

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:

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| --- | --- |
| 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 3/7/1077**

**CCTV SPECIFICATION NMOC, FAREHAM, HANTS**

**PHASE I – CCTV**

1. **General Requirement**

1.1 The Maritime and Coastguard Agency has a requirement for a replacement Closed Circuit Television (CCTV) system at our National Maritime Operations Centre, Kites Croft, Fareham, Hants PO14 4LW.

* Phase I of the works would be the provision of a new CCTV system
* Phase II will be an option to expand to other MCA sites

**2. Existing System**

2.1 The existing analogue system consists of:

* 35 x fixed external cameras,
* 29 x Fixed integral cameras
* 18 x Pan, Tilt and Zoom (PTZ) cameras.
* A total of 82 cameras

2.2 There is a built-in redundancy within the system which is deemed to be more than the requirements of the MCA however, failure and obsolescence of component parts over the last few years and the recent failure of the keyboards and monitors within the gatehouse has now reduced the capability of the system past the minimum requirement.

2.3 The extremely high cost associated with the replacement of like for like analogue technology against more cost effective new digital technologies with increased capabilities suggests that replacement of all the active system components is now required.

2.4 Subject to survey and pre- install testing, the existing cabling infrastructure is deemed to remain effective, operational and therefore reusable.

**3. The Requirement**

3.1 Disconnect and decommission existing CCTV system.

3.2 After installation of the new system, identify remaining internal / external cameras that are redundant, these shall be retained to provide a visual deterrent. Please provide a discrete solution to locally identify this equipment is not in use.

3.3 The replacement CCTV system should:

* Provide a solution that reduces the quantity of fixed cameras viewing the security sterile zone external to the perimeter fence line by using the existing Pan Tilt Zoom (PTZ) locations to incorporate a view of the existing 12 monitored zones of Geoquip Perimeter Intruder Detection (PID) fence alarms when activated.
* Provide cover of the building’s external entrance and fire doors with fixed cameras to ensure recorded footage is maintained of all individuals entering and leaving the building.
* Provide cover of the doors to the Main Equipment Room (MER) with fixed cameras to record individuals entering and leaving the data centre.
* Provide cover of the generators and fuel storage area to protect this critical standby power facility.
* Provide cover of the roof top plant rooms to record all individuals entering and leaving the roof area.
* Provide cover of the cooking facility within the ground floor kitchen to provide remote monitoring of this medium fire risk area.
* Include the installation of an additional fixed internal camera to cover the gatehouse reception desk to provide close up capture of visitor / potential attackers.

4. **Future Proofing the Requirement (Phase II)**

4.1 The MCA would be interested to learn of any technology that can be provided to expand the proposed CCTV system so that monitoring of other MCA sites could be achieved from the NMOC – see Phase II, paragraphs 7.1 and 7.2.

**5. Operational requirements of the replacement CCTV system are:**

5.1 To provide High Definition (HD) CCTV monitoring and control of all cameras from the security gatehouse, capable of continuous 24/7 operation.

5.2 To provide a minimum of 31 days historic HD video footage of all camera feeds connected to the system, with automatic back up so that footage is not lost should primary storage problems be experienced.

5.3 Ability to access and playback all recorded camera video streams with the ability to save HD video footage as evidence and copy to DVD / CD / USB memory stick using industry / police standard software.

**6. Duress Alarm Requirement**.

6.1 The current duress alarm is activated by one of two panic buttons located within the gatehouse. However, operation of these buttons only activates a warning screen on the Chubb Director monitors within the gatehouse and current security fall back office G.22.

6.2 Tenderers are invited to provide recommendations on how best to address this unsatisfactory situation. It is also suggested that there should an entry gate keypad be fitted with a duress facility to enable staff to alert the security / operations team to an incident by entering a common numeric duress code. The new CCTV system is to be capable of operating the PTZ cameras automatically to view the entry gate position to maximise visibility / capture of the potential incident area just outside the entry gate through the CCTV system.

**PHASE II – EXPANSION OF THE CCTV SYSTEM TO OTHER MCA SITES**

7.1 The MCA would specifically be interested in a CCTV system that can be expanded into other MCA sites. At this stage we have not fully explored the possibilities that would be obtainable with the technology that is available today. However, we would like the tenderer to explain whether it is possible for cameras mounted external, or internal, to MCA buildings could live feed to the NMOC gatehouse. We would like to understand any constraints that would prohibit us installing such a system.

7.2 For the evaluation purposes of this specification we would ask the tenderer to provide a price for a 2 x external and 2 x internal camera system, with recording facilities, to be installed in a building in Falmouth for example.

**8. Pricing**

8.1 Recommendations from the Tenderer for any ancillaries, spare parts or consumables for the proposed system, not already included in the price, would be greatly appreciated, with separate quotes.

8.2 The Tenderer should submit their completed Pricing Schedule, providing separate quotes for:

* Phase I – Supply and Installation of a new CCTV System
* Phase II – Expansion of the system to other MCA sites

**9. Training / Commissioning**

Tenderers should detail the training that will be provided with the system, and confirm it has a proven method of training the trainer.

9.1 The system must be fully PAT tested in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Code of Practice for the Inspection and Testing of Electrical Equipment. Evidence should be provided.

**Health & Safety / Maintenance Documentation**

Tenderers should allow for providing a full health and safety file and maintenance manual complete with drawings completion of the works. 1 x hard copy and 2 x soft copy CDs are required. Drawings to be issued in .pdf and .dwg formats. Back-up software discs shall also be provided for all systems used within the installation.

**10. Guarantee**

We regard warranties as an important component of achieving overall best value for money. Full details of your warranty on the tendered equipment is required, including the period of cover. Please also explain if in-house maintenance affects your warranty terms.

**11. Sustainability –** check if note on recyclable content is needed

The MCA is committed to sustainable procurement. This means making the necessary decisions to operate our procurement activity in an economically, socially and environmentally responsible way, in accordance with the policy published at <https://www.gov.uk/government/collections/greening-government-commitments>.

The MCA considers that there are three main areas of sustainability risk in this contract, and suppliers should state in their tender what steps they would take to minimise these risks in the delivery of the contract. The identified risk areas are:

* Emission of greenhouse gases in the transport of goods to the MCA site;
* Emission of greenhouse gases, use of energy, water and materials in the manufacture of the product; and
* Poor working conditions and/or breach of equality and diversity principles, in the supplier’s workforce and supply chain.
* Recycled content of materials used.

**12. Delivery**

Tenderers should state in their tender their lead time for delivery to NMOC, Fareham and estimated installation time.

**13. Payment**

Payment shall be made upon delivery and installation of the goods in accordance with the ‘General Conditions of Contract for the Supply of Goods and Associated Services’, and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

Contractors should note that the MCA has migrated its invoicing activity to the DfT Shared Service Centre (Swansea). Invoices should be sent to the address below and include a case reference number and transaction account code (to be assigned by the Agency).

Invoices also need to detail the purchase order number issued by the MCA and a full description of items provided:

DfT Shared Service Centre

Arvato Bertelsmann

Sandringham Park,

Swansea Vale,

Swansea, Wales,

SA7 0EA.

The MCA will comply fully with statutory legislation on late payment on the basis of claims submitted by the successful tenderer.