



Maritime &  
Coastguard  
Agency

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government's maritime safety and environmental protection policy. That includes co-ordinating Search and Rescue at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection, and enforcement activities and has 12 major business activities:

Survey	Seafarers' Services
Inspection	Search and Rescue
Enforcement	Pollution Response and Salvage
Ship Registration	Stakeholder Communication
Navigation Services	Ministerial Services
Strategic Prevention Design/Development	Regulatory Process

These activities are maintained by support services responsible for providing a range of administrative functions including infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the 2010 Equality Act, our capacity as a public body means we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different backgrounds. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of any of the protected characteristics specified in the Act.

You are invited to submit a tender for the following project:

**MCA REFERENCE: TCA 3/7/1715**

**CONTRACT FOR FALMOUTH MRCC VESSEL TRAFFIC SERVICE (VTS)  
OPERATIONS ROOM MODIFICATIONS - SITE ADDRESS: HM COASTGUARD,  
FALMOUTH MRCC, PENDENNIS POINT, CASTLE DRIVE. FALMOUTH. TR11 4WZ**

**1. The Works**

1.1 You are invited to submit a tender for the works outlined on the spreadsheet Scope of Works.

1.2 Proposed works:

- Existing mechanical, electrical and drainage systems are to be reviewed to ensure adequate knowledge is available to undertake the redesign appropriate to the desired outcome.
- Allow for the Site and the Works to be kept clean and free from rubbish at all times. Disposal from site, including skips will be the responsibility of the Contractor.
- Allow for the provision of all pre-construction safety file documentation including risk assessments, method statements, COSHH assessments, safety programs, lifting plans etc. & F10 submissions on behalf of the client (if appropriate).
- Asbestos Surveys - Falmouth MRCC Asbestos Management Survey Report dated 26/08/2014, available on request, No Asbestos detected. To undertake an Asbestos R&D survey if existing survey is insufficient.
- Allow for all staff and operatives to undertake a site safety induction prior to starting work on the site. This is envisaged to last approximately 20 minutes and can be conducted with a group of operatives if required.
- Allow for all safety related equipment including such items as barriers, signage, confined space entry equipment, working at height access equipment and lifting equipment etc. to enable works to be carried out with minimal risk to operatives and building users. our aim is for a zero-accident working environment and we encourage all staff and contractors to work toward this goal.
- Allow for a full-time Site manager who will be the focal point for all works on site.
- Allow for your own companies Safe Systems of Work to be utilised and provide the necessary Authorised Persons to issue work permits and safety documentation as required.
- Allow for all appropriate waste transportation licenses and ensure all arisings are removed from site and disposed of in an environmentally approved manner. Any spills are to be controlled and cleared immediately they occur, back up remediation plans / resources should be available in the event of a major spill or release of product.
- To include all design works to enable the modification of the building premises, electrical systems, pipework and drainage to ensure compliance with current

legislation and best practice guidance and act as the principal designer for this project.

- To carefully remove existing wall mounted notice boards / pictures and return to the client for reuse at the end of the works. (Approx. 12 in number)
- To carefully remove existing window blinds and set aside for replacement following the redecoration. Refit blinds on completion of the works. (4 in number)
- To make good all arising and any superficial damage on the walls
- Redecorate the walls with 2 coats of brilliant white vinyl matt emulsion. (Approx 60.46m<sup>2</sup>)
- The existing floor carpet is to be retained where possible and protected against damage throughout the works.
- To install 4 in number new electrical 16A 230V radial circuits terminating in wall mounted 16A 3 pin commando type sockets adjacent to each Operation Desk. These circuits are to originate from distribution board UPS 'C' located within the ground floor Radio Room.
- To divert the existing noncritical general power circuit currently fed from circuit 4L1 of distribution board A located in the generator room, the new origin is to be distribution board UPS 'C' located within the Radio Room.
- To divert the existing noncritical lighting circuit currently fed from circuit 4L1 of distribution board X located in the generator room, the new origin is to be distribution board UPS 'C' located within the Radio Room
- To provide 2 in number new radial circuits for the combined heating / cooling systems as below. To be fed from distribution board 'A' located within the generator room.
- To install 2 in number new DX combined air cooling / heating system with associated indoor wall cassette units to maintain a pleasant indoor working environment. As minimal noise disturbance is a high priority for staff using radio comms 24/7 the chosen system is to provide near silent running within the controlled space. A resilient design is to be provided to ensure continued operation during maintenance and breakdown periods. The systems are to automatically restart should their power supply be lost for a short period and the whole site be supported following start-up of the standby generator. Care should be taken with the siting of equipment to ensure condensate does not drip on to desks or IT equipment in the event of a condensate pump fault or blocked drain runs.
- To retain the existing wet heating system for resilience but close the radiator valves to deconflict with the proposed DX systems.
- To remove existing wooden shelving and make good any damage to the existing walls.
- Redecorate the walls with 2 coats of brilliant white vinyl matt emulsion. (Approx 18.6m<sup>2</sup>)
- To prepare and revarnish all hardwood finishes. (Approx. 12.34 mtrs)
- To supply and install a wall mounted cloths peg rail adjacent to the main door

