



Bishop's Waltham Parish Council

Decarbonisation Project Phase 1:

Installation of a Solar Array at Jubilee Hall, SO32 1ED

Invitation to tender

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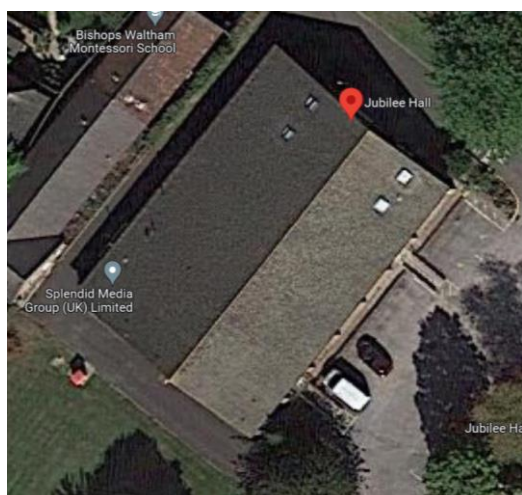
Invitation to Tender

1. Background

- 1.1 Bishop's Waltham Parish Council are conducting a decarbonisation project with the aim of reducing our carbon footprint, showing a lead to our community in use of renewable energy and making long-term cost savings for the Parish Council.
- 1.2 The Jubilee Hall has been identified as the most practical site to implement the first stage of the project and this site, and building, lend themselves most naturally to a solar array mounted on the roof.

2. Location

- 2.1 The Jubilee Hall is a two storey, multi-use community building with a large pitched roof. The majority of the roof space is a void above a suspended ceiling over the main hall but the South East facing side contains 2 Velux windows over a small 2nd storey containing the Council offices.
- 2.2 The Jubilee Hall has a high level of public use and we would wish hirers to continue to have access during any works. There is an access road around the perimeter of the building with a large car park adjacent which is owned by the council.



- 2.3 There are both single and 3-phase supplies to the Jubilee Hall. See Appendix 1.

3. System Specification

- 3.1 The council is aware that the array that that we have specified is considerably larger than our current power usage warrants (see pricing section 6), but further stages of the decarbonisation project will increase our demand.
- 3.2 The council has reviewed several proposals and recommendations for Solar Photovoltaic systems and agreed upon a broad specification without being prescriptive about the manufacturer of any components.
- 3.3 The array is to be installed on the South East roof face of the Jubilee Hall.
- 3.4 The council believes that an array of around 50kWp is achievable on this roof and would like this to be the target size for proposals. A range of +/- 5 kWp would be acceptable.
- 3.5 An inverter capacity of 40kW. If you have specific reasoning to recommend a different capacity inverter please do so but include a clear explanation why.
- 3.6 Storage. The system should have a minimum storage capacity of 13.5kWh and an output of 4kW. This figure is based on the capacity of a Tesla Powerwall 2.0 but you can achieve, or exceed, this value with any storage products you recommend.
- 3.7 The system should have the capacity for additional storage units to be added in the future, as the needs of the council develop. There should be an explanation of this point in your tender.
- 3.8 The system should be MCS certified with appropriate NICEIC certification arranged as part of the submission.

4. Site works

- 4.1 Confirmation of working hours, storage of materials, access, location of skips, final programme of works and Risk Assessment Method Statements (RAMS) will be agreed with BWPC before work starts.
- 4.2 During installation, the contractor should provide a secure work compound for the build. The contractor, and any sub-contractors, will ensure that the public cannot gain access to the work site by erecting suitable fencing and safety notices around the construction site.

- 4.3 The contractor must ensure that any powered equipment or vehicles left on site without supervision should be immobilised. This equipment, and all materials, should be stored safely and securely at all times. Any damage to, damage by or loss of equipment or materials is the responsibility of the contractor and BWPC will hold no liability.
- 4.4 The contractor is responsible for any damage to buildings, grounds or persons caused by workers, equipment or materials on or off BWPC property. Any damage to BWPC buildings or grounds should be made good.
- 4.5 Any waste caused by the installation should be stored safely and securely. Waste stored should be kept to a minimum and disposed of in a timely manner.

