



Portland Port Ltd

PASSENGER & BAGGAGE HANDLING

SPECIFICATION

CONTRACT PERIOD TO END 2016

Employer

Portland Port Ltd

Castletown

Portland

DORSET DT5 1PP

PASSENGER & BAGGAGE HANDLING

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PASSENGER AND BAGGAGE HANDLING SECURITY SERVICES SPECIFICATION

1 INTRODUCTION

1.1 Portland Port Ltd (PPL) seeks to appoint, through open tender process, a suitably qualified contractor for security services within the Port Estate, in accordance with the requirements of the Port Ship and Facility Security Plan operated by PPL.

1.2 The Contractor will be fully responsible for providing appropriately trained personnel whenever called upon for the performance of the Services.

1.3 The following definitions shall apply in the Contract

- a. "Bank Holidays" means Good Friday, Easter Monday, the first Monday in May, the last Mondays in May and August, Christmas Day, Boxing Day (if not a Sunday), December 27 (if either Christmas Day or Boxing Day falls on a Sunday), 1 January and any other day that is proclaimed a Bank Holiday.
- b. "Contract" means the contract to be entered into as a result of this tender.
- c. "Contract Period" means the period from the date of the contract until 31 December 2016 or such earlier date if termination provisions apply;
- d. "Contractor" means the successful tenderer
- e. "Port Estate" means Portland Port including the breakwaters forming part of the Port
- f. "Rates" means the rates tendered by the Contractor and set out in Schedule 1
- g. "Resources" means the labour resources set out in Schedule 1, or similar resources, to be provided and utilised in respect of the Services
- h. "Services" means the services to be provided under the contract or a Purchase Order with or without ancillary materials to be provided by the Contractor
- i. "Site" means the part of the Port Estate on which the Services are to be carried out
- j. "Standard Terms and Conditions" means PPL's standard terms and conditions as displayed on its website at the date of this tender

2 SCOPE, NATURE AND SPECIFICATION OF SERVICES

2.1 The purpose of this tender is to have available to PPL, under a framework agreement for the Contact Period, the resources of a Contractor to provide front-line services, in support of PPL's in-house security function to secure the movement of passengers, ship's crews and baggage between ships at berth and the Port entrance gate.

2.2 The in-house function of PPL is limited in terms of available manpower and equipment, as tenderers should familiarize themselves with by visiting the Port Estate. The point of contact for the Contractor under the contract will be the Port Security Manager or his nominated deputy.

2.3 The Services will be performed at Temporary Restricted Areas (TRAs), these being set up by the Contractor under the direction of the Port Security Manager to maintain the security of ships and/or to facilitate the secure transfer of passengers, crew and baggage between ships at berth and the Port entrance gate. The provision of Security Services may also include supplementing the in-house Port Security Team in processing passengers through the Passenger Terminal. Security Services and TRAs will typically include buildings and structures in the vicinity of jetties and waterfront and water-based structures.

2.4 As an indication of the Services that the Contractor may be called upon to perform, but not as a limitation to the scope, tasks will typically involve any or all of the following:

General

In relation to ships the Contractor is to establish TRAs under the direction of the Port Security manager or his deputy to secure the movement of passengers, ships' crews and baggage between ships at berth and the Port entrance gate in accordance with The Port Ship and Facility Security Plan (as published on PPL's website), and the applicable Security Level.

Provision of Equipment

- a. PPL will provide the equipment to perform the Services as listed in Schedule 2 and updated from time to time at its discretion.
- b. The contractor will not use any unauthorised equipment within the Port Estate.

Personnel

- a. The Contractor is to provide all necessary personnel as required by PPL to perform the Services. these may include some or all of the following categories:
 - Senior Security Officer (to manage the provision of the Services and to act as the main point of contact with PPL's Port Security manager)
 - Security Officers
 - Traffic marshals
 - Personal Searchers (Male and Female)
 - Personnel to operate X-ray equipment
 - Baggage handling personnel
- b. All personnel are expected to be provided with suitable uniforms

2.5 Resources provided under the proposed Contract shall be in accordance with the Standard Terms and conditions, which will be incorporated into the Contract.

2.6 The contractor must comply with the PPL's quality assurance system and conform to PPL's health and safety and environmental policies and accreditations, with formal consents to non-conformances being issued where appropriate. These policies and accreditations are available for inspection on request at the Port Offices.

2.7 The Contractor will be expected, within the Rates, to provide all necessary supervision of the Services, which will also be subjected to routine monitoring by the Port Security Manager.

