt payment, the use of PDF or TIF attachments is preferable. Each invoice must relate to a single purchase order and the email and Invoice must clearly include: - Purchase Order Number - Project title: 1030b District Wide Car Park Resurfacing Works - Contract Reference Number: ED0399-25
Invoice frequency:	Monthly – End of each month
Contract charges:	The breakdown of the Charges is N/A.

Part 3 Formation of contract

- 3.1 By signing and returning this Order Form, the Supplier agrees to enter into a Contract with the Authority.

- 3.2 The Parties agree that they have read the Order Form and the Contract terms and conditions by signing below agree to be bound by this Contract.
- 3.3 This Contract will be formed when the Authority acknowledges receipt of the signed copy of the Order Form from the Supplier.
- 3.4 In cases of any conflict or inconsistency between the various provisions of this contract, such conflict or inconsistency shall be resolved according to the following order of priority:
- a) this Order Form
 - b) the Competition document called ED0399-25 1030b District Wide Car Park Resurfacing Works ITT;
 - c) the ED0399-25 Standard Conditions of Contract for Construction Works;
 - d) any Supplier terms and conditions.
- 3.5 The Supplier is a provider of the deliverables and agreed to provide the services to the Authority.
- 3.6 The Authority provided an Order Form for the deliverables to the Supplier.

Signed:	Supplier	Authority
Name:	Cormac Contracting Ltd	East Devon District Council
Title:	Commercial Manager Sam Lees	Authorised Signatory Tom Buxton-Smith
Signature:		
Date:	06/01/2026	15/12/2025