

REQUEST FOR QUOTE FOR THE PROVISION OF CARBON AUDITS AND CARBON REDUCTION PLANS FOR WINCHESTER DISTRICT BUSINESSES

Introduction

Winchester City Council (“the council”) is seeking to appoint a local consultant to work with businesses across the Winchester district to bring about measurable carbon savings. The consultant is required to conduct carbon audits and produce tailored, practical and deliverable carbon reduction action plans for each business engaged.

Specification

The council is looking for a consultant to:

- provide direct tailored support to at least 15 tourism or creative businesses across the Winchester district
- calculate the existing carbon footprint for each business engaged
- produce bespoke carbon reduction action plans, which will:
 - a) identify interventions to reduce businesses energy consumption and transport emissions
 - b) provide low carbon or renewable energy generation opportunities
 - c) illustrate measures for carbon sequestration
 - d) outline opportunities to purchase local carbon credits and
 - e) summarise the overall forecasted potential carbon savings along with expected savings per action plan recommendation
- signpost to funding available either through the council or external sources to facilitate the delivery of action plan interventions, for example solar panels, EV charging, retrofit etc
- award businesses with the Carbon Footprint standard (if appropriate)
- provide the council with a written report at the end of the contract including:
 - a) businesses supported and how
 - b) recommendations realised and the subsequent carbon savings made
 - c) recommendations yet to be realised and the forecasted carbon savings
 - d) a summary of the barriers businesses have experienced which have prevented them from adopting certain recommendations

The work must be completed by 31 January 2024.

The maximum budget available is £15,000 to include all fees and expenses.

We are expecting the full value of the tender to be directed towards delivery, therefore we are not expecting any additional overhead costs. Please provide a full breakdown of costs in your response to include the cost per audit undertaken, the minimum and maximum hours spent on each audit and the cost for production of the final report.

The consultant must have previous experience of carrying out tailored carbon audits and certified as a carbon management auditor through one of the following organisations:

- Member of the Institute of Environmental Management and Assessment, 'Practitioner' or above or
- Accredited with ISO 14001 (environmental management) / ISO 50001 (Energy Management) Auditor

In addition to the above:

- Bidders would find it useful if they were a recognised Retrofit Co-ordinator (PAS2035) albeit this is a domestic retrofit qualification
- Membership of Green Building Council or RICS would also be helpful as this will provide the bidder with guidance on commercial property energy assessments and retrofit including setting targets for and delivering Net Zero buildings and key considerations for commercial retrofits.

The council will be providing some marketing and communications support and signposting businesses to the service through its existing networks and channels. Tourism and creative businesses will be targeted in the first instance but the council is happy for businesses outside these sectors to use the service if there is not sufficient demand from these sectors.

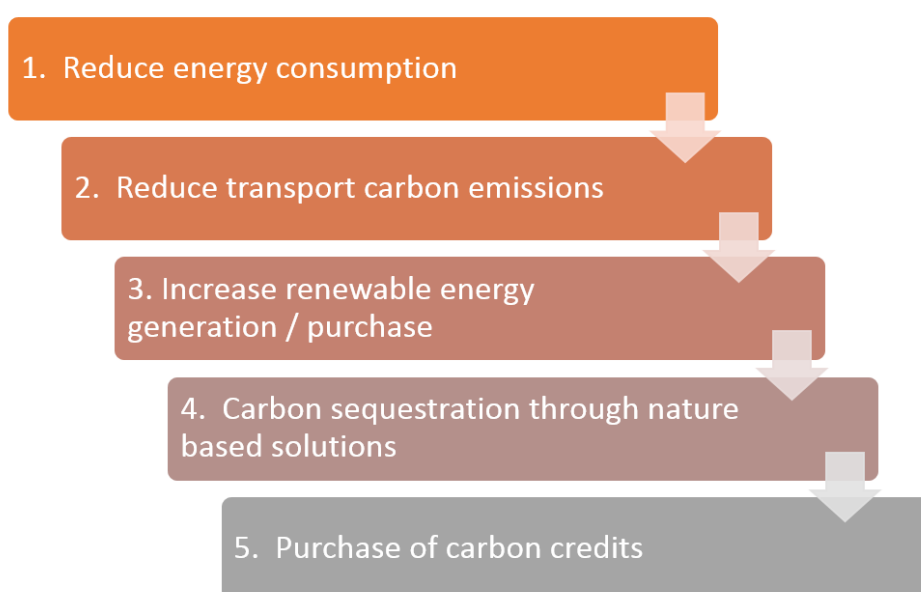
It would be beneficial if the consultant has their own networks to support lead generation. The consultant would be expected to proactively convert leads and enquiries in order to deliver at least 15 action plans.

