**Wiltshire Council Standard terms and conditions**

(The Contract shall be constituted by and comprise only the Contract Documents; no terms or conditions put forward by the Supplier (whether terms relating to hire, lease or loan) shall form part of the Contract unless signed by both parties. In the event of conflict, the Order, Terms and Purchaser Specification prevails. Any supply made in response to this Order shall be taken as conclusive acceptance of this term and any inconsistent or additional terms accompanying the supply shall be deleted and ignored.

1. DEFINITIONS AND INTERPRETATION

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| 1.1 | “Contract” | The contract constituted by the Contract Documents |
|  | “The Purchaser” | Wiltshire Council |
|  | “The Supplier” | The recipient of the Order |
|  | “Supply”, | The goods, services and/or works as described in the |
|  | “Goods”, | contract documents (including without limitation on the |
|  | “Services”, | face of the Order) |
|  | and/or “Works” |  |
|  | “Terms” | These contract terms |
|  | “Order” | The order issued by the Purchaser for the supply which is the |
|  |  | subject of the Contract. |

1.2 Further definitions are set out on the Contract Schedule annexed to the Order.

1.3 The headings to the Terms shall not affect their interpretation. The singular includes the plural; one gender includes all others.

1.4 Contracts for the execution of works or civil engineering projects will be subject to conditions of contract prepared by the JCT or ICE as varied by the Council.

In the event that any variation or condition imposed by the Council or contained herein contradicts those contained within the JCT or ICE conditions then the

JCT or ICE conditions shall take precedence.

1.5 These terms and conditions shall apply unless a full set of terms and conditions specific to goods, services or bespoke contracts such as those for the supply of IT software have been supplied with the specification.

2. THE SUPPLY OF GOODS, SERVICES OR WORKS – QUALITY STANDARDS

2.1 The supply shall be to the reasonable satisfaction of the Purchaser’s Authorised Officer and shall without limitation conform with and fulfill in all respects:-

• the Contract Documents

• any variation of the Contract agreed in writing by the parties

• the requirements of any relevant UK or EC statute, order, regulation, directives, standard, code of practice or bye-law from time to time in force which is relevant to the Supply

• any recommendation or representation made by the Supplier

• professional standards which might reasonably be expected of the Supplier

3. THE CONTRACT PRICE AND INVOICING

3.1 The invoice shall be issued by the Supplier once supply has been made and, in accordance with 2.1 above, the Purchaser’s Authorised Officer is reasonably satisfied. The Purchaser shall make payment, provided the Supply complies with the Contract, within 30 days after receipt of an invoice submitted on or after a Payment Date and the invoice is undisputed by the Purchaser.

4. DELIVERY AND TIME FOR PERFORMANCE

4.1 Time shall be of the essence. The Authorised Officer must be notified and his consent obtained to any extension of time.

4.2 Access to Purchaser premises, facilities or storage by the Supplier shall comply with the reasonable requirements of the Purchaser and shall be at the

Supplier’s risk.

4.3 If either party is unable to make or accept the Supply, through

• strike, lockout by employees, war or civil commotion

• cessation or serious interruption of land, sea or air communications or power supplies

• exceptionally adverse weather, fire or other unavoidable cause

It shall immediately notify the other party and then the disabled party may decline to make or accept the Supply. The Purchaser shall notify the Supplier within 30 days of the end of that period whether it requires the Supply to be recommenced, varied or cancelled (without further liability to either party). Where the Supply is recommenced the Contract shall be varied to extend the time for completion or delivery of the Supply by the period of disability.

4.4 At the completion of the Supply the Supplier shall remove all residual materials from the Site (unless otherwise instructed) and permanently reinstate any damaged areas or surfaces and leave the Site in a clean condition ready for occupation.

5. PROPERTY RISK AND ACCEPTANCE

5.1 Without prejudice to any of the rights or remedies of the Purchaser (including those under Clause 7), property and risk in any Goods shall pass to the Purchaser on delivery or when the Authorised Officer notifies acceptance in writing where the Goods are to be subject to testing, whichever shall be the later.

6. DESPATCH OF GOODS AND DAMAGE IN TRANSIT

6.1 The Supplier shall free of charge and as quickly as possible either repair or replace (as the Purchaser shall elect) Goods which fail to arrive or arrive damaged.

7. INSPECTION AND REJECTION

7.1 The Supplier shall assist the Purchaser or his authorised representatives (free of charge) to make any inspections or tests the Purchaser may reasonably require of the Supply at any time prior to acceptance.

