



Maritime &
Coastguard
Agency

SPECIFICATION

TCA 3/7/1080 MCA Dover Replacement Windows

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 (SAR) at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA works 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 provide a full range of search and rescue, counter pollution, survey, and inspection and enforcement activities and has 12 major business activities:

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

These activities are supported through services responsible for providing a range of administrative functions including: infrastructure, MCA people, financial management & administration and corporate management.

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

MCA DOVER - REPLACEMENT WINDOWS

1. Background

- 1.1 MCA Dover is located on the top of the white cliffs of Dover, north east of the port of Dover and adjacent to Langdon Bay (O.S Grid Ref : TR 340 424). As a Coastguard Operations Centre (CGOC) the building consists of an emergency control centre, administrative offices, associated infrastructure and a helipad.
- 1.2 The windows have now reached end of life and require complete replacement with more efficient windows that will maximise the impact of the recently installed new heating system.

2. Services Required

- 2.1 Window replacement- replace current windows throughout building.
- 2.2 Improve efficiency in terms of energy saving and heat loss.

3. Onsite Management

- 3.1 Where possible all works are to be undertaken within office hours Monday- Friday 09:00-17:00.
- 3.2 As the building operates on a 24/7 basis, works which involve a high level of noise, (over 55 dB) dust or disruption must be undertaken in liaison with the MCA appointed Project Manager and the MCA Site Manager.
- 3.3 Works within the operations room must be undertaken within the agreed timeframe and must be given priority over all other elements.
- 3.4 During certain emergency working conditions, works within the operations room and other key areas must cease and in certain conditions all works may need to be stopped, should this be the case reasonable costs will be considered and a revised works programme mutually agreed.

4. Security Requirements

- 4.1 Any contractor whose staff works on MCA premises as part of their contract work must ensure that those staff complies with the Centre for the Protection of National Infrastructure (CPNI) pre employment check (equivalent to Baseline Security Standard). The check is to include the staff members' identity, nationality, references and the provision of a criminal record declaration. Details of the CPNI checks can be found at: -

http://www.cpni.gov.uk/Docs/Good_practice_guide_-_preemployment_screening_edn3.pdf

5 Contract Management

- 5.1 The appointed contractor will be required to attend a pre-start meeting ahead of the commencement of works and reasonable review meetings as requested by either the MCA or the appointed Project Manager.

5.2 The contractor should identify their administrative management structure within their tender proposal. This should also include escalation procedures for service delivery management.

6. Invoicing

6.1 Invoices should be submitted as agreed to:

Shared services Arvarto (MCA)
Sandringham Park
Swansea
SA7 OEA

6.2 Invoices will only be paid upon the receipt of a satisfactory payment certificate being received by the appointed Project Manager.