·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

Date 02 February 2021

Our ref CT0796

[redacted]
Principal Consultant
Changeworks Resources for Life
36 Newhaven Road
Edinburgh
EH6 5PY

Email: [redacted]@changeworks.org.uk

Dear Mr [redacted]

CT0796 HOUSING ENERGY PROJECTS – DELIVERY PARTNER

1. On behalf of the City of Edinburgh Council ("the Council"), I hereby accept your Tender submission dated 20 November 2020 on behalf of Changeworks Resource for Life (Company Number SC103904) and having its registered office at 36 Newhaven Road, Edinburgh, EH6 5PY ("the Company") to deliver the Contract for Housing Energy Projects - Delivery Partner.

2. The documents listed below shall be deemed to form and to be read and to be construed as part of the Contract:
   - 2.1 The Council's to Invitation Tender issued 22 October 2020;
   - 2.2 The Council's Terms and Conditions of Contract - The City of Edinburgh Council Schedule B – Framework Agreement – (Services);
   - 2.3 The Council's Specification issued 22 October 2020;
   - 2.4 Your organisation's Pricing Schedule dated 20 November 2020, following clarification, pricing was adjusted 7 December 2020 (5. Pricing Schedule_Rev_A) via email from [redacted]@changeworks.org.uk) which was further clarified and agreed via email 8 December 2020;
   - 2.5 Your organisation's Tender Submission dated 20 November 2020, with additional clarification via email 7 December 2020 that Public Liability Insurance will be increased to £10m from 3 March 2021 for the duration of this framework agreement; and
   - 2.6 This Contract Award Letter.

3. Your tender submission shall be deemed to have been amended as follows:
   - 3.1 Adjustments to Pricing Schedule as per 2.4; and
   - 3.2 Increase to Public Liability Insurance from £5m to £10m from 3 March 2021 for the duration of the framework agreement.

4. Tendered rates as per 2.4 above, will be applicable to awarded Delivery Partner projects.

5. As a condition of this acceptance, the Company is required to hold as current throughout the contract period all insurance policies as indicated in the tender documentation. Furthermore, the Company is required to display the current insurances to the Council, including renewals of such policies when they fall due.

6. The Services shall not commence until the documents referred to in the above paragraphs are received.

7. The Contract Commencement Date shall be 8 February 2021 for a period of two years to 7 February 2023, with the option to extend for a further two, 12-month periods undertaken at the sole discretion of the Council.

8. Please contact [redacted] to discuss contract commencement.

9. Please return a signed copy of this letter of acceptance along with the documents referred to in the above paragraphs to [redacted] at the address in the footer of this letter. If you have any queries, please do not hesitate to get in touch.

CT0796 HOUSING ENERGY PROJECTS – DELIVERY PARTNER

For and on behalf of the City of Edinburgh Council

Council Proper/Authorised Officer's Name	Paul Lawrence
Council Authorised Officer's Signature:	[redacted]
Signed at (address):	Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Date:	17 day of March 2021
Witness Name (block capitals):	[redacted]
Witness Signature:	[redacted]
Date:	17 day of March 2021

For and on behalf of Changeworks Resources for Life

Tenderer's Name (block capitals):	[redacted]
Tenderer's Signature: **Position of signatory i.e. director, secretary, or authorised signatory**	[redacted]
Organisation's Name & Address:	Changeworks Resources for Life, 36 Newhaven Rd, Edinburgh EH6 5PY
Date:	5th day of February 2021

Witness Name (block capitals):	[redacted]
Witness Signature:	[redacted]
Date:	5th day of February 2021