**Invitation to Tender**

**Solar Panel and Battery System W H Harvey and Sons Newlyn Cornwall**

**Ref:PZ180\_02**

1. **About W HARVEY & SONS LIMITED**

William Harvey and his three sons – Ronnie, Jack and Gerald – began selling crabs, crawfish and lobsters in 1955 to satisfy a short seasonal market. The business originally traded from a small unit in The Fradgan, located behind the Fish Market, close to the Old Post Office, right in the centre of historic Newlyn.

A two-storey building at Tolcarne was also used as a maintenance base for fishing vessels, transport and property as well as for cold storage. The current Coombe headquarters were taken over unit by unit from neighbours as they retired or moved on. This building has always been associated with the fishing industry. Salt was shovelled into one large store and this was used to cure the locally caught pilchards; alongside the salt store, stables were provided for horses used to transport fish from boats landing on beaches; haylofts were used above the stables; at the southern end were fish packing stores.

The business had sole ownership in 1974 and adapted this building into a retail outlet, cooking, processing, storage and administration unit, whilst still retaining its historic charm and continues to source, cook and handpick crab meat and shellfish.

**2. Background and Context**

This project is to help W Harvey & Sons Limited to with its CO2E reduction.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender for Lot 1 and the lowest compliant bid for Lot 2.

# 3. Tender requirements

Bidders may bid for Lot 1, Lot 2 or both Lot 1 and 2. However, the Lots will be assessed independently. The successful tenderer will be expected to provide one or both of the following Lots. Please note the winner of Lot 1 will be responsible for working with the supplier of Lot 2 regarding the overall electrical installation.

**3 Lot 1 – Solar and EV Charging Points**

1. Location: Roof located at W Harvey and Sons Ltd -South Pier, Newlyn, TR18 5JZ. The roof is to be overclad with a Kingspan roof; specification as per Enclosure 1, 2 and 3
2. Site VisitA site visit and structural assessment is strongly recommended.This is be arranged as per Section 5.
3. Installation at our premises and integration to our electrical supply and batteries (see areas highlighted below).



1. Solar array to be 100-115kWp with 2 x 22kW chargers
2. Grid Connection.

National Grid have allowed a maximum of 99.6kW with export limited to 54kW Site is currently whole current metered (Not CT Metered)

1. Energy analysis and financial projections based on:
2. 132,807kWh Annual Consumption – HH Data available on request
3. Day Unit rate of 23.35p/kWh
4. Night Rate of 16.21p/kWh from 7pm to 7am
5. Export Rate of 7.5p/kWh
6. Standing charge day rate £2.30

No inflation values to be included in projections.

1. PV modules, due to planning, to be monocrystalline **all black modules**.
2. Monitoring to confirm PV generation levels. System can identify what the solar array is producing, and how much of the energy is being self-consumed, imported and exported to the grid.
3. A bio-directional meter is a requirement.
4. 2 x 22kW Chargers GivEnergy or equivalent.
5. AC & DC isolators (as required), cabling (as required), switchgear and all other required Ancillary Electrical Items, Electrical Containment
6. Mounting to suit Kingspan as per Enclosure 1, 2 and 3.
7. String Inverters to be supplied of 60-100kW of Inverter capacity indicated by DNO after full G100/ V2 application to be situated in battery container.
8. Scaffolding provided as part of roof works as well as

forklift for loading materials to roof.

1. Half hourly data for current energy usage are at Enclosures 4-7
2. All work to include:
3. To design PV system including the PV modules and three phase inverters.
4. To configure the three phase inverter system(s) to the most cost-effective outcome
5. Structural Assessment and Building Regulations Compliance
6. Optimisers as required
7. Energy and financial analysis
8. District Network Operator Consent. To conduct the necessary DNO after full G100/ V2 application process with the DNO.
9. System design
10. Compound and welfare facilities
11. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
12. Supply, installation and commissioning of solar PV system
13. On site client training, instruction and handover

3.3 **Warranties**

1. PV units minimum 25 year product workmanship and 30 year power performance
2. Mounting to have 10 year warranty
3. Inverters with minimum 10 year warranty
4. Optimizers with minimum of 25 year warranty
5. Workmanship minimum warranty of 5 years
6. Other equipment employed as part of the installation should clearly specify the length and type of warranties included
7. Confirmation the work undertaken has not affected the Kingspan 25 year guarantee. If not using the Kingspan recommended installation then written agreement from Kingspan should be sought that the supplier’s solution will not invalidate the roof gaurantee.

**3.4** If required, certification of installations to building regulations (structural report confirming capability of roof load)

**3.5 Lot 2 Batteries**

1. The client will be providing the storage unit – the supplier is provide an AC or DC “battery storage” solution based on the specification below.
2. 138kWh/30kW Battery Storage solution based on Giv Energy but equivalents will be considered.
3. 30kW Bi-directional PCS
4. 2 x SME 69kWh Battery Cabinet including - 9 x 7.6kWh 3U batteries – Wiring harness for EMS and UPS - UPS blanking plate
5. 18 x SME 7.68kWh Battery pack
6. SME AC/DC cabinet
7. 2 x SME HV Box
8. 2 x Commercial Meter - CT Size
9. Cable pack – AC/DC power and data cables (PCS > DC cabinet)
10. Cable pack – AC/DC power and data cables (DC cabinet > Battery cabinets)
11. Support a backup UPS Uninterrupted Power Supply feature for the whole building
12. Delivery to our site
13. Standard commissioning
14. Ongoing online monitoring and control via the cloud

4**. Budget**

The total maximum budget available for this commission is

Lot 1: £70,000.00 (ex VAT) but inclusive of all expenses.

