



# Subcontract Order

## MNT794/001/31/1319

SDC Builders Ltd  
 Limegrove House  
 Caxton Road  
 Bedford  
 MK41 0QQ  
 Telephone : 01234 363155  
 Fax : 01234 266385  
 Registered England No. 1251716

**Order To**  
 Concorde Blind Co  
 4 Sunbeam Road  
 Woburn Road Ind Est  
 Kempston  
 Beds  
 MK42 7BY  
 Fax : 01234 840682 Tel : 01234 841535

**Site Address**  
 SDC Builders c/o Maintenance Works  
 Unilever Projects 2021  
 Colmworth Park  
 Sharnbrook  
 Beds  
 MK44 1LQ

Order Date 18/11/2021	Reference Kieren Wills	Type Domestic
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**A Administration Instructions:**

Please process these order documents as follows:

- Sign both copies of this covering order at the foot of each page and return one copy to us.
- Provide us with evidence of your tax certification status.
- Provide us with evidence of your CITB registration.

You should ensure that any further information you require is requested from our Contracts/Design offices and that you liaise with our site management & proceed as required to meet the programme requirements set out herein.

**B Brief Scope Of Work:**

**Please carry out: Window Blind installations to the labs as per the site visit.**  
 (being the Sub-Contract works) subject to and in accordance with the following :

**C Terms and Conditions:**

The Terms and Conditions of Sub-Contract, incorporating all details as contained within this order and its listed attachments, will be the attached Articles Of Agreement/Conditions of Sub-Contract reference  
 All terms and conditions of the Sub-Contractors quotation are specifically excluded.

**D Relevant Documents:**

The Relevant Documents (Numbered Documents) relating to the this order are (e.g. Enquiry, Quotations, Specifications, Correspondence, Drawings etc):  
 Numbered Document 1 - Master programme 02  
 Numbered Document 2 - Various Quotes

Continued . .

For and on behalf of SDC Builders Ltd  
 Toby Hunt

For and on behalf of Subcontractor

ISO 9001 : 2015  
 Certificate No : C 0617  
 ISO 14001 : 2015  
 Certificate No : 240  
 OHSAS 18001 : 2007  
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**E Sub-Contract Sum:**  
 (Article 2.1 for FM-BY-018, 019, 020 or 005)  
 (Article 3A for FM-BY-011, 012 or 014)

Supply and install new blinds to Labs 1M23 and 1W30:  
 Quote 267: £1,641.29  
 Quote 1773: £321.52

Sub-Contract Sum £1,962.81 (one thousand nine hundred and sixty two pounds 81p)  
 Less 0.00% discount

**F CITB levy:**

Labour Only / Labour & Plant Orders: All payments will be subject to the deduction of a 1.5% CITB levy unless the Sub-Contractor provides satisfactory evidence of CITB registration.

**G Retention:**  
 (Clause 21.5.1 for FM-BY-018, 019 or 005)  
 (Clause 19.4.1 for FM-BY-020)  
 (Clause 4.15 for FM-BY-011, 012 or 014)

The retention percentage shall be 0%.

**H Supplementary Payments:**  
 (Clause 21.3.5 for FM-BY-018, 019 or 005)  
 (Clause 19.3.5 for FM-BY-020)  
 (Clause 4.10.5 for FM-BY-011, 012 or 014)

On account supplementary payments shall not apply.

**I Labour Allocation & Time Sheet:**

Where labour is being provided on an hourly or daily basis, other than daywork labour, the Sub-Contractor must submit a completed copy of SDC form FM-CM-012 "Labour Allocation & Time Sheet" for signature at the same time as submitting his time sheet(s) for signature. This MUST properly detail a full breakdown of labour used for each task or item of work undertaken & MUST be signed by an authorised signatory of SDC Builders Limited. Claims for payment which do not comply with these requirements will not be considered for payment.

**J Programme: Master Programme 02**  
 (Clause 11.1 for FM-BY-018, 019 or 005)  
 (Clause 12 for FM-BY-020)

- Date for commencement of the Sub-Contract Works on site will be between:	01/12/2021 and 12/01/2022
- Period for carrying out and completion of the Sub-Contract Works on site:	1 weeks
- Period required for notice to commence work on site:	1 weeks
- Notice already given to commence work on site on:	22/11/2021

Continued . .

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J (cont) - Period for Sub-Contract Works off site and prior to commencement on site: 1 weeks  
 - Further details:

K **Health & Safety:**  
 Please see attached FM-BY-001 list of responsibilities for Contractors/Sub-Contractors on SDC sites. Your acceptance of this order will be deemed to include your acceptance of these responsibilities.