5. Site visits

- 5.1 Contractors interested in responding to this tender may arrange an accompanied visit to the site by contacting the Halls Manager by email hallsmanager@bishopswaltham-pc.gov.uk or on 07376 205310. Tenderers are advised to make such a visit to ascertain all relevant conditions and means of access etc.
- 5.2 Site visits can be arranged in the following fixed slots:
 - Tuesday 09:00 – 10:00
 - Tuesday 10:00 - 11:00
 - Wednesday 14:00 – 15:00
 - Friday 13:00 – 14:00
- 5.3 Site visits outside the above times can be arranged but are dependent on hirer activity in the buildings.

6 Pricing

- 6.1 A cash purchase price, exclusive of VAT, should be shown

- 6.2 An estimated lifetime cost / saving chart should be included showing annual increments from years 1 to 20. The 'payback' point should be clearly indicated.
- 6.3 All pricing should be based on an estimated annual consumption of 15,000 kWh and a current unit cost rate of 21.491p; this rate is fixed until 02/26.
- 6.4 Any values shown for export to the grid should be clearly explained. If a guarantee scheme or fixed price is included then this should also be detailed, including the expiry date of said scheme or price.
- 6.5 Prices should be valid for a period of 4 months.
7. Costs. All costs, expenses and liabilities incurred by Tenderers in connection with the preparation and submission of any quotation shall be borne by them.
8. Tenderers' Obligations. Tenderers must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted and Tenderers agree that the council may rely upon representations made in any quotation.
9. Timetable
- 9.1 The key dates for the procurement procedure are detailed below. The project completion date is a target and a schedule will be agreed when the successful bid is confirmed.
- 9.2

Invitation to tender posted on Contracts Finder	31/10/2023
Deadline for submissions	11/12/2023
Response evaluation process begins	02/01/2024
Contract awarded, subject to satisfactory references	29/01/2024
Project completion	31/06/2024

10. Responses

- 10.1 Responses should have a completed cover sheet. The cover sheet is enclosed as Appendix 2 and lists all minimum inclusions. Should you wish for a word version of this cover sheet please request one from hallsmanager@bishopsaltham-pc.gov.uk
- 10.2 Completed responses should be posted in a plain envelope marked “**JH Solar Tender**” to:

**The Executive Officer
Bishop’s Waltham Parish Council
Jubilee Hall
Little Shore Lane
Bishop’s Waltham, SO32 1ED**

There should be no way of identifying the submitting contractor from the envelope.

- 10.3 An electronic version of the submission may be required but this should only be sent after the closing date and when requested by BWPC.

