



**Studley Parish Council**

**Title            Invitation to Tender**

**Proposals for Photovoltaic panels to be supplied and installed to roof of Studley Village Hall.**

**Studley Village Hall  
High Street  
Studley  
B80 7HJ**

**Reference SPCVH/SP01**

**Deadline for receipt of tender proposals to be received by 22.7.24**

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## Introduction

- 1.1. Studley Parish Council intends to integrate a PV solar system integrated with the existing electrical infrastructure of the village hall
  - 1.2. The purpose is to:
    - Reduce the council's own emissions.
    - Reduce electricity bills.
    - Support the government's move to green energy and the commitment to reach NetZero by 2050.
  - 1.3. The Council is asking for tenders, which, subject to a satisfactory contract, Contractor availability and any weather opportunity, will determine completion with the possibility of work commencing no later than early July 2024 and concluding no later than November 2024.
  - 1.4. The Council details in the following paragraphs requirements and general information and invites interested parties to make contact for any further information required and take the opportunity to look at the site.
2. Definitions
    - 2.1. "The Council" – Studley Parish Council
    - 2.2. "Contractor" – any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company, the lead contact for a group of economic operators, charitable organisation, Voluntary Community and Social Enterprise (VCSE), Special Purpose Vehicle or other form of entity.

### 3. Project Information

#### 3.1. The Site

- 3.1.1. Studley Village Hall is situated in the centre of the village. Constructed in 2003. Roof specification extraction from as built drawings “proprietary aluminum standing seam wall roofing with 100mm thick rock fibre quilt insulation-compressed to 78mm-on vapor control layer on structural decking U= 0.45”

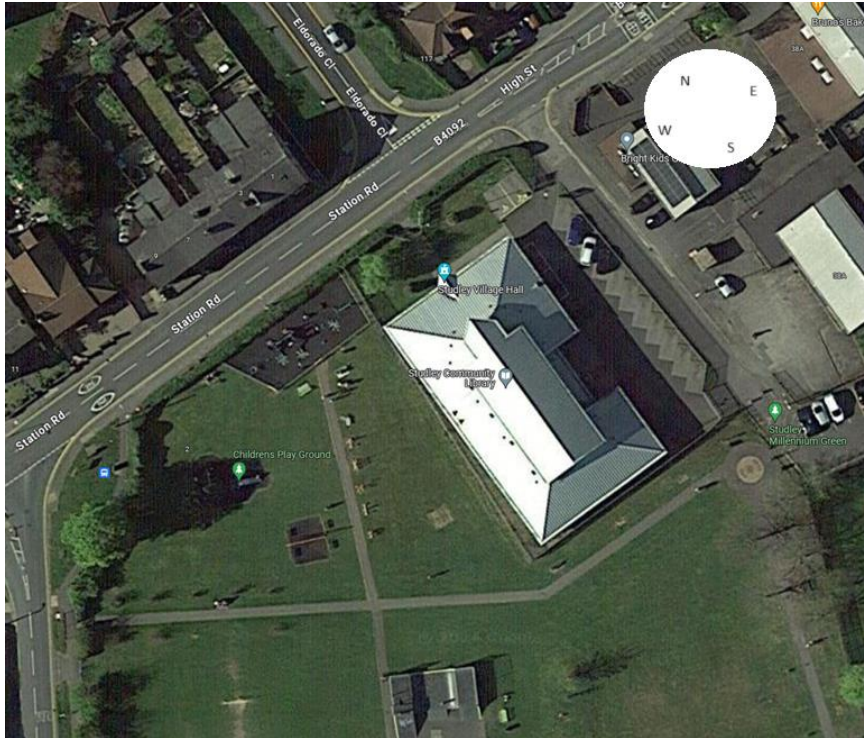


North section of aluminium roof



North East section of aluminium roof

### 3.1.2. Google image



### 3.2. Procurement Procedure

- 3.2.1. The Council is seeking to appoint a single Contractor to design and manage the installation of a PV Solar system including the panels, inverters, batteries etc. all to be fully integrated with the existing facilities.
- 3.2.2. The information submitted within the applicant's Offer shall be used by the authority as the means to make a contract award decision.
- 3.2.3. The Council does not wish to dictate a single solution, instead we invite tenderers to propose a design that best addresses the Council's objectives, and the community's needs for the site. We encourage the Contractor to provide an impartial and informed solution based on their experience and expertise.
- 3.2.4. The desire is for a system that has very minimal maintenance and a good balance between;
  - Panel performance,
  - Cost-effectiveness,
  - Longevity and durability,
  - Warranty.