7.2 The Purchaser may suspend the Supply in whole or in part without paying compensation if the Authorised Officer is reasonably of the opinion that the Supplier is in breach of Clause 10.

7.3 The Purchaser may reject the Supply in whole or in part before acceptance if it

is not completely in accordance with the Contract or becomes so during any Guarantee Period (including without limitation any slight or minor variation) and in such circumstances may, without prejudice to other rights or remedies:-

• have the Supply repaired, re-done or replaced by the Supplier with a supply which complies in all respects with the requirements of the Contract

• require a refund from the Supplier

• make a reasonable deduction from the Contract Price determined by the

Authorised Officer

• have the Supply repaired, re-done or replaced by another supplier and charge to the Supplier any cost or expense to the Purchaser which exceeds the Contract Price.

8. LABELLING AND PACKAGING

8.1 The contents shall be clearly marked. All containers of hazardous goods (and all relevant documents) shall bear prominent and adequate warnings. Product data sheets required by the regulations controlling hazardous substances must be provided (in a form suitable for photocopying).

8.2 All packaging materials will be considered non-returnable.

9. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

9.1 The Supply shall not infringe the intellectual property rights of any third party.

9.2 All rights (including without limitation ownership and copyright) in any specifications, information, instructions, plans, drawings, patterns, models, designs or other material arising out of the supply or furnished to or made available to the Supplier by the Purchaser or obtained by the Supplier in connection with the Contract shall remain vested solely in the Purchaser and shall be kept confidential.

9.3 The Supplier shall (and shall procure that any of its Staff involved in the provision of the agreement) comply with any notification requirements under the Data Protection Legislation and both parties will duly observe all their obligations under the Data Protection Legislation, which arise in connection with the Contract or the supply generally.

9.4 Notwithstanding the general obligation in clause where the Supplier is processing Personal Data as a Data Processor for the Purchaser, the Supplier shall ensure that it has in place appropriate technical and contractual measures to ensure the security of the Personal Data (and to guard against unauthorised or unlawful processing of the Personal Data and against accidental loss or destruction of, or damage to, the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 to the Data Protection Act 1998.

9.5 This clause 9 shall apply both during the Contract and after its termination.

10. HEALTH AND SAFETY

10.1 Without prejudice to the generality of Clause 2.1 the Supplier in making the Supply shall have full regard to safety of persons who may be affected in any way and shall comply with the requirements of the applicable statutory rules and regulations.

10.2 The Supplier shall conduct all necessary tests and examinations prior to delivery of the Supply to ensure that the Supply is designed, constructed and delivered so as to be safe and without risk to the health or safety of persons

using them. The Supplier shall give the Purchaser adequate information about

the use for which the Supply has been designed and has been tested and about any conditions necessary to ensure that when put to use the Supply will be safe and without risk to health.

10.3 Throughout the progress of any Works, the Supplier shall keep the Site in an orderly state and shall provide and maintain at its own cost all lights, guards, fencing and warning signs for the protection of the Works and the safety and convenience of the public and others.

11. INDEMNITY AND INSURANCE

11.1 Without prejudice to any rights or remedies of the Purchaser (including those under Clause 7) the Supplier shall indemnify the Purchaser against all matters of any kind arising in contract, tort, statute or otherwise directly or indirectly out of the wrongful act, default, breach of contract or negligence of the Supplier, its sub-contractors, employees or agents in the course of or in connection with the Contract. Without prejudice to the generality of the foregoing this indemnity shall extend to (and not be limited) in respect of death or injury to persons, damage to property, prevention of corruption, the infringement of intellectual property rights, health and safety, race relations, data protection and Ombudsman investigations.

11.2 The Supplier shall effect, with a reputable company, public and employer’s liability and other insurances necessary to cover the risks contemplated by the Contract and shall at the request of the Purchaser produce the relevant policy or policies together with receipts or other evidence of payment of the latest premium due there under. Public liability cover of at least £5 million shall be obtained, unless agreed otherwise with the Authorised Officer. Where the Supply is a supply of consultancy services the supplier shall maintain professional indemnity insurance during the Contract period and for 6 years afterwards to cover its liability to the Purchaser under the Contract.

12. RACIAL DISCRIMINATION, OMBUDSMAN INVESTIGATIONS AND HUMAN RIGHTS

12.1 The Supplier shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in age, race, gender, religion, disability, sexual orientation or otherwise) in employment.

12.2 The Supplier shall take all reasonable steps to secure the observance of clause 12.1 by all servants, employees or agents of the Supplier and all suppliers and sub-contractors employed in performance of this agreement.

