



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 His 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 3-7-1767

**CONTRACT FOR REMEDIAL WORK AT CULHORN DEPOT, WOODLEA,
COMMERCE ROAD, STRANRAER, DG9 7UE**

1. Summary

The Stranraer CRS will be used for a temporary time due to pending area development. Therefore, we are proposing small works to ensure the team are operational and comfortable.

The current temporary premises however is in poor condition with pigeon excrement, poor paint work and heavy dirt. There are areas in the ceiling that need to be enclosed, and the ceiling needs further patch repairing. The property is currently leased, as above mentioned it will be used for a temporary time where we would envisage this project to be as little invasive as possible from a budget and landlord perspective. Furthermore, to note that the distribution board appears to be shared with other area/s of the shared building. Any electrical works involving power shut down need to be agreed and arranged with parties affected.

The site has external welfare facilities next door, we are intending to use the small kitchen onsite, but this too needs to be thoroughly cleaned.

The team need to be relocated and have moved in, and any work will require working around the team's activities.

2. The Works

You are invited to submit a tender for the completion of both external and internal remedial work including electrical, decoration, replacement flooring and roof repair at the Stranraer CRS temporary site:

- If not already in place install a wall mounted four pin code key safe box outside HMCG Door.
- Clean premises thoroughly – walls, skirtings, flooring, cupboards and all surfaces.
- Repaint all skirtings in White gloss.
- Clean, paint and prep all internal walls including the storeroom in white vinyl matt emulsion (no eggshell).
- Replace the missing lid on the ceiling to the attic area as you enter through the front main door.

- Patch repair and make good the hole (Extraction Fan) in the wall at the front of the building.
- Patch repair and make good holes in all walls and ceilings.
- From an agreed water main, run an insulated water pipe to the front of the building, finishing off with a tap, also include for a double check valve and a local isolating valve.
- If not already completed, install the MCA signage to the external of the premises (these will be provided).
- To advise of any other outstanding works that cannot be ignored.
- Provide a Fire Risk Assessment upon completion.
- Provided a legionella report if running drinking water is found at premises.
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Flooring

- Fit Milliken – Light Trail/Dusk Titanium Light Trails Print DR01349556 Call Debbie and quote MCA Penelope on 07768251759 to the rear office area.

Doors

- Replace the front entrance door, also include for a new handle, closer and kickplates. New door to be in RAL 5002.
- Further paint internal doors in RAL 5002 blue except for the door in the hallway in between the main entrance door and the door leading into the garage.
- On the rear fire exit door after painting install kickplates and a suitable closer.
- Replace the current roller shutter door with a new door to include an electric motor with a manual override and compliance safety features. Door to be RAL 5002 blue.

Electrics

- Remove and isolate all lighting and socket from main supply and main distribution board.
- Install a new submain cable from the existing council distribution board to the coastguard unit
- Install a new meter and distribution board in the new unit.
- Provide new containment trunking for all new wiring within the new unit
- Install new cabling from the distribution board to the existing lighting within the unit
- Provide and install PIR lighting over external roller shutter door and over personal door, minimum size 50W.
- Provide and install including all cabling to 16 x 13amp twin sockets

- Replace all lighting for LED lighting, also include for the appropriate emergency lighting as required, advise over further lighting to ensure premise is adequately lit for the duration of the team's stay.
- Provide O&M manual and test certification

3. 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.

The contractor is to pay the necessary fees to all associated sub consultants, i.e., building control, data installation, local authority planning etc.

Visit to site can be arranged using the Messaging system on the Jaggaer Portal; timeslots will be allocated on a first-come-first-served basis. Site visit absence will be taken into consideration when evaluating the tender. When requesting a site visit, please provide your preferred date, time and list of attendees.

All items listed on the Statement of Works All items are to be installed in accordance with manufacturer's guideline and are to include all sundry items required to fully complete their installation. 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.

All disposals will require removing and safely disposing in accordance with the Environmental Health Authority policies for the safe disposal of waste materials

All waste arising from the works are to be disposed of by the contractor in accordance with relevant regulations.

4. 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.

5. 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. All applicable construction certification, risk assessments must be submitted prior to project commencement.

6. Pricing

Recommendations from the Tenderer for any additional works, not already included in the price, would be greatly appreciated, with separate quotes as optional extras.

7. Guarantee

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.

8. Delivery

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.

9. Payment

Payment shall be made upon completion of all works and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

10. Sustainability

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.

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

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>

11. Social Value

Fighting Climate Change: provide a description of the actions your organisation would take to deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.

Equal Opportunity: The contractor must provide a statement on what their organisation does to minimize the risk of modern slavery in their supply chain for this contract, and 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

Wellbeing: The contractor must provide a description of how your organisation demonstrates collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities.

12. Minimum Standards (Qualification Stage)

This section details the Minimum Standards tenderers must satisfy 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.

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

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 £2,000,000.00
- Public Liability £10,000,000.00

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.

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

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.

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
- Waste management license or a certificate of registration from the Scottish Environment Protection Agency (SEPA)