Lot 2: £55,000 (ex VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by W HARVEY & SONS LIMITED authorised representative. The timetable for submission of the Tender, completion of the programme is set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 19 December 2024 |
| Site Visit to be arranged with [julian@wharveyandsons.co.uk](mailto:julian@wharveyandsons.co.uk) | 2-10 January 2025 |
| Last date for raising queries | 1700: 12 January 2025 |
| Last date for clarifications to queries | 1700: 13 January 2025 |
| Deadline to return ITT | **1700: 22 January 2025** |
| Evaluation of ITT | 23 January 2025 |
| Preferred supplier notified | 24 January 2025 |
| Award of Contract | 27 January 2025 |
| Installation likely to commence by mid-February to Mid-March but is dependant of a new roof to be fitted | Deposit of 50% against materials on award of contract to secure prices submitted but a vesting certificate or deposit guarantee for the materials will be required from the supplier. |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and W HARVEY & SONS LIMITED during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
   * 1. Professional Indemnity Insurance with a limit of indemnity of not less than two million (£ 2,000,000),
     2. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
     3. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
     4. Products Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
4. Conflict of interest statement

6.2 Method statement to include the following:

1. To design PV system including the PV modules and three phase inverters.
2. To configure the three phase inverter system(s) to the most cost-effective outcome
3. Structural Assessment and Building Regulations Compliance
4. Energy and financial analysis
5. District Network Operator Consent. To conduct the necessary DNO after full G100/ V2 application process with the DNO.
6. Mechanical handling of materials
7. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
8. Supply, installation and commissioning of solar PV system
9. On site client training, instruction and handover
10. **Mapping of your solution to the individual requirements 3.1-3.4**

6.3 Previous work examples. Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

6.4 Budget for Lot and/or Lot 2.

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with W HARVEY & SONS LIMITED.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and W HARVEY & SONS LIMITED or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit W HARVEY & SONS LIMITED to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[julian@wharveyandsons.co.uk](mailto:julian@wharveyandsons.co.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by W HARVEY & SONS LIMITED to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind W HARVEY & SONS LIMITED unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology for Lot 1

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed based on the following tender award criteria.**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Method Statement | 20 |
| a. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.  b. PV system design practices.  c. Proposed illustrative layout of PV panels on roof.  d. DNO application for grid connection. Responsibility for securing G99 agreement, and G100 if required.  e. Installation of any additional sensors required to meet best practice.  f. Supply of electrical installation drawings to integrate with existing system/3 phase supply.  g. Manufacturer and parts of PV Panels and Inverter. (Section 3)  h. Confirm terms of guarantee for parts and installation. (Section 3)  i. How waste is going to be responsible and legally compliant.  j. Evidence that you are a registered member of both MCS and RECC.  k. Include structural report to confirm roof load capacity.  l. The CV of the HS responsible person.  m. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones. |  |
| Ref 6.3 Previous work examples | 20 |
| Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed). |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (ex VAT) including travel and other expenses.  The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender for Lot 1**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, W HARVEY & SONS LIMITED reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

W HARVEY & SONS LIMITED is not bound to accept the lowest price or any tender for Lot 1.

Lot 2. Each Tender will be checked for completeness and compliance with all requirements of the ITT. The award of the contract will be to the LOWEST COMPLIANT BID.

W HARVEY & SONS LIMITED will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with W HARVEY & SONS LIMITED’s internal procedures and W HARVEY & SONS LIMITED being able to proceed.

12**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this tender and supplier’s response.

# 13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

[julian@wharveyandsons.co.uk](mailto:julian@wharveyandsons.co.uk)

with the following message clearly noted in the Subject box;

‘W HARVEY & SONS LIMITED – Solar Panel and Storage Batteries LOT 1 and/or LOT 2’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 14. Disclaimer

The issue of this documentation does not commit W HARVEY & SONS LIMITED to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between W HARVEY & SONS LIMITED or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between W HARVEY & SONS LIMITED and any other party (save for a formal award of contract made in writing by W HARVEY & SONS LIMITED or on behalf of W HARVEY & SONS LIMITED).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by W HARVEY & SONS LIMITED, or any information contained in W HARVEY & SONS LIMITED’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by W HARVEY & SONS LIMITED for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

W HARVEY & SONS LIMITED reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render W HARVEY & SONS LIMITED liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosure:

1. Kingspan-quadcore-ks1000rw-roof-panel-data-sheet

2. Kingspan Energy Solar Best Practice Guide V2 082019 2019-09-02 15\_27\_59

3. kingspan-powerail-rw-install-guide-en-gb-ie

4. EDF Jan- Sep 2024 HH Tanks DataAnalytics\_20240916085452

5. EDF Jan- Sep 2024 Tanks HH DataAnalytics\_20240916085504

6. British Gas 2023 Tanks 2200030104513\_(365)

7. British Gas 2023 Tanks 2200030104513\_(365)