- 3.2.5. It is up to the Contractor to propose the right materials and construction methods justifying their product selection.
- 3.2.6. The work specification is not exhaustive, but stipulates the preferred requirements. Bidders are expected to visit the buildings in order to understand their use and take their own measurements. i.e. working with the Council to identify best locations within the site for linking to existing electrical mains feed, with cables and trunking to inverter and battery locations where applicable.
- 3.2.7. The Council are not obliged to accept the lowest tender but are bound to assess 'best value'.
- 3.2.8. Tenders should be submitted in pounds sterling and inclusive of Value Added Tax (V.A.T.) and valid for 5 months from the date of submission.
- 3.2.9. Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and the Council is satisfied that there are no ongoing issues, the last 5% will be settled.
- 3.2.10. Regular monitoring and maintenance of the solar panel system will be conducted to ensure optimal performance and longevity in line with any guarantees and warranties. Performance metrics such as energy generation, cost savings, and carbon emissions reductions will be tracked and reported to stakeholders to demonstrate the project's effectiveness.
- 3.2.11. This tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils, and expertise to delivering a fully funded project from start to finish within budget.

### 3.3. Specification of works

- 3.3.1. Suppliers must include information in their tender regarding what they will do to meet the following requirements.
- 3.3.1.1. Full design including designs for presentation purposes.
- Supply and installation of appropriate PV solar panels, inverter and Battery system
  - Preparation and submission of any necessary plans or documentation required for planning consent and DNO application
  - Integration with Existing facility infrastructure
  - Design Standards, all work to conform to relevant standards be MCS certificated with appropriate NICEIC certification arranged at the expense of the contractor, Please confirm your adherence by clearly referencing the relevant codes against your design.



- A satisfactory post installation inspection, carried out by an established inspector, will be required upon completion. The safety inspection shall be funded from the project budget.

3.3.2. The electrical installation needs to have a current electrical safety certificate and any alterations will need to be fully tested and issued with electrical certification meeting 18th Edition BS 7671

### 3.4. Warranty

3.4.1. Warranty periods for each significant piece of equipment and infrastructure must be provided.

### 3.5. Work considerations

3.5.1. Adherence to the requirements of The Construction (Design and Management) Regulations (CDM)

3.5.2. Full clearance, construction, site supervision and project management

3.5.3. The Village Hall must remain open and fully functioning throughout the installation any power down time must be agreed in advance.

3.5.4. For the Site works confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) to be agreed with Council before work starts.

3.5.5. During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site.

3.5.6. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

3.5.7. The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc. Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

3.5.8. When Sole person on site the contractor must protect the whole Council estate against unauthorised persons, vehicles and encampments by ensuring the access points are locked when not in use.

3.5.9. Removal of existing items and waste Any works undertaken by the contractor, resulting in waste will need removing from site, and the costs to form part of this tender. All waste should be stored safely while on site

and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

3.5.10. The successful company will need to work with Council to ensure that the hirers of the buildings are aware of any disruption throughout installation.

### 3.6. Equipment Maintenance

3.6.1. Submissions must include an approximated schedule for expected maintenance costs over 25 years, spread over 5 year intervals.

### 3.7. Performance Management

3.7.1. Applicants should, by way of on-going contract performance, be prepared to produce evaluation documentation during the course of the project build at 4 weekly intervals. The format will be agreed between the Contractor and Council.

### 3.8. Procurement and Project Timetable

3.8.1. The authority proposes the following timetable for the award of the contract(s):

<b>Procurement Stage</b>	<b>Dates</b>
Publication of advertisement	19/06/2024
Bid Deadline	20/07/24
Intention to award	31/07/24
Approximate Contract start	01/09/2024
Latest Contract completion	31/11/2024

3.8.2. The Council reserves the right to change the above timetable and applicants will be notified accordingly if there is a change.

### 3.9. Council Representative

3.9.1. Matthew Brown – Office@studleyparishcouncil.gov.uk

Katharine Walters – Clerk@studleyparishcouncil.gov.uk

3.9.2. Applications to be submitted to above email address



### 3.10. Insurance Levels

3.10.1. Employer's Liability Insurance, The Council's minimum requirement for Employer's Liability Insurance is £10 million

3.10.2. Professional Indemnity Insurance, the Council's minimum requirement for Professional Indemnity Insurance is £2 million.

3.10.3. Public Liability Insurance the Council's minimum requirement for Public Liability Insurance is £10 million

### 3.11. Project delivery

The contractor will be asked to provide the Council with regular updates relating to the delivery of construction materials. Due to the infrastructure of the village, the Council's preference would be that all deliveries are between 9:30am and 2:30pm. The Contractor should be ensure suppliers and haulage Companies are fully aware of (i) the narrow entrance to the village Hall from the high street, further access can be made available from the adjoining recreation ground (please refer to map and images on page 3

3.12. Where appropriate a Traffic Management Plan is likely to be a planning condition of the project.

## 4. Instructions for Tenders

### 4.1. Notes for completion

4.1.1. "Council" means the public sector contracting body that is seeking to invite suitable suppliers to participate in this procurement process.

4.1.2. "You"/ "Your" or "Supplier" means the body completing these questions i.e., the legal entity seeking to be invited to the next stage of the process and responsible for the information provided. The "Supplier" is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company, charitable organisation, Voluntary Community and Social Enterprise (VCSE), Special Purpose Vehicle or other form of entity.

4.1.3. This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

4.1.4. All documents must be completed in their entirety. The tenderer who is awarded the contract will be required to sign further documents.

