



Portland Port Ltd

BERTH & VESSEL SERVICES

SPECIFICATION

CONTRACT PERIOD: TO END 31 DECEMBER 2016

Employer

Portland Port Ltd

Castletown

Portland

DORSET DT5 1PP

November 2011

BERTH AND VESSEL SERVICES

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BERTH AND VESSEL SERVICES SPECIFICATION

1 INTRODUCTION

1.1 Portland Port Ltd (PPL) seeks to appoint, through open tender process, a suitably qualified contractor for the performance of services relating to the berthing and unberthing (slip) of vessels within the Port Estate.

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; 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 unless ending earlier due to termination provisions;
- d “Contractor” means the successful tenderer;
- e “Land Side Manager” means Service Delivery and Support Manager, General Manager (Landside), or any other employee of PPL designated by PPL in writing to perform some or all of the functions of a Land Side Manager in this Specification
- f “Port Estate”¹ means Portland Port including the breakwaters forming part of the Port;
- g “Rates” means the rates tendered by the Contractor and set out in Schedule 1;
- h “Resources” means the labour resources set out in Schedule 1, or similar resources, to be provided and utilised in respect of the Services;
- i “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;
- j “Site” means the part of the Port Estate on which the Services are to be carried out;
- k “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 Contract Period, the resources of the Contractor to provide services, in respect of vessel berthing and unberthing.

2.2 At present PPL do not have internal personnel to deal with the berth and vessel services, however it may be that the capability of PPL for these services will be enhanced during the Contract Period.

2.3 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

Vessel Arrival Preparation (where possible this needs to be completed a minimum of one hour prior to vessels arrival)

Note - this service is to be carried out as part of the berthing price

- a. Ensure the yokohama's and/or the compression CAT's are correctly spaced (if they require a jetty to jetty move then this will be chargeable works and you will be notified by the Landside Manager)
- b. Ensure the ships gangway is on the quayside ready for use (if required)
- c. Ensure there is a water meter, standpipe and a length of water hose ready for installing
- d. Ensure the mooring flag (if required) is in position and on the quayside

Note – The above can be achieved with the assistance of vessel drawings located at PPL's office (only for selected regular vessels)

Berthing Ship Operation:

- a. The Contractor will be required to berth vessels
- b. Install a PPL gangway or ships gangway using a Telehandler or a Crane (if a crane is required this will be provide by PPL however; labour to assist with the installation will be required by the Contractor).
- c. Install a PPL water connection
- d. Ensure the skips are placed adjacent to gangway

- e. To complete the Leading Hand information sheet and provide it to the Landside Manager

General Unberthing (slip) Ship Operation:

- a. Disconnect the water connection from the vessel.
- b. Remove the PPL gangway or ships gangway using a Telehandler or a Crane (if a crane is required this will be provide by Portland Port however; labour to assist with the installation will be required by the Contractor).
- c. Unberth/slip the vessel
- d. Ensure the jetty is clear and that all and any waste material is placed around the skips
- e. Complete the Leading Hand information sheet and issue it to the Landside Manager

During some mooring operations, it may be a requirement for the Landside Services department to provide a line boat, which will include the use of labour from the contractor.

The Contractor may be called upon to carry out other general duties relating to berthing or unberthing ship operations by the Landside Manager.

Provision of Equipment

2.4 The Contractor with be responsible for providing all equipment to perform the Services, unless otherwise stated.

2.5 The Contractor will be responsible for ensuring that all personnel involved in the provision of Services are wearing the correct personal protection equipment which are to include, but not limited to, gloves, hard hat, life jackets, high viz jackets, steel toe cap boots and suitable clothing to carry out such duties.

2.6 The Contractor must have two radios on the jetty for all mooring operations, one to be used by the Leading Hand and one to be used by the Deputy Leading Hand.

Personnel

2.7 The Contractor is to provide all necessary personnel as required by PPL to perform the Services.

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.

This may include some or all of the following categories:

- Leading Hand;
- Deputy Leading Hand;
- Line/work boat driver
- Line/work boat labour
- Mooring Labour personnel;
- Manitou Operator personnel;
- Personnel to operate sullage pump on quay side

The Leading Hand is primarily responsible for the health and safety of the mooring gang at all times.

All personnel are expected to be provided with suitable personal protection equipment and be suitably fit and healthy for the provision of the Services.

2.8 The Contractor will be expected, within the Rates, to provide all necessary supervision of the Services, which will also be subject to routine monitoring by the Landside Manager.

2.9 The Contractor must complete all paperwork in relation to the provision of the Services and return this to the Land Side Manager.

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 fixed for the duration of the Contract Period.

3.4 If PPL requires 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 where PPL wishes to do so they may use internal contractors to provide 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 of 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 within one hour. This applies seven days a week, twenty four hours a day and includes Bank Holidays

6.2 Any damage to any infrastructure or ships or personal injuries 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 Tenderer is required to complete the following tables with his proposed Rates, insofar as the listed items are relevant to the Resources that he expects to deploy.

The Rates are to be all-inclusive the use of consumable stores; appliances of all descriptions; water, lighting, 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.

(Rates to be inserted by Tenderer)

PERSONNEL and FIXED PRICE WORKS

Item No.	Description	Unit	Rate £
X1 - a)	Line boat gang - to include one driver and two labourers - excluding boat	Hour	
X1 - b)	Line boat gang as X1-a) but to include a work boat	Hour	
X2 - a)	Work boat and jetty gang to move yokohama's, compression CAT's, Work plat forms, pontoons and any other marine equipment from berth to berth - to include boat driver, two labourers on the boat, and two labourers on the jetty - excluding boat	Hour	
X1 - c)	Work boat and jetty gang as X2-a) but to include work boat	Hour	
X2	Labour to provide a water connection/disconnection to a vessel (inc filling out all relevant paperwork)	Item	
X3 - a)	Labour (including Telehandler) to install/remove PPL/ships gangway	Item	

X3 - b)	Labour (excluding Telehandler) to assist crane to install/remove PPL/ships gangway	Item	
X4	Labour (two labourers) to set up and manage the Sullage pump during pumping into PPL's holding tanks	Hour	
X5	Telehandler Operator	Hour	
X6	Leading Hand	Act	
X7	Deputy Leading Hand	Act	
X8	Mooring Gang personnel	Act	

Labour requirements will be dictated by the Landside Manager on the Purchase Order. Please see table below which indicates minimum requirement expected in respect of vessel sizes.

Vessel Size (length)	Minimum Labour Requirement
50 meters	2
50.1 – 100 meters	3
100.1 – 150 meters	4
150.1 – 200 meters	6
200.1 – 250 meters	8
250 +	8

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.