



University of East Anglia

Information Services Directorate

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[REDACTED]  
07 December 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-258)**

We have now considered your request of 01 December 2015 for the following information:

- 1) *Information relating to any tenders awarded for the supply, installation of signage for the University*
- 2) *The value of the contract*
- 3) *The Economic operator in favour of whom the contract award decision has been made*
- 4) *Length of the contract and when it is likely to be re-advertised*
- 5) *Which tender portal is used*

Thank you for confirming, in our telephone conversation of 01 December, that you are interested in current contract information held by the University.

Our response is as follows:

**Internal signage**

- 1) A contract for internal signage was awarded to Westmorland Signs International Ltd. on 01 May 2013. This covers the manufacture (including preparation of artwork), delivery and installation of internal building information and way-finding signage.
- 2) The contract is valued at £150k over 4 years.
- 3) Westmorland Signs International Ltd.
- 4) The contract can run for up to 4 years ending, at latest, on 30 April 2017. We are currently looking at drawing up the paperwork for a new contract but no timescales have been agreed. Therefore, in line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information on when the contract is likely to be re-advertised.
- 5) When we go out to tender the opportunity will be advertised on In-tend our electronic tendering portal <https://intendhost.co.uk/universityofeastanglia.aspx/Home>

## **Enterprise Centre signage**

The Enterprise Centre<sup>1</sup> has recently been built on the University campus and there is a small amount of signage which currently remains incomplete. The value of this work is approximately £5000 (plus VAT). The University does not have a contract directly with a sign supplier for this work, as the work will be completed by our contractor Morgan Sindell, using their preferred supplier. As our contract with Morgan Sindell relates to this particular construction project there will be no re-advertisement of the contract.

We currently hold no further contracts specifically for external or other types of signage.

We hope this information meets your requirements, however you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

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<sup>1</sup> Described here: <https://www.uea.ac.uk/about/sustainability/case-studies/the-enterprise-centre>