PROJECT BRIEF AND SPECIFICATION

Issue Date: June 2024

1. PROJECT DETAILS

**Commissioner**

Falmouth Town Council

**Project Name**

Solar panel installation

**Project Address**

Princess Pavilion, Melvill Road, Falmouth TR11 4AR

**Project Manager Name**

Chas Palmer-Williams, 07485366100

**Project Scope**

Falmouth Town Council is seeking a supplier for the design, supply, install, test and commission a complete roof-mounted solar PV system at

Princess Pavilion, Melvill Road, Falmouth TR11 4AR

In addition, there is a requirement for some banks of batteries to charge overnight taking advantage of lower electricity tariffs which can then be used during the main opening times of the building. The number of banks will be determined at the award of contract as it will be budget-dependant

To install relevant software to enable monitoring of electricity usage and performance of the panel system

The purpose of the contract is to offset energy demands, ideally this would be looking to reduce overall usage by up to 20%. In 2022/23 the pavilion used 143,830 KwH of electricity.

The appointed supplier will be responsible for support on the following

* Advisory support on the best/optimal siting for the positioning of the panels and the sizing of the system
* Advice on fixing and retro fix to existing structures to a standard to satisfy insurance and building regulations. It should be noted that there are a number of different types of roofing materials across the different elevations of the building’s roofs

Supplier responsibilities

In undertaking the works, the supplier will be responsible for the supply and installation of:

* Solar panels and associated fixings, rails, connection for the panels
* Scaffolding
* Inverters to suit, with WiFi capabilities
* All associated cables, switches and meters
* Battery packs connected to the solar panels

Works must be completed by 31 March 2025, although an earlier completion date will be viewed positively.

**Design requirements**

The system should be designed for an anticipated life 25 years life with a 10 year warranty as a minimum for panels.

The design should look to maximise available roof space for the size of the individual panels and overall panelling design within the available budget.

The specification for the solar panels should include the country of manufacture

As part of the design the Supplier will be responsible for ensuring that the structural integrity of the buildings is not compromised by the installation, and this is supported by necessary structural calculations.

**Standards**

Design, installation and operation of solar PV systems to be in line with the following standards:

* Institution of Engineering and Technologies (IET) Code of Practice for Grid-connected Solar Photovoltaic Systems
* BS - EN 62446-1:2016 - Photovoltaic (PV) systems - Requirements for testing, documentation and maintenance - Part 1: Grid connected systems - Documentation, commissioning tests and inspection
* IET / BSI, “BS 7671:2008. Requirements for Electrical Installations, IET Wiring Regulations 17th Edition, 3rd Amendment - 2015,” IET, London, 2008 + amendment No. 3:2015
* BS EN 12977-1:2018 – TC - Thermal solar systems and components. Custom built systems - General requirements for solar water heaters and combisystems
* BS EN 12976-1:2021 – TC - Thermal solar systems and components. Factory made systems - General requirements
* BS EN 60068 series of standards for environmental testing of electrical equipment assesses ability to perform and survive under a variety of conditions, including extreme cold and heat.
* IEC 61215- Terrestrial photovoltaic (PV) modules - Design qualification and type approval.

Supplier would be required to be an accredited installer with a recognised industry trade association, or demonstrate relevant industry experience required to undertake the work.

**Budget**

£65,000 (max excluding VAT)

1. **INSURANCE REQUIREMENTS**

Public Liability £5million

Employer liability £5million

Professional Indemnity £2million

Product Liability Level £1million

1. **PROCUREMENT ROUTE**

Below Threshold Tender

1. **PROCUREMENT TIMETABLE**

Request to quote issued 10 June

Deadline for Questions 24 June

Proposal return 1 July

1. **Procurement Information**

Price to be held open for 60 days

Fixed price for the whole duration of the contract

Quality evaluation split 60:40

Assessment criteria

* Start date for installation
* Performance information for panels and battery
* Location of head office and manufacture of products
* Proven track record for other installations in the county
* Ability to deliver on time (completion date must be no later than 31 March 2025
* Price (40%)

Supplier must apply Living wage to all employees

Payment Terms 30 days

Product Warranty Please provide information on product warranty

1. **HEALTH & SAFETY**

Construction Health & Safety Accreditation to be provided