11. Evaluation

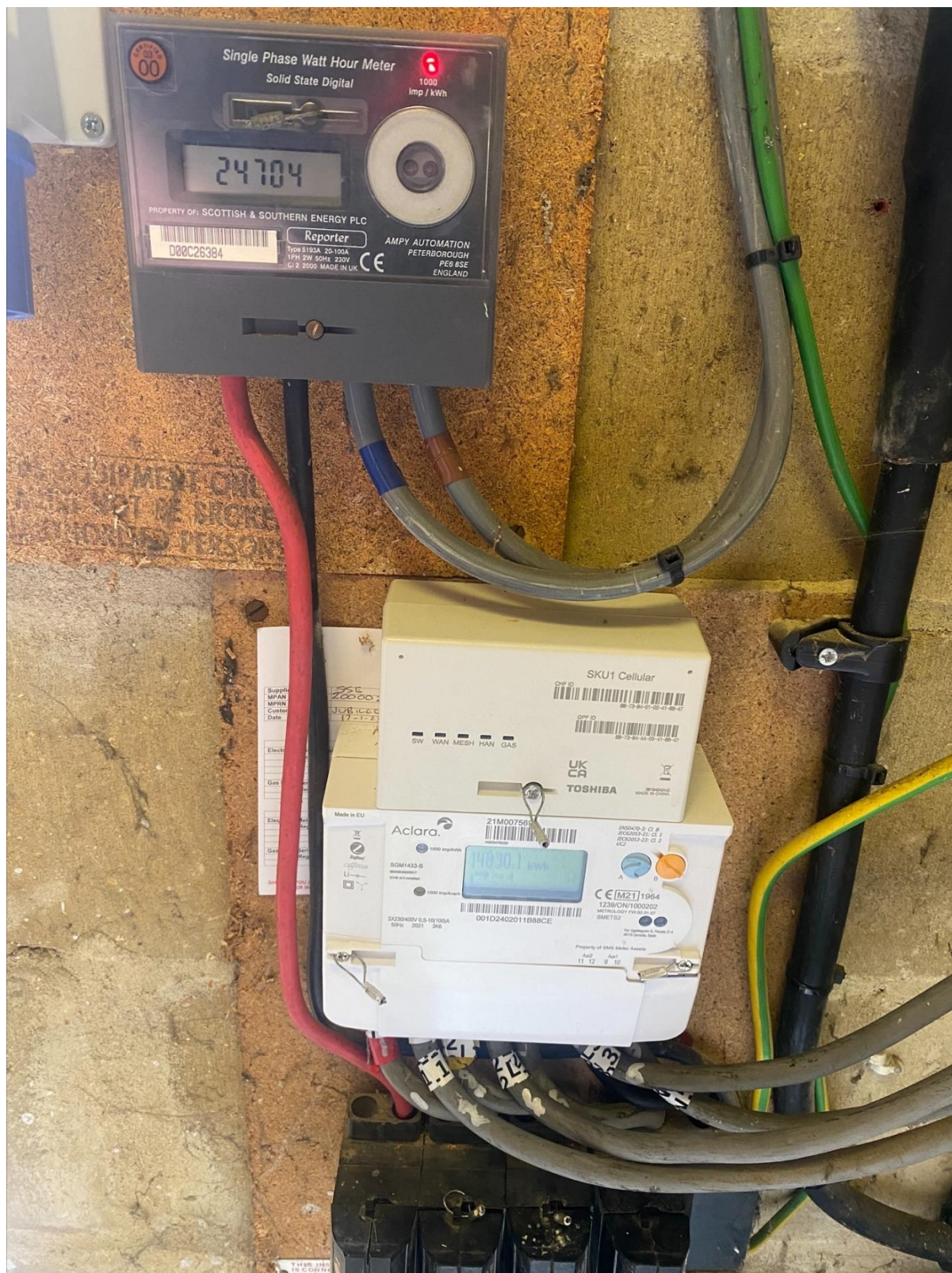
- 11.1 The council will determine the bid that it believes delivers the greatest benefit for the price quoted.
- 11.2 Submissions will not be formally scored but will be initially considered against the following.
- 11.2.1 Match to System Specification (3.1 – 3.8)
 - 11.2.2 Inclusions list (Appendix 2)
 - 11.2.3 Capital purchase price
 - 11.2.4 Export income / life cost
- 11.3 Cash purchase price is the prime deciding factor.
- 11.4 If, in its reasonable judgement, the council identifies a fundamental failing or weakness in a bid then that bid may, regardless of its other merits, be excluded from further consideration.
- 11.5 The decision of the council will be final in this matter.

12. Award of Contract

- 12.1 One Tenderer will be awarded the contract. Bishop's Waltham Parish Council does not bind itself to accept the lowest or any bid.
- 12.2 Upon conclusion of the evaluation of responses, the Tenderer that the council deems should be awarded the contract will be advised accordingly in writing with the issue of an 'Acceptance / Intention to Award' letter by email.
- 12.3 Tenderers that are unsuccessful will be advised of this in writing via a 'Non-acceptance of Submission' letter by email.
- 12.4 Upon conclusion of all the above stages, a standstill period will be created between Bishop's Waltham Parish Council and the Appointed Contractor.

