



Atlas Bicester Limited
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 Capital House,
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6th May 2020

Dear Helen,

RE- Holiday Inn Express - Bicester Gateway Business Park

Please find summarised below, the proposed delivery and servicing schedule:

Delivery/Collection Type	Frequency (Per Week)	Service Provider	Vehicle Fleet/Type
Beverage Supplies	1	Matthew Clarke	<ul style="list-style-type: none"> 18T Vehicle - Euro 6.
Food	3	Brakes	<ul style="list-style-type: none"> 18T Vehicle - Euro 6. Right sizing of vehicles introduced, diversifying the sources of fuel used by fleet along with implementing advanced aerodynamic devices to improve efficiencies. 20 new compressed natural gas vehicles being built. All future fleet natural gas will be sourced from renewable sources.
Linen	7	Bourne	<ul style="list-style-type: none"> 14T Vehicle - Euro 6. Tracker systems on vehicles to monitor route utilisation to improve fuel efficiency.
Refuse/Recycling	3	Biffa	<ul style="list-style-type: none"> 26T Trade Waste Trucks.

General Points:

- Vehicles will access the Hotel site off Wendlebury Road, driving into the site and reversing up to the service yard/delivery drop off area, to the right hand side of the Hotel. Deliveries will be unloaded within the service yard/delivery drop off area and then taken into the Hotel, via the rear entrance doors. Once a delivery has been completed, the vehicle will drive forwards out of the site onto Wendlebury Road.
- Anticipated timings of deliveries will be between 7am and 4pm (excluding the occasional late delivery), with a maximum 12 deliveries during the week. One delivery on Saturday and Sunday from the Laundry provider.
- Atlas Bicester Ltd operates a centralized P2P ordering system with predetermined delivery days set up centrally to meet the demands of the hotel. Atlas' Head of Purchasing operates a policy of regularly reviewing number of deliveries with the suppliers along with delivery drop values to ensure deliveries are optimised and carbon footprint reduced where feasible.
- The principal Atlas suppliers operate Euro 6 vehicles and tracker systems to monitor route utilization to improve fuel efficiency and will work with the hotel to ensure delivery windows do not clash.
- Atlas' Head of Purchasing, responsible for negotiating the supplier contractual terms and conditions will issue the DSP to the principle suppliers. The Hotel's Operating Manager will then ensure that the unloading of deliveries are undertaken in a timely manner.

Yours sincerely



Jon Armstrong
Property and Development Director
Atlas Hotels Limited

Cc Elizabeth Wright – London + Regional Hotels