4.1.5. Should you need to provide additional appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

4.1.6. By submitting a tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.

#### 4.2. Tenders must not be:

4.2.1. Conditional.

4.2.2. Accompanied by statements which could be construed as rendering them equivocal and / or placed on a different footing to those of other tenders.

4.2.3. If the Council suspects there has been a technical or arithmetical error in the submission, the Council reserves the right to seek such clarification as it considers necessary from the tenderer only.

4.2.4. All documentation supplied by the Council shall remain its property and confidential to it. Tenders may not without the Council's written consent at any time use for their own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which the Council may make available to tenderers, all of which shall remain confidential to the Council.

4.2.5. The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be notified.

4.2.6. The Council does not bind itself to accept the lowest of any tender and shall not be liable for any loss or expense incurred by the tenderer in the production of the tender or as a result of its decision not to award the contract to any tenderer.

#### 4.3. Sub-contracting arrangements

4.3.1. Where the supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables for which each sub-contractor will be responsible.

4.3.2. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the supplier prior to any award of contract, based on an assessment of the updated information.

## 5. Supplier Questionnaire

5.1. Supplier Details	Answer
Full name of the Supplier completing the Selection Questionnaire	
Registered company address	
Registered company number	
Date of Incorporation	

Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status.	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	
	vi. other (please specify)	

## 5.2. Description

Provide a detailed description of your Solar System design including images, layout plans, works to be undertaken, details of materials used and equipment to be installed including product specifications.

## 5.3. Design Methodology

Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous experience.

Your response must include:

- How your design will achieve our desired outcomes
- Staff resources
- A detailed project plan demonstrating your ability to meet timescales.

## 5.4. Construction Methodology

Provide a method statement showing:

- a. Construction process
- b. Electrical integration proposal and rationale

c. Risk Assessment for the works

5.5. Quality and Technical Skills

Demonstrate the quality and technical skills of the team members including managerial staff who you propose will undertake this contract, if successful, and explain how those members will have the skills and availability to provide the service to a high standard.

Your response should outline your reporting structure.

5.6. Case Studies

Outline your previous relevant experience of providing Solar Systems including the following information in respect of each example:

- Name of organisation
- Contact details
- Value of contract
- Project design details
- Relevant links to project outcomes

5.7. Project Costs

An itemised breakdown of costs for each item in design and associated costs to be included in 'Price schedule'

Following section is just an example, would also require a declaration signature box from the supplier

5.8. Grounds for Mandatory Exclusion		
<p>You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p>		
<b>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	Yes	No
a. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
b. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
c. the common law offence of bribery;		
d. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
e. any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
i. the offence of cheating the Revenue;		
ii. the offence of conspiracy to defraud		
iii. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		

iv. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006		
v. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
vi. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
vii. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
viii. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
ix. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
f. any offence listed	<b>Yes</b>	<b>No</b>
i. in section 1 of the Counter Terrorism Act 2008		
ii. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
g. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
h. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
i. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		



j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; or any offence involving Racial Discrimination		
k. an offence under section 59A of the Sexual Offences Act 2003; or any offence involving Sexual Harrassment		
l. an offence under section 71 of the Coroners and Justice Act 2009		
m. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
n. any other offence within the meaning of Article 57(1) of the Public Contracts Directive -	<b>Yes</b>	<b>No</b>
i. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
ii. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		

<b>o. <u>Non-payment of taxes</u></b> <b>Please indicate your answer by marking 'X' in the relevant box.</b>	<b>Yes</b>	<b>No</b>
Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?		
<p>If you have answered "yes" to question 5.8 'o' on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate appendix. You may contact the authority for advice before completing this form</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

**p. Health and Safety**

Please indicate by marking an x in the relevant box

**Yes**

**No**

Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.

Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years?

If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.

The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches

**q. Environmental Management**

Please indicate your answer by marking 'X' in the relevant box):	<b>Yes</b>	<b>No</b>
Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last five years by any environmental regulator or authority (including local authority)?		
If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.		
The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 5 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.		

**r. Quality**

Please self-certify that your organisation holds a quality certificate such as ISO9001 (or equivalent) or a policy that attests to your organisations' approach to quality management.	
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	

## 6. Making the most of your bid

### 6.1. Scoring and evaluation

6.2. Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

6.3. The following criteria will be scored on a scale of 0-5, and each weighted equally with each criteria worth 25% as shown.

Criteria	Score
Value for money <ul style="list-style-type: none"><li>• Total project costs – please state total for each building</li><li>• Projected maintenance costs (see 3.3)</li><li>• Warranties and guarantees (see 3.4)</li></ul>	0-5
Ability to work on site around hall hirers and H and S guidelines <ul style="list-style-type: none"><li>• Member of Renewable Energy Consumer Code (RECC)</li></ul>	0-5
Adherence to work specification (see 3)	0-5
Social value <ul style="list-style-type: none"><li>• Environmental statement</li><li>• Equality statement</li><li>• Any other social value factors</li><li>• Assurances to use local subcontractors</li></ul>	0-5
Maximum total score	20

6.3.1. Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations