**ANNEX A**

**FIRM PRICE SCHEDULE Contract No TCA 3/7/1008 (2022-2025)**

**MCA MAST AND TOWERS MANAGEMENT CONTRACT**

**PRICE SCHEDULE**

Tenderers for this contract are asked to quote on the basis of a fixed price contract for core activities comprising of:

a. The structural inspection of all mast and towers that are owned by the MCA. Inspection and testing of associated earthing systems and other safety systems (e.g., fall arrest) in the cycle as described in the Specification Section 6 Specifying Good and/or Services under 2.1.a.

b. The issue of structural condition/safety certificates for these masts and towers such that a valid certificate for each structure is held.

c. The provision of annual reports on the condition of all inspected structures, including production of a Forward Maintenance Register containing estimated costs and breakdowns for identified maintenance requirements including recommended timeframes for rectification.

d. Management of the annual maintenance activity (including preparing the work specification and managing the annual tender activity.

e. Annual maintenance of documentation such as mast and tower profiles.

Rates that will be attributed to tasked non-core activities (by grade/person/activity), including:

a. Surveying a mainland ‘green field’ site location for a new radio tower including provision of a topographic survey. Example costs should be provided for the following sites: Lerwick, Lowestoft, St Mary’s, St Ann’s Head and West Torr.

b. Preparation of planning drawings and reports based on a 30-metre freestanding tower.

c. Carrying out a structural analysis of a tower using information gained from a survey preparing a report and issuing electronic copies to IT.

Tenderers for the above contract should complete the tables below, indicating what they would charge for each required element. Prices must:-

* Be stated in Pounds Sterling;
* Include all other charges and overheads associated with the element being priced.
* Additional rows can be added if necessary

Fees, travel, subsistence and any other disbursements associated with the setting up period are to be identified as part of the tender response.

During the operational phase of the contract, travel, subsistence, and other disbursements will be in accordance with the policy and rates of the MCA (see Annex A)

Fees relating to the operational phase are to be identified as either lump sum or fixed hourly fees as appropriate as part of the tender response. Any variance of fees for traveling, out of hours or other circumstances are to be identified as part of the tender response.

It is anticipated that fees, travel, subsistence, and any other disbursements for the core activity of the inspection of the declared mast, tower and location, preparation of these reports, issue of the annual Forward Maintenance Register Plan (FMR) and fixed annual charges will be covered by an annual fixed fee. Details of the charging structure for the core work are to be declared in the tender response.

Any fees associated with closing down the contract (e.g. retrieving, handing records and documentation to the MCA) are to be declared as part of the tender response.

**Suppliers Name:**

|  |  |  |
| --- | --- | --- |
| Requirement | Firm Price  (exc. VAT)  £ | Total Price  (inc. VAT)  £ |
| **List items here** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total price** |  |  |

**Annex A**

**Travel and Subsistence (T&S) guidance – Travel rates**

**UK travel rates**

|  |  |  |
| --- | --- | --- |
|  | **First 10,000 miles** | **Over 10,000 miles** |
|  | **per tax year** | **per tax year** |
| Cars and vans | 45p | 25p |
| Motor cycles | 24p | 24p |
| Bicycles | 20p | 20p |
| Passenger rate | 5p | 5p |
| Public Transport rate | 25p | 25p |
| Equipment supplement (**taxable**) | 2p | 2p |
|  |  |  |

**UK subsistence indicative levels**(Actuals supported by receipts)

**Day subsistence**

|  |  |
| --- | --- |
| Breakfast indicative level (irregular start before 6.00 am) | up to £5.00 |
| One meal indicative level (Five hour rate) | up to £5.00 |
| Two meal indicative level (Ten hour rate) | up to £10.00 |
| Late evening meal indicative level (irregular late finishers only) | up to £15.00 |

**Night subsistence**

|  |  |
| --- | --- |
| Hotel indicative level London | up to £115 per night |
| Hotel indicative level elsewhere | up to £90 per night |
| Overnight stay evening meal indicative level | up to £15.00 |