2.8 Throughout the Contract Period the Contractor shall maintain insurance to cover all Services carried out at the Port Estate by the Contractor and their personnel. The insurance will be on terms equal to the policy set out in Schedule 1.

3 PAYMENT

3.1 The basis of payment shall be the Resources used in undertaking the Services at the Rates.

3.2 The tenderer is required to complete Schedule 1 with his proposed Rates, insofar as the listed items are relevant to the Resources that he is required to deploy.

3.3 The Rates are to remain for the duration of the Contract Period.

3.4 If PPL require the Contractor to carry out services that are not specifically covered by the Rates, the Contractor shall be entitled to payment at rates which are commensurate with the Rates for comparable Services.

4 EXCLUSIVITY

Subject to the Standard Terms and Conditions, the Contractor shall have exclusivity during the contract Period for matters within this specification, except that PPL may use internal personnel to carry out the Services.

5 PURCHASE ORDERS

5.1 All Services under the proposed Contract will, after agreement of the scope of Services, the proposed method of working, the projected resource usage and contract charges, and the programming, be confirmed formally by issue of a PPL Purchase Order, all of which will be conditions precedent to commencement of any Services, or the incurring of any charges. Invoices must relate to a valid Purchase Order with the Contract Reference Number.

5.2 Every requirement for Services will be the subject of a separate Purchase Order. A Purchase Order will normally be issued before the Services commence unless PPL considers that the Services are required urgently so as to preclude such prior issue.

5.3 Every Purchase Order will set out

- the Resources to be used and the applicable Rates
- the time for the provision of the Services and, if possible, an estimate of the time for which the Resources will be required
- any specific service levels
- a Contract Reference Number which must be stated on all of the Contractor's invoices for the Services covered by the Purchase Order.

Time will be the essence of each Purchase Order.

6 TIMING AND SERVICE LEVELS

6.1 It is essential that the Contractor is able to respond to requests for Services in sufficient time to permit TRAs to be set up and the necessary security surveillance and checks undertaken prior to the scheduling of ships arrivals and/or passenger/crew and baggage movements.

6.2 PPL will use its best endeavours to maximize the notice period for Services, which will usually be at least one week, however can be as little as 2-4 hours.

6.3 Where operational pressures or emergency circumstances demand, the Contractor will be required to respond to calls for Services and to mobilize to undertake such Services expeditiously, having regard to the urgency of the demand, which may sometimes result in a notice period of 24 hours or less.

6.4 Any damage to any infrastructure in the Port Estate consequent upon his undertaking of the Services shall be made good at the contractor's expense.

SCHEDULE 1**TENDER RATES**

The Rates below are all-inclusive of the use of consumable stores, appliances of all descriptions, water, lighting, office charges, insurance, supervision, and Contractor's overheads and profit. the time of use of any Resources shall be measured while they are at the place of work and ready to work. Time getting to and from the place of work, maintenance time and waiting time will not be included in the measurement for payment.

PERSONNEL

Item No.	Description	Unit	Rate per hour £
X1	Senior Security Officer	Hour	
X2	Security Officer	Hour	
X3	Traffic Marshal	Hour	
X4	Personnel Searcher	Hour	
X5	X-Ray Equipment Operator	Hour	
X6	Labour/assistance	Hour	

OVERTIME ON LABOUR

Overtime shall only be paid for in excess of the Contractor's normal Rates when he would normally have to pay overtime to his labour, and if PPL instructs the Contractor in writing to work overtime. The overtime rates shall be _____% of the above-mentioned rates. Overtime shall not be payable where the Contractor has given a fixed price, unless PPL imposes restrictions on the Contractor's ability to work within normal working hours, after a fixed price is agreed.

Note: Overtime rate to be inserted by tenderer.

CONTRACTORS INSURANCE POLICY

Contractor to supply PPL with details and copies of Insurance policy in respect of the works outlined in this agreement. Policy to be inserted by tenderer.

SCHEDULE 2

EQUIPMENT AND FACILITIES PROVIDED BY PPL

The Britannia Passenger Terminal is available, if required, to the Contractor for the purposes of processing passengers, crews and baggage between the ships and the Port entrance gate. This is equipped with:

- Baggage X-ray equipment
- An arch metal detector (AMD)
- Hand Luggage X-ray equipment

Yard areas within the Port Estates will be made available by PPL to the contractor for the purposes of TRAs and the marshalling and transfer of passengers, crews and baggage between the ships and the Port gate.

Tenderer's proposals in respect of further equipment which they foresee deploying should be entered here, together with the proposed Rates.

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