Part 2 - Specification

**Invitation to Tender for Asset Protection Services**

**Ref: STSC-DN 542162**

**Public Contract Regulations 2015 Open Process**

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Introduction - About the Contracting Authority

The ‘**Tees Valley Combined Authority Group’** is the name we use for the Tees Valley Combined Authority itself, the South Tees Development Corporation and South Tees Site Company and Teesside International Airport Limited and their associated and subsidiary companies.

**The Tees Valley Combined Authority** was created in April 2016. Its purpose is to drive economic growth and job creation in the area. Chaired by the elected Tees Valley Mayor, it is a partnership of five authorities; Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees, working closely with the business community and other partners to make local decisions to support the growth of our economy.

**The South Tees Development Corporation** is an accountable body, chaired by the elected Mayor of the Tees Valley, tasked with regenerating the Teesworks site, driving forward its redevelopment to create jobs, grow the economy and transform the region. The South Tees Development Corporation is the contractual organisation for the management of funding and the employment of staff associated with Teesworks.

The **South Tees Site Company Ltd** is the local body responsible for the keep-safe and security of the Teesworks site. It is a wholly owned subsidiary of the South Tees Development Corporation.

**Teesworks** is the trading name used the refer to South Tees Development Corporation, the first Mayoral Development Corporation outside of London, South Tees Site Company Limited and the Mayoral Development Corporation area - UK’s largest and most connected industrial zone and has been set up to promote the economic growth and commercial development of the Tees Valley by converting assets in the South Tees area into opportunities for business investment and economic growth.

**Teesside International Airport** returned to public ownership in 2019 and provides regular services to domestic and international destinations. Principle airline providers include KLM, whose connection to the Amsterdam Schiphol hub provides access to their worldwide flight network. Loganair also offers a number of domestic services, including to London Heathrow. A programme of holiday and charter flights also operate from the airport.

**1. Background**

**1.2 Project Stakeholders**

**South Tees Site Company Ltd (STSC)**

South Tees Site Company (STSC) was formed in October 2016 as a wholly owned arm's length company of BEIS to carry out two distinctive sets of activities on the assets at South Tees steelworks formerly owned by SSI UK and under the control of the Official Receiver (OR). These activities are to provide:

* management, operation, and maintenance of the South Tees Steelworks site for the Liquidator of SSI UK
* support, advice, and co-operation to the South Tees Development Corporation (STDC) in the development of its strategic vision for the regeneration of the wider South Tees area.

This requires STSC to execute good and efficient management and administration of the day-to-day operations and the ‘Keep Safe’ status of the site. Keep Safe activity is summarised as:

* Inspection and risk assessment of redundant assets, including 400 individual buildings and structures
* Maintenance and operation of Environmental, Health, Safety and Security Management and process control systems, assets, and equipment to ensure the site is operated without harm to people, the environment, or equipment
* Management of the high voltage electrical distribution system to provide power to other businesses on the site
* Management of some of the infrastructure in joint use by the site residents e.g. road and rail system

As part of the arrangements STSC also provides a range of additional site wide services to tenants on the South Tees site including security, drainage, weighbridge facilities, oil removal and fire prevention.

In 2020 STDC successfully completed a Compulsory Purchase Order (CPO) process to bring the ownership of the SSI in Liquidation land and assets under their control and as such ownership of STSC transferred from BEIS to STDC on October 8th. In addition to its ongoing role STSC now also supports the STDC group companies to facilitate the safe preparation for, and execution of demolition of the assets to allow commercial development of the site, now renamed Teesworks.

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**2. Project Scope**

**Overview**

Teesworks are seeking a manned Security & CCTV provision to protect current / future CDM locations on the UK largest industrial zones in Redcar. Security man guarding and CCTV will be situated in each CDM area or within permitted scrap lay down area. The contractor will be expected to deliver highly trained, professional, motivated, staff to ensure Teesworks are provided with world class service.

During the remediation and development numerous industrial buildings will be demolished and decommissioned resulting in the removal and storage of high value metals and other equipment.

Our requirement will have fixed manning and equipment over the duration of the contract, however due to the nature of the project additional headcount will be required within 48 hours’ notice, as and when required the additional headcount must be suitably trained, with a good understanding of site risks and Security policies of the project.

The service must conform with all SIA regulations, including as a minimum, ACS status in manned guarding.

Asset Protection (CDM & Scrap Laydown Areas) Scope of Works.

The site will be to be broken into asset protection zones and each area is protected by a dedicated resource. (See Appendix B Demolition Plan).

Also included is a copy of demolition mapping, (See Appendix A Demolition Matrix) this is a clear indication of timeline throughout the project, although subject to change. The project mapping identifies step by step demolition timeline with as accurate dates (start and finish) as possible, this will highlight the flexibility of headcount and security strategies requirements as the project progresses, more information will be available to the successful bidder. Welfare facilities will be provided throughout the duration of this contract via the demolition contractor.