12.3 The Supplier shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this agreement.

12.4 The Supplier shall undertake, or refrain from undertaking, such acts as the Purchaser requests so as to enable the Purchaser to comply with its obligations under the Human Rights Act 1998.

12.5 If either the Purchaser’s internal or external auditors or if the Commissioner for Local Administration (the Ombudsman) shall wish to investigate the Contract, then the Supplier shall provide such information, access and co-operation as those persons may reasonably require.

13. FREEDOM OF INFORMATION

13.1 The Supplier acknowledges that the Purchaser is subject to the requirements of FOIA and the Environmental Information Regulations and shall assist and co-operate with the Purchaser (at the Supplier's expense) to enable the Purchaser to comply with these Information disclosure requirements.

13.2 The Supplier shall and shall procure that its Sub-Contractors shall:

transfer the Request for Information to the Purchaser as soon as practicable after receipt and in any event within three days of receiving a Request for Information;

provide the Purchaser with a copy of all Information in its possession or power in the form that the Purchaser requires within seven days (or such other period as the Purchaser may specify) of the Purchaser requesting that Information; and

provide all necessary assistance as reasonably requested by the Purchaser to enable the Purchaser to respond to a Request for Information within the time for compliance set out in section 10 of FOIA or regulation 5 of the Environmental Information Regulations.

14. PREVENTION OF CORRUPTION

The following are Prohibited Acts: to directly or indirectly offer, promise or give any person working for or engaged by the Purchaser a financial or other advantage to: induce that person to perform improperly a relevant function or activity; or (a) reward that person for improper performance of a relevant function or activity; to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract; committing any offence: under the Bribery Act 2010; under legislation creating offences concerning fraudulent acts; at common law concerning fraudulent acts relating to this Agreement or any other contract with the Purchaser; or defrauding, attempting to defraud or conspiring to defraud the Purchaser.

The Supplier shall not, and shall procure that any Supplier sub-contractors and all Supplier personel shall not, in connection with this Agreement commit a Prohibited Act.

15. TERMINATION

15.1 The Purchaser may also by notice in writing terminate the Contract in whole or in part (and enter upon and expel the Contractor from any premises or site to which he has been given access) if any of the events of clause 15.2 occur. No period of notice shall be required but the notice shall state the date on which it is to take effect.

15.2 The events referred to in Clause 15.1 are:-

• the Supplier has failed to make the Supply within the time specified in the

Contract

• the Supplier has breached the Contract in a way which the Purchaser reasonably regards as irremediable, which may include, without limitation, repeated and/or persistent remediable breaches of the Contract

• the Purchaser has given the Supplier at least one month’s notice to remedy a breach of Contract which can be remedied and the Supplier has failed to do so

• the Supplier has without reasonable cause failed to proceed diligently with or wholly suspends performance of any Services or Works

• the Supplier shall have a receiver appointed over all or substantial part of his or its assets or (if an individual) be declared bankrupt or (if a company) shall go into liquidation or have an administrator appointed to manage its affairs.

15.3 In the event of termination of the Contract or rejection under Clause 7, the Purchaser may engage another Contractor to make the Supply and the supplier shall be liable to pay the Purchaser as a debt any extra cost that the Purchaser incurs in so doing in excess of the Contract Price.

16. ASSIGNMENT AND SUB-CONTRACTING

16.1 The Supplier shall not without the written consent of the Authorised Officer assign or sub-contract the benefit or burden of the whole or any part of the Contract. No sub-contracting by the Supplier shall in any way relieve the Supplier of any of its responsibilities under the Contract.

17. PURCHASE OUTSIDE THE CONTRACT AND THIRD PARTIES

17.1 The Purchaser shall have the right to employ a person other than the Supplier to make supplies of the same type as is contemplated by the Contract if it shall in its absolute discretion think fit to do so.

17.2 Notwithstanding any other provision of this Contract nothing in this Contract confers or purports to confer any right to enforce any of its terms on any person who is not a party to it.

18. NOTICES

18.1 Any notice about the Contract may be sent by hand or by ordinary, registered or recorded delivery post or transmitted by facsimile transmission or other means of telecommunications resulting in the receipt of written communication in permanent form and if so sent or transmitted to the

address of the party shown on the Contract, or to such other address as the party has notified to the other, shall be deemed effectively given on the day when in the ordinary course of the means of transmission it would be first received by the addressee in normal business hours.

19. GOVERNING LAW

19.1 These Conditions shall be governed by and construed in accordance with English law and the Supplier hereby irrevocably submits to the exclusive jurisdiction of the English courts.