- To carefully remove existing wall mounted notice boards / pictures and return to the client for reuse at the end of the works. (Approx. 7 in number)
- To carefully remove existing window blinds and set aside for replacement following the redecoration. Refit blinds on completion of the works. (7 in number)
- Make good any damage / arisings to the existing walls.
- Redecorate the walls with 2 coats of brilliant white vinyl matt emulsion. (Approx 60.46m<sup>2</sup>)
- To prepare and revarnish all hardwood finishes. (Approx. 29.79 mtrs)
- To carefully remove existing wall mounted notice boards / pictures and return to the client for reuse at the end of the works. (Approx. 7 in number)
- Supply & Install 2 in number Velux type electrically controlled roof light blinds to existing skylights
- Make good any damage / arisings to the existing walls.
- Redecorate the walls with 2 coats of brilliant white vinyl matt emulsion. (Approx 34.42m<sup>2</sup>)
- To prepare and revarnish all hardwood finishes. (Approx. 18.44 mtrs)
- To modify the existing lighting to provide a dimmable configuration from the existing wall mounted switch position.
- Allow for the provision of 2 x electronic copies on CD Rom and one printed hard copy of all commissioning certification, test sheets, manufacturers information, user operation and engineers service and maintenance guides, suppliers contact information, disposal information etc. together with full layout and schematic drawings of the complete install in DWG. & PDF. formats. This information is to be presented in a post-construction health and safety file format.
- On completion the Contractor to undertake sparkle clean of working areas and leave the premises clean and tidy, free from dirt, dust and any builders waste and plant.
  - External – hatched line marking 'Keep Clear' for emergency service vehicles.

1.4 The Contractor will take on Design responsibility for the works, acting as Principal Designer and as the Principal Contractor – (Construction Design & Management Regulations 2015) - and should provide for compliance with and provision of necessary resources.

1.5 **Quality of Workmanship.** All works should be completed to a high standard, fit for purpose and in accordance with current British Standards, industry best practice and relevant Regulations for each work element. All electrical work is to be undertaken by a National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalently accredited electrical engineer.

- 1.6 The contractor is to pay the necessary fees to all associated sub consultants, i.e., building control, data installation, local authority planning etc.
- 1.7 **General Specification.** All items listed on the Scope of Work Schedule are to include all sundry items required to fully complete their installation. All items are to be installed in accordance with manufacturer's guidelines. All disturbed surfaces must be made good with any penetrations through fire wall compartments being made good with temporarily during the works and completed with a permanent approved solution affording the same fire rating as the compartment.
- 1.8 **Health and Safety.** The works to be undertaken under the full remit of the Construction (Design and Management) (CDM) Regulations 2015. At this stage we do not anticipate that the project will be notifiable.
- 1.9 **Handover.** The contractor is to provide a handover file for the property, including copies of all Electrical Safety Test Certificates, maintenance/servicing information, building control certification, etc.
- 2. Pricing**
- 2.1 The Tenderer must complete the Pricing Schedule included in the Jaggaer Portal Commercial Envelope and submit the completed the Scope of Works Schedule.
- 3. Guarantee**
- 3.1 We regard warranties as a key component of achieving overall best value for money. Full details of any warranties on the tendered equipment are required, including the period of cover.
- 4. Delivery**
- 4.1 The MCA requires works to commence as soon as possible after contract award. Tenderers should state in their tender their lead time for commencing work and the expected time on site for completion of all works and handover to the MCA.
- 5. Payment**
- 5.1 Payment shall be made upon completion of all works in accordance with the Conditions of Contract, and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.
- 6. Submission of Tenders**
- 6.1 Tenders must be submitted by the deadline date stated in the Invitation to Tender letter, and in accordance with the Instructions to Tenderers

6.2 Tenders are required to provide a full programme of works.

## **7. Sustainability**

7.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially, and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.

7.2 Consideration should be taken to account for the following areas:

### **Origin and recycled/recyclable content of materials**

- Tenderers should detail the quantities used and recycle content of the product.
- Recyclability of product once it has reached its end of life.
- Type of paints and coverings used.

### **Transport mode selected for freight**

- Tenderers should detail options to identify and promote measures to reduce emissions during transport of goods. Including rail freight or low emission/fuel efficient heavy goods vehicles

7.3 More information on the environmental consideration can be found at:

<https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

## **8. Social Value**

8.1 The contractor must provide a description of the actions they would take to minimise the amount of CO2 emitted by their organisation on the MCA's behalf, apart from the use of energy on site. Your answer could include (but should not necessarily be limited to):

- Maximizing the efficiency of delivery mechanisms.
- Managing CO2 emissions in business travel.
- Managing your sub-contracts to minimise the use of energy/emissions of CO2.

8.2 The contractor must provide a statement on what their organization does to promote employment rights for their supply chain workers at least in line with the Ethical Trading Initiative Base Code. Your response could include (but should not necessarily be limited to):

- Management of sub-contractors.
- Policies on recruitment.
- Staff training and awareness.
- Association with apprenticeship scheme

8.3 The contractor must provide a description of any social or economic benefits that could be delivered to local communities, because of your organisation carrying out this contract.