The manning will be reviewed based on risk and crime related incidents every month.

Security will provide manned guarding in several scrap laydown / CDM areas across the site via patrols with a clear Authority to Removal process set out via Teesworks, this process will be communicated and agreed with the successful bidder.

Clear and secure layers of protection including fence lines; early warning security technologies CCTV will be required including actions on in the event of intrusion, a direct link with core security manned access gates and control room will be provided.

Due to the topography of the site, the surrounding land and areas provide varying levels of natural defence, however, many incursions on to site have been conducted by pedestrians on foot, as due to the layout the land within the site boundaries, a 4-wheel drive vehicle would be required to traverse large parts of the site.

The Control Centre will be based at the Harsco Garage (Redcar site), all CCTV imagery must be monitored 24 hours a day from this location via a dedicated control centre operator, this will provide extra layers of protection and if required immediate response to incident. The contractor will also require a two-way radio system with the base station located at the control centre, this will ensure site wide communications are established, this will need to be on a dedicated radio channel with correct licencing before commencement of contract.

Typical duties are as follows,

* Control access & egress to CDM site
* Carry out vehicle searches & identity checks.
* Control manual security barriers
* Control & issue keys
* Conduct physical security patrols including CCTV / mobile.
* Carry out routine vehicle searches.
* Attend reported crimes and investigate accordingly, taking guidance & direction from the Teesworks Head of security
* Escort the emergency services (Fire, Police & Ambulance) to emergency incidents within the CDM areas.
* Observe and report persons acting unlawfully.
* Perform CCTV duties to monitor intruders, trespassers and for the protection of buildings and/or vehicles against theft or damage.
* Report any potential Environmental Health & Safety issues to management team.
* To act in a professional, courteous, and in the proper manner to all persons you have direct or indirect contact with whilst carrying out your duties and comply with all company procedures and policies.

**3. Deliverables**

Manning, Equipment and Fleet (Fixed term)

Asset protection operator x 8 (24/7) 1344 HOURS PER WEEK

CCTV towers x 10 (24/7)

Control centre operator x 1 (24/7) 168 HOURS PER WEEK

Mobile supervisor x 1 (24/7) 168 HOURS PER WEEK

4 X 4 Fleet vehicles x 1 (24/7)

Handheld 2-way radio system (including base station) for all users.

CCTV towers

The design aim is to achieve the following:

* A consistent CCTV operational requirement
* Standardisation on CCTV cameras and associated equipment.
* High quality images of designated areas to assist with incident management and investigation.
* Robust evidence and archiving facilities
* Flexible upgrade capability and including the ability to add more CCTV cameras and associated equipment.
* Infra-Red illumination field (where applicable)

**Operational requirements (Local control equipment):**

* PC controlled
* Camera selection – manually and via maps
* Camera control including pre-positions.
* Display and review functionality
* Image resolution
* Storage confirmation/ monitoring /resilience
* failure reporting
* Real-time /Playback resolution
* Motion search functionality

All fixed term hours will be required for the duration of the two-year contract, the bidder must be able to demonstrate accurate planning and have a fit for purpose technology driven booking on and off system that provides weekly sign of sheets on fixed term hours.

**South Tees Site Company PPE requirements:**

It is the Suppliers responsibility to provide adequate safety clothing and equipment to manage this contract (where applicable) to approved standards and at their own expense:

* Safety helmets
* Safety footwear
* Eye and ear protection
* Gloves
* Hi visibility clothing

**3.8 Data collection, retention and reporting**

* The contracting Authority will store data in accordance with relevant law.

**4. Timelines and Deadlines**

See ‘Deliverables and KPI’s’

**5. Key Performance Indicators**

Developing smarter, stronger, and higher-performing KPIs is a key requirement on this contract.Due to the ever-changing nature of this requirement, there will be situations in which new KPIs will need to be incorporated into this contract to ensure the safety of both staff and members of the public. For this reason, during contract mobilisation and after there may be the need to add in revised KPIs that will be mutually agreed between Teesworks and the successful supplier**.**

**6. Contract management/monitoring requirements**

The winning bidders contract manager will attend contract review meetings on an agreed timescale to cover the following:

* Health & Safety: Accidents, Safety/Environmental incidents, Near misses
* Commercial review: Contract spend YTD Ad hoc spend, Orders, Invoices.
* Operational review: KPI’s, Operational issues, Damage, barriers/enablers.
* Cost reduction: Innovation, Contract improvement, Scope, additional services.
* Contract compliance: Complaints/non-conformance.
* HR: Absenteeism, Training & Development, Badging.
* Review of previous actions.

STSC as a top tier COMAH site has an approval process which any winning bidder must complete in order to be awarded any contract where site work will be undertaken. Please refer to appendix E for information on what is requested in the initial application. Please note this is for information only at this stage.