1. Title of your request *
   *i.e. "Spectrometer maintenance agreement" or "Urgent structural repairs to Law Building" (Limit 255 characters)*
   
   Example works dispensation

2. Why are you requesting dispensation from Financial Regulations? *
   *Select the most relevant option. This list is not exhaustive. You can use the 'Other' option to enter a reason specific to your request*
   
   - A) Technical compatibility, inc. upgrade to existing equipment;
   - B) Repairs and/or servicing of equipment where only one vendor carry-out the service (for proprietary or technical reasons)
   - C) Protection of technical or artistic rights, or in order to protect exclusive rights
   - D) Goods, works and/or services to be supplied constitute an extension of existing contract – where change of supplier would cause disproportionate technical difficulties, diseconomies or significant disruption
   - E) A one-off, unique opportunity that offers significant value
   - F) Extreme urgency, which was unforeseeable
   - G) Research and/or collaboration agreement(s) names a specific entity(s) in the grant award
   - Only vendor capable of meeting requirements
What are you seeking to purchase?

Goods are tangible items or products provided to you, the customer. Services are intangible activities, provided to you by a third-party. Services includes routine maintenance and repair.

Works, Construction and construction-related procurement involves purchases which can not be procured separately from the construction or alteration of a building. For example, lift maintenance and the procurement and installation of equipment such as air conditioning are NOT construction-related, as these can be procured separately.

3. This dispensation request relates to: *

- Goods and/or Services
- Works, Construction and/or Construction-related Services

Works, construction and/or construction-related services request

This request relates to the procurement of goods, works or services which could not be procured separately from the construction or the alteration of a building. Approval for this type of request will depend on the value:
- Director of ED approval where the total contract value is less than EU threshold; or
- Registary approval required where the total contract value is at or exceeds EU threshold.

EU thresholds for Construction and Construction Related:
- Works: £4,551,413 (exc. VAT); or
- Services: £181,302 (exc. VAT).

4. Supplier name *

As shown in the supplier database, on the supplier's official website or the supplier's Companies House record

Biolectric Ltd

5. Business type *

Please select from the dropdown

- Limited company (Ltd)
6. Supplier company size *

- Owner/Operator (1 employee)
- Micro (2-9 employees)
- Small (10-49 employees)
- Medium (50-249 employees)
- Large (250+ employees)

7. Total GBP value of your dispensation request (ex. VAT) *

*Please enter total value for the length of the contract*

299575

8. Tax clearance number (TCN)

*Optional, if relevant. Please see this page for more information:*

NW119991OBA

9. Supplier is registered on the following systems:

*Select all that apply*

- University Supplier Database (CUFS)
- Constructionline - Gold
- Constructionline - Silver
- Constructionline - Bronze
10. How long do you require dispensation? *

- 1 year (or less)
- 2 years
- 3 years
- 4 years
- Other

11. What terms and conditions will be used? *

- University
- Framework
- Supplier
- Other/Don't Know

12. Please provide a background summary on your requirement(s) *

This can expand on your reason selected earlier for why dispensation is required in this instance. Please also provide any information on risks and other options considered

The Building Energy Manager (BEM) has been working with Paul Kelly (Dairy Farm Manager previously Gavin Hughes until his retirement), Phil Hopper (Commercial Accountant), Peter Wilderspin (Rural Surveyor) and Mike Osbourn (Planning Manager) to explore the viability of using an anaerobic digestion (AD) system to create electricity for use on the farm. The AD plant would take slurry directly from the scraping system in the dairy barn and transfer it to a purpose built insulated vessel for storage and fermentation. During this process naturally occurring bacteria within the slurry creates methane, when methane levels have built up with the vessel the gas is filtered and supplied to a Combined Heat and Power (CHP) engine where it is burnt to generate electricity and hot water for farm use. Although, there are a number of large scale commercial AD systems operating throughout the UK these primarily use crops and food (both waste and purposely grown) as their primary gasification source. Typically, these are large scale, require a significant amount of food supplies, and are used to generate electricity to supply to the National Grid. Slurry AD systems are smaller, simpler systems that are suitable for farms due to their limited maintenance requirements (which can typically be completed by farm employees) and generate enough electricity for farm use without exporting to the grid. Park Farm have a dairy herd of around 200 cows who are housed year round in the dairy barn and graze on a bespoke diet of feed and fodder, bed
on straw/sawdust and are milked as required by robot milking machines. The use of robots means that there is 24-hour electricity demand which fits well with the electrical generation profile of an AD plant. The hot water use in the farm is currently provided by electric point of use units for hand washing and a central hot water tank for showers. Jet washers, filled with cold mains water, are used for steam cleaning the milking/medical areas and the robots have a local hot water tank which is used for internal cleaning after each milking. The hot water generated by the AD/CHP process will be stored in a new dedicated hot water tank with localised plumbing to provide each of these end uses Programme: • Clear an area of existing soil scrapings to create a hardcore and concrete plinth ‘hunkered’ into a raised area of previous scraping to the right hand side of the approach road on the edge of the farm. • Construct a hardcore and concrete plinth. • Complete groundworks to the existing slurry channels and rainwater drains to create a slurry pumping collection point (with a built in weir). • Shallow dig ductwork to carry pipes for slurry, mains water, hot water, electricity and an ethernet cable to and from the plinth to the main dairy barn building. • Create a space within the dairy barn building for the installation of a hot water storage tank and supply additional plumbing to connect this to existing showers and to supply the existing DHW demands. • Provide support (if required) to Biolectric specialist contractors to build the AD storage vessel and required connections for the electrics and plumbing. • Provide suitable draw off point and piping to allow for the filling of the existing electrically heated jet washes with hot water to reduce their electrical consumption.

