



Maritime &  
Coastguard  
Agency

## Schedule 2 – Requirements Specification

### TCA 3-7-1320 Contract for Southport Coastguard Rescue Station (CRS) Fit Out Works

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 3-7-1320**

**CONTRACT FOR THE REFURBISHMENT OF UNIT 12, OLD HALL FARM  
BUSINESS PARK, CROWLAND STREET, SOUTHPORT, PR9 7RJ**

**1. The Works**

1.1 You are invited to submit a tender for the works outlined on the spreadsheet titled Appendix A– Schedule of Works.

1.2 Southport Coastguard Rescue Team is a Coastguard Search and Rescue Team based in the North West, one of the busiest operational areas in the United Kingdom. Although there are no team boundaries, Southport Coastguard Rescue Team will by enlarge respond to coastal emergencies along the Sefton Coastline and will often be called to assist flank teams in Liverpool, Wirral and Lancashire.

Southport Coastguard Rescue Team is made up of 12 Coastguard Rescue Volunteers who are on call and ready to respond to coastal emergencies. The team has one Coastguard Rescue Vehicle 4x4 which is equipped for water rescue, search and casualty care.

Southport Coastguard Rescue Team are currently co-located at Southport Community Fire Station however facilities there are limited to a small section of an office and the Coastguard Rescue Vehicle is kept outside on the station yard.

1.3 Proposed works:

Full refurbishment of Unit 12, Old Hall Farm Business Park, Southport.

Main project activities include:

- Strip out 2 x sections of mezzanine floor on the left side of the unit supported by RSJ columns, leaving the right-hand mezzanine area intact.
- Close up openings on the mezzanine floor created by floor removal.
- Make good internal walls where the mezzanine floor has been removed.
- Supply and fit suspended ceiling to lower the height in the main garage area.
- Remodel store and toilet to create WC and shower enclosure.
- Remove and install windows as instructed.
- Replace existing rear fire door.
- Supply and fit new electric roller shutter door for garage area

- Resize kitchen and office on the mezzanine floor.
  - Supply and fit electrical infrastructure, data, heating, fire alarm and intruder detection system.
  - New fitted kitchen
  - Make good and decorate throughout, including Flowcrete in the garage/store areas. Carpet tiles in the training room and office and vinyl in the kitchen, WC and shower.
- 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 A viewing day for tenderers to visit site is expected to take place **Monday 5<sup>th</sup> February 2024**. 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. The first slot is anticipated to be 10am.
- 1.8 **General Specification.** All items listed on the Works 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.
- 1.9 **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.
- 1.10 **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 Recommendations from the Tenderer for any additional works, not already included in the price, would be greatly appreciated, with separate quotes as optional extras.
- 2.2 The Tenderer should submit the completed Pricing Schedule and completed Works Schedule to refurbish Unit 12, Old Hall Farm Business Park, Crowland Street, Southport, PR9 7RJ.

## **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 '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.

## **6. Sustainability**

- 6.1 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.
- 6.2 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

6.3 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>