



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 3/7/1737**

**CONTRACT FOR THE FIT OUT OF THURSO COASTGUARD RESCUE STATION  
(CRS) – SITE ADDRESS: UNIT 2A, ORMLIE INDUSTRIAL ESTATE, THURSO, KW14  
7QU**

**1. The Works**

- 1.1 You are invited to submit a tender for the works outlined on the spreadsheet attached as Appendix A to this document – Schedule of Works.
- 1.2 At the moment the current CRS Set up is down in the Scrabster harbour area, split between two buildings, a garage (no welfare provision) in the ferry terminal building and an office within the business enterprise suite some 600m away. In recent years this has proven to be vulnerable as only having one access road blocked due to increased landslides and flooding during seasonal storms. The road was restricted with temporary traffic lights for 6 months at the start of the year while repair works were carried out which on occasion hindered a response. The proposed new site is located within the town of Thurso, a much more central location with easier access to the volunteers.

With a recent operational review conducted within Area the headcount of the team is going to increase, along with the addition of a second vehicle due to flank teams having some rope rescue capability removed. There currently isn't the ability to store the additional vehicle at Scrabster CRS due to ongoing harbour operations restricting space around the current garage. The new site would allow the storage of a second CRV along with the increased headcount.

This move would increase the capability to deliver operational training on the North coast, decreasing the T&E requirement for some of our technical training. We would increase the equipment holding in the north, locating an Airshelta in the proposed site, increasing our ability to offer support to other agencies during multi agency events and store Remote Radio Site BCP equipment. The proposed building would also house an office that could be utilised by MCA staff working in and around the area.

**1.3 Proposed works:**

Fit out of industrial/office unit, Unit 2A Ormlie Industrial Estate, Thurso, KW14 7QU.

Main project activities include:

- Block up existing pedestrian access to garage area from office/welfare area.
- Expand and refurbish existing toilet to include provision for accessible WC and shower.
- Create new access door from garage area to rest room/kitchen area.

- Replace existing doors with fire rated doors including vision panels.
  - Increase office, rest room & toilet thermal insulation to meet the requirements of building control.
  - Electrical fit out including additional power outlets, LED lighting, high level trickle chargers and external EV point.
  - Mechanical fit out including new water heater to supply kitchen and toilet, new accessible toilet and fittings, shower cubicle, washing machine and washdown sinks, ventilation and heating.
  - Supply and fit fire detection system.
  - Supply and fit intruder detection system.
  - Supply and fit standalone storage cage.
  - Supply and fit new fitted kitchen.
  - Make good and decorate throughout, including Flowcrete or equivalent floor finish in the garage. Vinyl in the toilet/shower and kitchen area. Carpet tiles in the rest room and office.
  - Repair and decorate external facias and fittings.
  - 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 A viewing day for tenderers to visit site is expected to take place **Thursday 31<sup>st</sup> October 2024 and Friday 1<sup>st</sup> November 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 9am.
- 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 fit out the Unit 2A Ormlie Industrial Estate, Thurso, KW14 7QU.

## **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. 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 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.

8.2 Equal Opportunity: a statement demonstrating what action your organisation takes to identify and manage equal opportunity in the delivery of the contract, including in the supply chain.

8.3 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.

## **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:
- Existing main power supply, distribution boards and water heater condition to be reviewed. Any improvements must be advised at tender stage and detailed to the MCA.
  - Works are to be undertaken inside normal working hours 07:00hrs to 19:00hrs Monday to Sunday.

- 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
<b>Compliance with the Technical Requirement</b> Tenderers are required to respond to each line item in the Scheme of Works under the headings: <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%	Health Safety & Environment <b>including example of RAMS for this project</b> – 20%  Design Works – 35%  Statement of Requirement – 35%  Completion – 10%
<b>Provide full details of warranties on the tendered equipment including the period of cover.</b>  The defects liability period of 12 months will commence on the date of the successful handover	10%	Not applicable

<p>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>		
<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>	20%	
<p><b>Social Value</b></p>	10%	<p>Minimising CO2 emissions – 33.3%</p> <p>Modern Slavery – 33.3%</p> <p>Social and economic benefits – 33.4%</p>

## 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.

Quality Score = x Weightings

Highest Quality Score Possible for the Criterion

<b>Price Score</b> represents <b>40%</b> of Total Scores	Weightings
Overall cost	100%

**Lowest Bid Cost**

Cost Score = x Weightings

Each Bidder's Cost

TOTAL SCORE = Total Quality Score + Total Cost Score

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