13. Please summarise any commercial benefit, discount or saving that you have already secured from the supplier

Optional. This can included anything of value the University is receiving by not going through ‘competition’:

Typically, the farm consumes around £37,000 (296,000kWh) electricity per year. A 44kW AD unit utilising a 32 tonne/5000 gallon slurry tank would generate approximately £33,250 of electricity per year, £5,000 of hot water per year and, if installed and generating before April 2021, could claim approximately £17,190 of Renewable Heat Incentive (RHI) per year for the next twenty years.

14. Funding source / Warrant number *

BA/5887X

15. Warrant / Budget allowance for this contract *

£450,000
Grant funding
This covers all requests where the source of funds relates to research grants and contracts

16. Is this request grant funded? *
   - Yes
   - No

Payment
In general, the University's standard payment terms are 30 days from the date of the invoice. If you are required to pay in advance (full or in part), you will be asked to enter additional information later in this form.

17. What payment terms will be used? *
   - University standard (30 days from date of invoice)
   - Don't know
   - Other

18. Is an international payment required? *
   - This includes any payment in a foreign currency
   - Yes
   - No

Advance payment
An Advance Payment (or Pre-Payment) is any payment to a supplier made before the University has received the goods, works and/or services. Such payments present a financial risk to the...
University and should be avoided wherever possible.

For more information on terms and conditions, please see
https://www.procurement.admin.cam.ac.uk/information/advance-payments
(https://www.procurement.admin.cam.ac.uk/information/advance-payments)

19. Is an advance payment required?
   - Yes
   - No
   - Don’t know
   - Yes - covered as part of the research / collaboration agreement

Supporting documents upload and request coding

20. Please upload all received quotations, any relevant specifications, Head of
    Department approvals (where appropriate, i.e. if transacting on supplier terms)
    and any other supporting documents
    
    Example documents: quotes, business cases, supplier terms and conditions, signed collaboration
    agreements

21. Transaction code *

    For more information on coding, please see
    https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes

    - E: Consumables expenditure
    - P: Fixed assets
    - Other

22. Commodity code *

For more information on coding, please see
https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes/transaction-codes

- A: Audio-Visual & Multimedia Supplies and Services
- B: Library & Publications
- C: Catering Supplies & Services
- D: Medical, Surgical, Nursing, Dentistry Supplies & Services
- E: Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services
- F: Furniture, Furnishings & Textiles
- G: Sports Science & Recreation
- H: Janitorial & Domestic Supplies & Services
- J: Utilities
- K: Computer Supplies & Services
- L: Laboratory/Animal House Supplies & Services
- M: Workshop & Maintenance Supplies (including Engineering)
- N: Museums & Art
- P: Printing, Reprographics & Photocopying
- Q: Telecommunications
- R: Professional & Bought-in Services, inc. consultancy
- S: Stationery & Office Supplies
- T: Travel & Transport (inc. Vehicle Hire & Subsistence)
- U: Health, Safety & Security
- V: Vehicles, Fleet Management (Purchase, Lease, Contract Hire)
- W: Estates & Buildings
- X: Miscellaneous
- Y: Facilities Operations
23. Source of funds code *

If you are coding to a grant, please select ‘M: Research grants and contracts’
For more information on coding, please see [link](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-3-chart-accounts/section-1-recommended-reading-5).

- A: Chest
- M: Research grants and contracts
- P: Building projects
- Other

24. Any other relevant information

Optional. Please state if there are any important dates, deadlines or timelines to which you are working

A request has been submitted for ECRP money to be used to fund all aspects of this project. Funding will allow the farm to become virtually self-sufficient in electricity, reduce its carbon impact by reducing its consumption of grid based electricity and work towards achieving a circular economy by reusing a waste product, once as a fuel source, and a second time as a crop fertiliser. The installation at the University Park Farm will spread knowledge throughout the farming sector as it will be see by (and could potentially become part of the curriculum) the vets of the future.

25. Are you requesting this dispensation on behalf of someone else? *

- Yes
- No