## **9. Minimum Standards (Qualification Stage)**

9.1 This section details the Minimum Standards tenderers must satisfy in order for their submission to be moved onto the Evaluation stage. The following requirements will be assessed on a “Pass/ Fail” basis under the Qualification envelope on Jaggaer. Failure to provide information to an appropriate level of detail may render the application non-compliant and their evaluation may be taken no further.

9.2 Tenderer must provide details and references of a similar project carried out within the last 2 years. Details should include:

- Client
- Nature of project
- Programme value
- Client contact for reference purposes

9.3 Tenderers must confirm that they will have all the required insurances in place at the start of the contract. The minimum levels are listed below:

- Employers Liability £5,000,000.00
- Professional Indemnity £5,000,000.00
- Public Liability £10,000,000.00

9.4 Tenderers must confirm that prior to any work commencing on site, compliance with the Baseline Personnel Security Standard (BPSS) for undertaking unsupervised activity on Government estate will be met. The following checks must be undertaken on all personnel working on site:

- Proof of identity
- Nationality
- Right to Work
- Employment History (3 years)

- Criminal Record (DBS check)
- Details of any significant period (over 6 months) spent abroad in past 3 years.

9.5 Tenderers must confirm acceptance of the NEC3 Engineering and Construction Z Clauses.

9.6 Tenderers must confirm acceptance of the following requirements of contract:

- Works are to be undertaken inside normal working hours 07:00hrs to 19:00hrs Monday to Sunday.
- Due to the time constraints, out of hours working and weekends are encouraged (outside normal working hours to be itemised in the schedule of works).
- All works are to comply with current legislative regulations and best practice guidance, including all relevant British Standards.

9.10 Tenderers must hold the following accreditations/ certifications and provide evidence at tender stage:

- NICEIC accreditation
- Safe Contractor accreditation
- ISO 9001 accreditation or equivalent
- ISO 14001 accreditation or equivalent
- Certificate of Registration under the Waste (England & Wales) Regulations 2011

## 10. Selection Process

**Evaluation Criteria** - Quality Score represents **60%** of the Total Scores

10.1 It is essential that the tenderer response for each requirement is provided in full detail using the Technical envelope on the Jaggaer portal. The table below outlines the requirements and weightings for each question section. The full details are on Jaggaer:

Question Section	Weighting	Sub-weightings
<p><b>Compliance with the Technical Requirement</b> Tenderers are required to respond to each line item in the Scheme of Works under the headings:</p> <ul style="list-style-type: none"> <li>• Health Safety &amp; Environment</li> <li>• Design Works</li> <li>• Statement of Requirement</li> <li>• Completion</li> </ul>	60%	<p>Health Safety &amp; Environment <b>including example of RAMS for this project</b> – 20%</p> <p>Design Works – 35%</p> <p>Statement of Requirement – 35%</p> <p>Completion – 10%</p>
<p><b>Provide full details of warranties on the tendered equipment including the period of cover.</b></p> <p>The defects liability period of 12 months will commence on the date of the successful handover from the contractor to the MCA Estates representative.</p> <p>The guarantee period will be a minimum of 12 months unreserved on workmanship and all new equipment and materials supplied by the contractor.</p> <p>The equipment and installation will meet the Manufacturer's criteria to achieve the maximum Manufacturer's warranty.</p>	8%	Not applicable
<p><b>Programme of Works</b></p> <p>Provide a detailed programme of works for the estimated time on site.</p> <p>Provide details of lead time until the works can commence.</p>	15%	
<p><b>Social Value</b></p>	17%	Minimising CO2 emissions – 33.3%

	Promotion of employment rights – 33.3%
	Social and economic benefits – 33.4%

### Quality Points

**5** - A score of 5 will be achieved by demonstrating a robust understanding and methodology that specifically meets the requirement. The response provided will have full and comprehensive supporting evidence and examples.

**3** - A score of 3 will be achieved where the proposed approach meets the basic requirement with the exception that the supporting commentary and/or evidence does not fully explain, justify, or provide a fully comprehensive response or examples.

**1** - A score of 1 will be achieved as per the criteria for achieving a score of 3 with the exception that the supporting commentary and/or evidence does not fully explain or justify the approach, experience of allocated resource and only some aspects of the MCA's requirements are fully met.

**0** - A score of 0 will be achieved for any answer that does not meet the level required to score a 1 or above.

$$\frac{\text{Quality Score} \times \text{Weightings}}{\text{Highest Quality Score Possible for the Criterion}}$$

**Price Score** represents **40%** of Total Scores      Weightings  
Overall cost      100%

### Lowest Bid Cost

$$\frac{\text{Cost Score} \times \text{Weightings}}{\text{Each Bidder's Cost}}$$

TOTAL SCORE = Total Quality Score + Total Cost Score

**THE MCA INTENDS TO AWARD THE CONTRACT TO THE HIGHEST SCORING TENDERER**