

## Supply of Services Contract

### Contract Details

Contract No:	247882_C001
Contract Date:	The date on which the last of the parties to sign these Contract Details does so or (if earlier) the date on which Wessex commences supply of the Services at the Client's written instruction
Client ( <b>Client</b> or <b>Employer</b> ):	Oakwood Homes (Peterborough) Limited <i>(if a company, include company number [08047128])</i>
Principal <i>(if applicable)</i>	Is Client contracting as an agent? <b>Yes/No</b>  <b>NB</b> If the Client is entering into this Contract as an <b>agent</b> for someone else, the following information is to be provided, and paragraph 4 applies and signature box B is to be used.  Name of Client's Principal: [NAME OF PRINCIPAL] <i>(if a company, include company number [NUMBER])</i>  Address of Principal: [ADDRESS]
Client address:	Crestwood House, 52 High Street St Martins, Stamford, PE9 2LG  <i>(Registered office, if a company, and relevant regional/branch office, if applicable)</i>
Client contract manager <i>(if applicable)</i> :	Name: Matthew Meek Title: Commercial Manager Email: Matthew.Meek@oakwoodhomesltd.co.uk Telephone: 07548 614695 Postal Address: Crestwood House, 52 High Street St Martins, Stamford, PE9 2LG
Wessex Archaeology ( <b>Supplier</b> or <b>Wessex</b> ):	Wessex Archaeology Limited (company number 1712772)
Wessex address:	Registered Office: Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB Tel: 01722 326867  <i>If applicable, Regional Office: Unit R6, Sheaf Bank Business Park, Prospect Road, Sheffield S2 3EN</i> Tel: 01142 559774
Wessex VAT number:	316 4158 17



Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB  
Tel. 01722 326867; info@wessexarch.co.uk; www.wessexarch.co.uk

Wessex Archaeology Ltd is a company limited by guarantee registered in England, no. 1712772  
and is a Registered Charity in England and Wales, no. 287786;  
and in Scotland, Scottish Charity number SC042630.

Registered office: Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB.



Wessex contract manager:	Name: John Winfer Title: Project Manager Email: j.winfer@wessexarch.co.uk Telephone: 03303 137136 Postal Address: Unit R6, Sheaf Bank Business Park, Prospect Road, Sheffield S2 3EN
Services Start Date:	12.08.22 <b>OR</b> [01/09/2022] [ <b>OR</b> (where applicable) the date notified in accordance with the Special Terms]
Project:	As detailed in Part 1 of Schedule 1 and/or the Wessex Proposal
Services:	As detailed in Part 2 of Schedule 1
Deliverables:	As detailed in Part 3 of Schedule 1
Charges:	As detailed in Schedule 2
Wessex Proposal:	Wessex's proposal (or tender or quotation) to the Client for the supply of the Services set out in the letter from Wessex to the Client dated [15/08/2022]
Special Terms:	Are there any special terms? <b>Yes/No</b>  If yes, these are set out in <b>Error! Reference source not found.</b>
Schedules:	Schedule 1 – Project, Services and Deliverables Schedule 2 - Charges <b>Error! Reference source not found.</b> – Special Terms
Conditions	Wessex's standard terms and conditions for the supply of services  Version identification: v2.1

1. This Contract is made up of the following:
  - (a) The Contract Details
  - (b) The Schedules
  - (c) The Wessex Proposal
  - (d) The Conditions.
2. If there is any conflict or ambiguity between the terms of the documents listed in paragraph 1 above, a term contained in a document higher in the list shall have priority over one contained in a document lower in the list.
3. Definitions used in any of the documents listed in paragraph 1 above apply in the other such documents. If there is inconsistency in defined terms, priority of interpretation is as provided in paragraph 2.
4. *[Applicable only where the Client is an agent.]* The Client warrants and represents that it has authority from the Principal to enter into this Contract as agent for and on behalf of the Principal.

This Contract has been entered into on the date stated at the beginning of it.



Signed by Matthew Meek  
*(name of signatory, please print)*  
for and on behalf of Oakwood Homes

MM  
*Signature*

Date signed: 01/09/2022

Commercial Manager  
*Position (please print)*

*[Signature box B for use where Client is an agent]*

Signed by \_\_\_\_\_  
*(name of signatory, please print)*  
for and on behalf of [Oakwood Homes], as agent for  
[NAME OF PRINCIPAL]

\_\_\_\_\_  
*Signature*

Date signed: \_\_\_\_\_

\_\_\_\_\_  
*Position (please print)*

Signed by Richard O'Neill  
*(name of signatory, please print)*  
for and on behalf of WESSEX ARCHAEOLOGY  
LIMITED

  
*Signature*

Date signed: 02/09/22

Regional Fieldwork Manager North  
*Position (please print)*

## **Schedule 1 Project, Services and Deliverables**

### **Part 1 The Project**

See tender JW/247882/12.08.22

### **Part 2 The Services**

See tender JW/247882/12.08.22

### **Part 3 Deliverables and programme**

See tender JW/247882/12.08.22

## Schedule 2 Charges

### 1. Project specific charges

ITEM	DESCRIPTION	FEE	
1	Management	£	
2	Artefact analysis & reporting	£	
3	Environmental analysis & reporting	£	
4	Scientific dating, analysis & reporting	£	
5	Report preparation	£	
6	Editorial & production	£	
7	Archive preparation & deposition	£	
	TOTAL (ex VAT)	£	

### 2. Standard charges

Standard charges will be used to calculate staff rates not defined in the Project specific charges above.

Standard service day rates:

Grade	Per day
Executive Management Team	
Senior Project Managers	
Project Managers	
Technical specialists	
Senior Officers	
Officers	
Supervisors	
Assistant Supervisors	

Other items:

Item	Charge (ex VAT)
Changes to invoicee details post commission administration charge	
Reliance letters: per letter/external party for reliance	
Hard copy prints of Wessex standard reports: minimum charge per copy	
Storage of physical material from a terrestrial site pending commission of post-excavation work or submission to suitable museum	
Storage of physical material from a marine site (1 unit = 1 x 1 x 0.5m)	
Digital archiving costs with the Archaeology data Service, or other appropriate depository	

Note: The above are Wessex's standard charges as at the date of signature of this Contract. Wessex reviews its standard charges annually, with changes effective as of 1<sup>st</sup>

April. References for the purposes of this Contract to Wessex's standard charges are to the (relevant) charges in effect from time to time, details of which are available on request. (See *Condition 5.2*).

### **3. Assumptions**

The Charges shown in paragraphs 1 and 0 above are given on the following assumptions.

Accurate invoice details will be required on commission, any subsequent changes will incur additional costs at the standard charges.

Project Specific Charges are inclusive of all expenses unless otherwise stated.

Project Specific Charges exclude additional consultations, site visits, project or site inductions and project or client meetings which will be charged at an agreed rate plus expenses, unless explicitly stated in the Project Specific Charges table.

Unless specified in the Project Specific Charges, digital archiving costs with the Archaeology Data Service, or other appropriate depository, will be charged at cost plus 10%. Archiving preparation will be charged at Wessex's Standard Charge rates.