Climate change

Winchester City Council declared a climate emergency in June 2019. The council is committed to becoming a carbon neutral council by 2024, and is aiming for the wider district to be carbon neutral by 2030. “Tackling the Climate Emergency and creating a greener district” is a Council Plan priority and is at the heart of everything the council does.

The latest [Carbon Neutrality Action Plan](#), due to be adopted in September 2023, sets out five pathways for carbon reduction which are shown below:

FIVE PATHWAYS



These will be achieved through the interventions in the tables below. The bidder is required to respond to these priorities and help achieve carbon savings on each action plan produced.

1. Reduce Energy Consumption		<i>Carbon saving ktCo2e</i>
<i>Commercial</i>	Support installation of energy efficiency measures in offices, retail, and other commercial property types	44
<i>Industrial</i>	Support (and mandate) installation of energy efficiency and heating retrofit measures within industry	60
<i>Total ktCO2e saving by 2030</i>		104

2. Reduce Transport Carbon Emissions

Carbon
saving
ktCo2e

Reduce vehicle use	Promote hybrid working to reduce carbon emissions from commuting	10
	Improve active travel infrastructure and public transit options	17
	Work with local business and procurement teams to decarbonise freight fleets	34
	Invest in EV charging to decarbonise private cars	600
Total ktCO2e saving by 2030		661

3. Increase Renewable Energy Generation

Carbon
saving
ktCo2e

Commercial	Low carbon heating systems installed in commercial properties	4
	Install 8MW of rooftop solar PV on commercial properties across Winchester district	7
Industrial	Support and incentivise businesses to install Solar PV on industrial units	3
Land use	50MW of utility scale solar PV installed on poorer quality land	147
Total ktCO2e saving by 2030		161

4. Carbon sequestration through nature-based solutions / Waste management

Carbon
saving
ktCo2e

Create natural based solution for carbon removal Waste / Circular economy	Land use Plant a minimum of 400 trees per year (enhanced CNAP target of 100 trees)	0.1
	Increase recycling to 65% by 2035	18
Total ktCO2e saving by 2030		18.1

Contract management

The council will work in collaboration with appointed supplier(s) to maximise all opportunities to strive for continuous improvement in service delivery and efficiencies.

We would expect the consultant to attend an inception meeting following appointment then monthly meetings in November, December and January to monitor progress.

Please refer to the consultancy contract which sets out the terms and conditions of appointment.

General information for suppliers

Contact details for this quotation

Officer name: Alison Woods

Contact email address: awoods@winchester.gov.uk

Contact telephone number: (01962) 848347

Submission of quotations

All quotation response documents must be returned to the contact email address above by **no later than midday on 24 September 2023**. Bids received after this time will only be accepted in exceptional circumstances.

When emailing your completed quotation to the council you are strongly advised to request a "Delivery Receipt" as evidence of safe delivery.

Proposed Timetable of Activity

Activity	Deadline date / time
Issue request for quote	Week commencing 14 August 2023
Deadline for clarification questions from bidders*	28 August 2023
Deadline for quotes	24 September 2023
Quotes reviewed by panel	Week commencing 25 September 2023
Interviews	4 October 2023
Project inception meeting	10 October 2023
Contract commencement date	16 October 2023
Activity to be completed by	31 January 2024

* If the council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.

Council action on receipt of quotations

If there appears to be an error or omission in a quotation the council shall invite the supplier to confirm the submitted price. All amendments or confirmation of quotation must be confirmed in writing by the supplier.

The council reserves the right to disregard any quotation where:

- (a) in the opinion of the council, there is sufficient doubt as to the supplier's ability to perform the contract for the submitted price; or
- (b) it does not fulfil a mandatory or pass / fail requirement; or
- (c) it contains qualifications that conflict with the Request for Quotation instructions.

Freedom of information



Freedom of
Information - RFQ.d

Local Government Transparency Code

We are required to comply with the Local Government Transparency Code, details of which can be found on our website: <https://www.winchester.gov.uk/about/access-to-data>.

The council will benefit from the copyright of all material which will be used in any way that it chooses.

Privacy Policy

Please refer to the Council's [Privacy Policy](#) on our website to see how the council will use any personal data that you provide us with.