Appendix 1.1

Electrical supply images

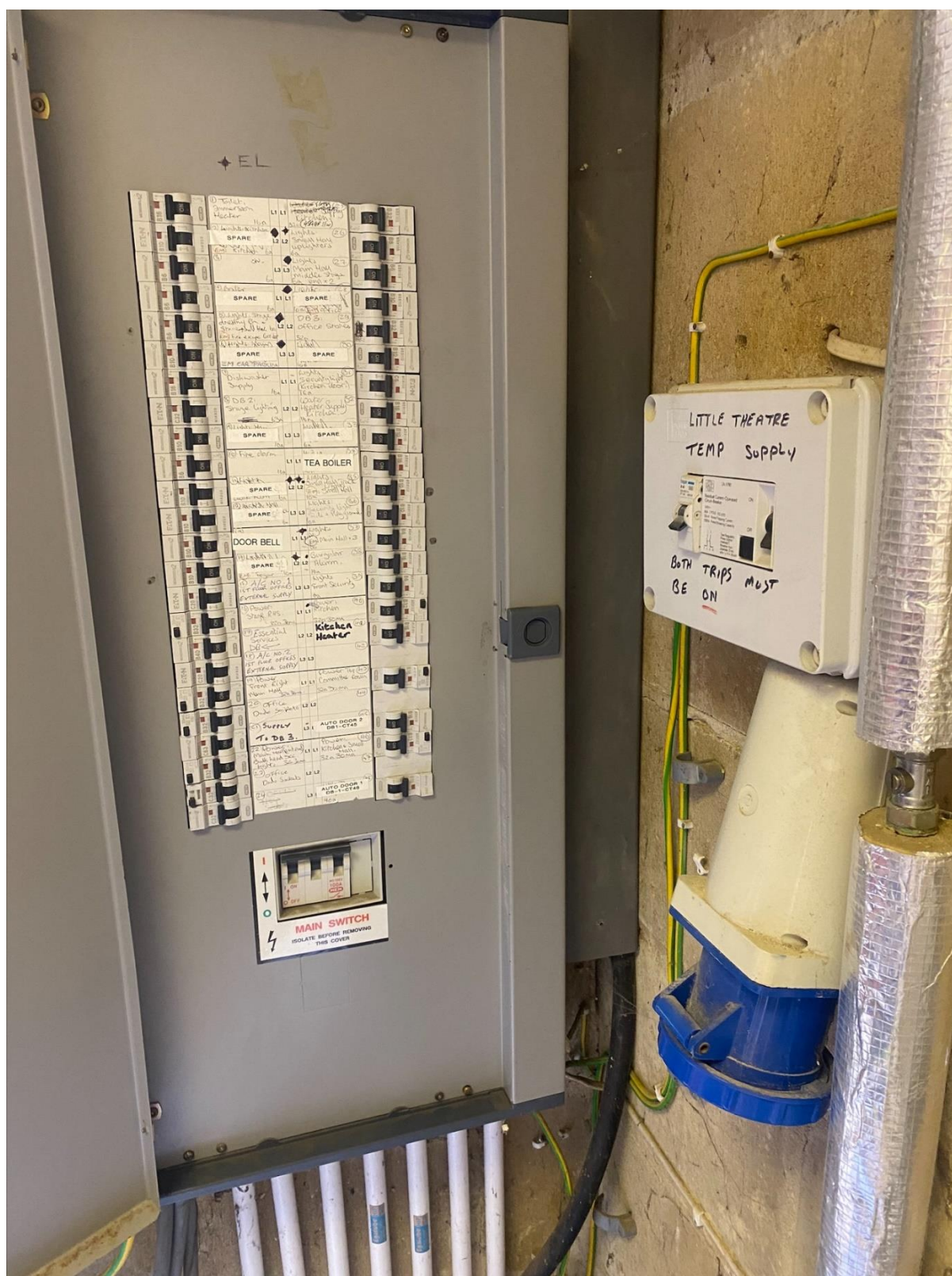


Appendix 1.2



Bishop's Waltham Parish Council, Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED
Solar PV, October 2023

Appendix 1.3



Trading and Full Business Names Of the Tenderer
Address
Person Applying On Behalf Of The Tenderer Name: Position: Telephone Number: Email:
Fixed price for the works [include separate itemised quotation]
Warranty Period (detail against each item if various)
Estimated Maintenance Costs [after the expiry of the warranty period]
Proposed start date of works
Probable duration of works
Added Value Give details of any additional benefits of the proposal not listed elsewhere.

Health and Safety Number of people employed: Name of person responsible for H&S: Qualifications of above person: Please enclose <div style="margin-left: 40px;"> Health and Safety Policy Y/N Risk Assessment Y/N Safe Working Procedures Y/N </div>
List any improvement notices, prohibition notices and prosecutions served on your company in the last five years.
How many accidents and near-misses have been reported to you by members of your staff in the last 12 months?
How many RIDDOR reportable incidents has there been in the last 12 months?
Public liability insurance value and expiry date [include facsimile as evidence]
Employer's liability insurance value and expiry date [include facsimile as evidence]
Professional liability insurance value and expiry date [include facsimile as evidence]
Method statement attached Y/N
Professional memberships / certification attached Y/N

References (Two Required – town or parish councils preferred)**Organisation Name:****Contact Name:****Contact Telephone Number:****Contact email:****Organisation Name:****Contact Name:****Contact Telephone Number:****Contact email:**