L **Attendances to be provided free of charge by the Main Contractor:**  
 (Clause 11.1 for FM-BY-018, 019 or 005)  
 (Clause 12 for FM-BY-020)  
 (Clauses 3.16, 3.17 and 3.18 for FM-BY-011, 012 or 014)

- Providing and clearing away temporary roads and hardstanding for access to the works of heavy plant, materials, etc
- Use of contractors paths and pavings.
- Use of such messrooms, sanitary accomodation and welfare facilities as are provided on site.
- Providing temporary lighting of the works to safety levels only.
- Providing a source of temporary 110V power for hand tools (all leads & distribution provided by Sub-Contractor).
- Providing a source of temporary water supply (all hoses, butts & means of distribution to be by the Sub-Contractor)
- Providing skips/designated point for disposal of small items of general rubbish arising from the Sub-Contract Works

M **Attendances to be provided by the Subcontractor:**  
 (Clause 11.1 for FM-BY-018, 019 or 005)  
 (Clause 12 for FM-BY-020)  
 (Clause 3.16, 3.17 and 3.18 for FM-BY-011, 012 or 014)

All items required by the Sub-Contractor for the execution of the Sub-Contract Works and not shown above as being provided by the Main Contractor are to be provided by the Sub-Contractor. Such items will particularly include:

- Regularly maintaining a clean and tidy workplace.
- Segregating & clearing away to designated containers / disposal points provided on site all small items of general rubbish properly arising from the execution of the Sub-Contract Works.
- Clearing away off site all other rubbish (including excessive waste/surplus/damaged material) arising from the execution of the Sub-Contract Works.
- The provision of all power required for the execution of the Sub-Contract Works other than that shown above as being provided by the Main Contractor. The distribution (leads, splitter boxes etc.) of all temporary power supplies required for the execution of the Sub-Contract Works.
- Unloading and distribution around site of all materials required for the execution of the Sub-Contract Works.
- Providing telephone, facsimile and other communication facilities on site.

N **ISO Design Requirements:**  
 It is a condition of this order that all design documents produced by the Sub-Contractor must fully comply with ISO 9001:2000 and that all design work includes the checking and verification of both the design any any revisions to it.

Continued . .

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**O Environmental Management:**

All Sub-Contractors and Suppliers working on or supplying to SDC sites are required to have an Environmental Management System that is formally accredited to ISO 14001 or to conform to the SDC Environmental Management System. Sub-Contractors must ensure that their own Sub-Contractors and Suppliers also conform in this respect and that all site operatives have received appropriate environmental training.

**P Waste Management Regulations:**

Sub-contractors are expected to comply with the requirements of the Site Waste Management Plan of the site as follows:-

1. All operatives and supervisors must attend the site inductions where the SWMP will be explained.
2. Collect up and store waste as required by the SWMP.
3. Where SDC are disposing of the waste then take any waste produced to the designated collection points. Where segregated skips/containers are provided then ensure the waste is placed in the correct skip/container. If waste is placed in the wrong skip/container this can result in increased disposal costs which will be charged to the relevant sub-contractor
4. Any sub-contractor who is responsible for disposing of their own waste will store it in the designated area(s) prior to collection. Before any waste is removed from the site the sub-contractor must provide the following information to SDC:
  - (a) the identity of the person removing the waste.
  - (b) the waste carrier registration number of the carrier.
  - (c) a copy of, or reference to, the written description of the waste required by section 34 of the Environmental Protection Act 1990; and
  - (d) the name and location of site that the waste is being taken to and the number of the licence the operator of that site holds under the Environmental Permitting (England & Wales) Regulations 2007, or if registered under those Regulations as a waste operation exempt from the need for such a permit then full details of that exemption including a copy of the notice issued to the Environmental Agency claiming that exemption.
  - (e) The Waste Management Action is as follows:
    - (i) re-used (and whether this was on or off site);
    - (ii) recycled (and whether this was on or off site);
    - (iii) sent for another form of recovery (and whether this was on or off site);
    - (iv) sent to landfill; or
    - (v) otherwise disposed of.

Forms are available from SDC that must be used to record this information.

**Q Attachments to this order :**

- Articles of Agreement / Conditions of Sub-Contract as set out under "Terms & Conditions" paragraph above.
- All items listed under "Relevant Documents" paragraph above.
- Form FM-BY-001 Contractors Health & Safety List Of Responsibilities For Guidance.
- Construction Phase Health & Safety Plan.
- Form FM-CM-012 Labour Allocation & Time Sheet.
- Form FM-HS-008 Health & Safety Method Statement Approval - General.
- Form FM-HS-076 Minimum Training Requirements.

Continued . .

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Q (cont) - SDC Traffic Management Plan.  
- SDC PPE requirements.  
- Site Operating Procedures Version 5.  
- Working safely during Covid-19 construction outdoors 110520.

R **Notes:**

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