Evaluation and Award

Stage 1 - Insurance

Insurance – Pass/fail evaluation

The council's required insurance levels for this contract are specified below:

	INSURANCE	
You only need to complete this section if you employ staff:		
Does your organisation hold Employer's (Compulsory) Liability Insurance of not less than £5 million: *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders		Yes/No/NA
Does your organisation hold Public Liability of not less than £2 million:		Yes/No
Does your organisation hold Professional Indemnity Insurance of not less than £2 million:		Yes/No
If the answer is " No " to any of the above please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract? *		Yes/No

This will be assessed on a pass/fail basis. Potential suppliers who self-certify that they meet the mandatory requirements will be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence referred to in the mandatory question is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Stage 2 – Evaluation and award

Cost The lowest priced quotation will be awarded maximum points and all other quotations awarded points in proportion.	60%
Quality This will be assessed based upon 'Response to Specification' and allocated as follows: <ul style="list-style-type: none"> • Experience and skills • Method statement and approach • Sustainability 	40% of which 10% 15% 15%

Supplier's response to specification

This section carries **40%** of the weighting and will be scored in accordance with the scoring regime described in this evaluation and award section. The quality aspects of your submission will be evaluated on your response to the questions below, each of which is weighted according to its relative importance:

Please provide examples of similar consultancy assignments you have undertaken that highlight your knowledge, qualifications and relationships within the sustainability sector.	10 out of 40
Please provide a method statement, including a sample action plan, on how you propose to carry out the work you have specified? Provide details in your method statement of the minimum and maximum number of hours work per audit and how it is going to be resourced. Please also indicate the average/typical range of carbon reductions that are would result from the audits and action plans.	15 out of 40
Provide details of how your consultancy will contribute to reducing carbon emissions from operation of the contract over and above meeting the requirements of the specification with particular regard to any innovation or aspects you consider unique about your proposals. An example of this would be by awarding businesses with the Carbon Footprint standard.	15 out of 40

Any quotation that is accepted will be awarded to the most economically advantageous in accordance with the following award criteria:	
The response exceeds the required standard and answers the question entirely. Exceptional demonstration by the Tenderer of the relevant quality measures required to provide the services and strong evidence to support the response is provided, where appropriate.	5 – Excellent
The response meets the required standard and answers the question fully. Good demonstration by the Tenderer of the relevant quality measures required to provide the services and good evidence to support the response is provided, where appropriate.	4 – Good
The response meets the minimum required standard in an acceptable level of detail. Satisfactory demonstration by the Tenderer of the relevant quality measures required to provide the services and standard or generic evidence to support the response is provided, where appropriate.	3 – Satisfactory
The response partially meets the minimum required standard and relevance, but with some detail missing. Contains minor shortcomings in the demonstration by the Tenderer of the relevant quality measures required to provide the services. Limited evidence is provided to support the response, where appropriate, which raises concerns.	2 – Minor Reservations
The response fails to meet the minimum required standard. Inadequate detail is provided, or there are significant omissions, resulting in considerable reservations of the Tenderer's relevant quality measures required to provide the services. Little or no evidence to support the response is provided and raises many concerns.	1 – Serious Reservations Submissions which receive a '1 – serious reservations' will not be considered further
No response or information is provided to allow proper evaluation, ability is not evidenced.	0 – no score – Fail Submissions that 'Fail' will not be considered further

Pricing schedule

Please complete the following pricing schedule in full (exclusive of VAT):

Activity	Cost (Whole cost fee, inclusive of all expenses and disbursements)
Cost per business audit and action plan based on the average number of hours per audit	£
Cost for producing annual report	£
Whole cost for quotation: This is the figure to be used for evaluation	£

Please also indicate your hourly/daily rate for consultancy work.

Award process

Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying suppliers of the intended award.

Consultants must not undertake any work until satisfactory completion of the contract. Copies of the draft contract and related documents will be sent to you for final review, prior to execution by the parties and subsequent completion of the contract.

Supplier's details

QUOTATION FOR THE PROVISION OF CARBON AUDITS AND CARBON REDUCTION PLANS FOR WINCHESTER DISTRICT BUSINESSES

Please complete the following and sign to confirm that your quotation is fully compliant with the specification, and all terms and conditions as stated within this documentation:

Company name:	
Company number:	
Address:	
Telephone number:	
Email:	
Signed:	
Print name:	
Position in company:	
Date:	