**Invitation to Tender**

***Keelex 176 Limited – Solar Panel***

**Ref: NZ750**

# 1. About Keelex 176 Limited

Keelex 176 Limited operates three specialist care homes. These homes offer residential and respite support for individuals with learning and physical disabilities and associated conditions.

Our homes are situated in settings that offer a range of environments so there is something to suit everyone. If you like to live in or near the town we can offer great homes in Penryn, (between Truro and Falmouth), and Hayle, (near the coastal towns of Penzance and St Ives). If village life is more for you we have a lovely home in Breage, (close to Helston and Penzance).

Each home is well maintained and appointed, with a range of room types. The social areas are light and roomy, with areas available for those that prefer a quieter space.

Each home is managed by talented and experienced professionals who lead dedicated, highly trained care teams. You are put at the centre of the care and support that we provide, and you and your loved ones will be able to contribute to the development of your personalised support plan.

We are committed to supporting our residents to achieve and thrive. We have a great track record for enabling individuals to move on to greater independence and work very hard to identify opportunities for everyone that we support. We have an energetic team that will support you to access a wide range of opportunities and events both in the home and out and about.

We offer day services, respite support and full residential care.

# 2. Background and Context

Keelex 176 Limited is working towards reducing its carbon footprint and reducing overheads which will reduce the cost to providing care to those that need it.

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.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

Supply and install solar panels to 3 learning disability care homes.

**3.1 General**

Keelex 176 Limited has 3 separate properties, and we wish to have solar panels installed on each of the sites.

* 1. Locations:
  2. Station Villa, 18 Station Hill, Hayle, TR27 4NG
  3. Breage House, Pellor Road, Breage, Nr Helston, TR13 9PW
  4. Cross Keys, 17 Church Road, Penryn, TR10 8DA
  5. For Location a.
     1. Roof has Slate tiles and pitch approximately 35 degrees from horizontal. Eaves height approx. 3m (all measurements to be confirmed by site survey)
     2. Area beneath roof accessible via Scaffold
     3. Annual consumption is 37,000 kWh
  6. For Location b.
     1. Roof has slate tiles and pitch approximately 35 degrees from horizontal. Eaves height approx. 3m (all measurements to be confirmed by site survey)
     2. Area beneath roof accessible via Scaffold
     3. Annual consumption is 51,400 kWh
  7. For Location c.
     1. Roof has slate tiles and pitch approximately 35 degrees from horizontal. Eaves height 3m (all measurements to be confirmed by site survey)
     2. Area beneath roof accessible via Scaffold
     3. Annual consumption is 26,000 kWh
  8. **Site Visit** A site visit and structural assessment should be carried out for each location to ensure that the roof can take the weight and the uplift caused by having the PV array mounted onto theroof.This is be arranged as per Section 5.
  9. **Specific Requirements**

3.7.1 Installation at our premises (3.2) and integration to our electrical supply

* + 1. Maximum installed capacity location a) 4.62 kW location b) 15.12kw location c) 7.56kw
    2. No battery storage included.
    3. 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.
    4. A bio-directional meter is a requirement.
    5. All work to include:

1. To design new arrays on the pitched roofs where feasible
2. A new PV system including the PV modules and three phase inverters or (and) micro-inverters utilising the flat roof area.
3. To configure the three phase inverter system(s) to the most cost-effective outcome
4. Structural Assessment and Building Regulations Compliance
5. Structural Assessment Report
6. District Network Operator Consent. To conduct the necessary G99 checks and application process with the DNO.
7. System design
8. Scaffolding and safe access system
9. Compound and welfare facilities
10. Mechanical handling of materials
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

3.8 **Warranties**

1. PV units minimum 10 year product workmanship and 25 year power performance
2. Inverters with minimum 10 year warranty
3. Optimizers with minimum of 25 year warranty
4. Workmanship minimum warranty of 5 years
5. Other equipment employed as part of the installation should clearly specify the length and type of warranties included

4**. Budget**

The total maximum budget available for this commission is £55,000.00 (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 Keelex 176 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 | 1 May 2024 |
| Site Visit to be arranged with Mike Tippett by email: [mtippett@swallowcourt.com](mailto:mtippett@swallowcourt.com) | 9May 2024 |
| Last date for raising queries | 1700: 16May 2024 |
| Last date for clarifications to queries | 1700: 17May 2024 |
| Deadline to return ITT | **1700: 29 May 2024** |
| Evaluation of ITT | 3-4 June 2024 |
| Preferred supplier notified | 5 June 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |

# 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 Keelex 176 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:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£ 1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
7. Conflict of interest statement

6.2 Method statement to include the following:

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1. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.
2. PV system design practices.
3. Proposed illustrative layout of PV panels on roof.
4. DNO application for grid connection. Responsibility for securing G99 agreement, and G100 if required.
5. Installation of any additional sensors required to meet best practice.
6. Supply of electrical installation drawings to integrate with existing system/3 phase supply.
7. Manufacturer and parts of PV Panels and Inverter. (Section 3)
8. Confirm terms of guarantee for parts and installation. (Section 3)
9. How waste is going to be responsible and legally compliant.
10. Evidence that you are a registered member of both MCS and RECC.
11. Include structural report to confirm roof load capacity.
12. The CV of the HS responsible person.
13. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones

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

**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 Keelex 176 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 Keelex 176 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 Keelex 176 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:

[mtippett@swallowcourt.com](mailto:mtippett@swallowcourt.com)

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

Responses to clarifications will be anonymised and uploaded by Keelex 176 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 Keelex 176 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

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. Manufacturer and parts of PV Panels and Inverter. (Section 3)  b. Confirm terms of guarantee for parts and installation. (section 3.3)  c. Confirm method for fixing of PV panels to concrete tiled roof. (Section 3.2.7)  d. Proposed illustrative layout of PV panels on roof.  e. Confirmation the work will conform to RECC and the MCS standards.  f. Include structural report to confirm roof load capacity  g. The CV of the HS responsible person  h. 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**

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, Keelex 176 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.

Keelex 176 Limited is not bound to accept the lowest price or any tender. Keelex 176 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 Keelex 176 Limited’s internal procedures and Keelex 176 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:

[Mtippett@swallowcourt.com](mailto:Mtippett@swallowcourt.com)

with the following message clearly noted in the Subject box;

‘Keelex 176 Limited – Solar Panels’

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

# 14. Disclaimer

The issue of this documentation does not commit Keelex 176 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 Keelex 176 Limited or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Keelex 176 Limited and any other party (save for a formal award of contract made in writing by Keelex 176 Limited or on behalf of Keelex 176 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 Keelex 176 Limited, or any information contained in Keelex 176 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 Keelex 176 Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Keelex 176 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 Keelex 176 Limited liable for any costs or expenses incurred by tenderers during the procurement process.