**Invitation to Tender**

**Cornwall Wildlife Trust Renewables: Solar Panels, Batteries,** **Air Source Heat Pumps and Replacement Radiators**

**Ref: NZ712\_1**

# 1. About Cornwall Wildlife Trust

Cornwall Wildlife Trust - one of 46 Wildlife Trusts  working across the UK - believes in a wilder future for Cornwall, where our wildlife and wild places are cherished for all to enjoy. With the support of our members, we implement projects on land and at sea, conducting campaigns and managing wild spaces to ensure nature in Cornwall thrives for future generations.

We want our nature reserves to reverberate with the joyful sounds of wildlife, to be havens in which rare species flourish and colourful plants thrive.

But we’re not just concerned about the space within those boundaries – this work spills out from natures reserves into our conservation on land. We want Cornwall’s hedgerows & heathlands, footpaths & farmlands, wildflower meadows & woodlands to burst with wildlife. We want to ensure badgers are vaccinated, to help beavers create new habitats, to make a hole for every hedgehog, and to see choughs remain on our cliffs as well as our crest.

Beyond those cliffs lies the ocean, where our marine conservation work at sea is equally urgent. We’d love our waters to be full of vibrant and extraordinary marine life, to provide safety for seals and dolphins to play, to ensure St. Piran’s crabs make a permanent home on these shores, and to re-establish sea grass beds which trap carbon and tackle the climate crisis.

And we’re also interested in people. We want to make sure Cornwall’s wildlife and wild places remain a constant source of wonder and wellbeing for everyone. We’d love to see one in four people taking action for nature in Cornwall, in all sorts of ways – whether by petitioning the government to conserve 30% of land and sea by 2030, creating a wildlife pond in their garden, or volunteering on one of our many projects.

Nature in Cornwall is declining and needs our help. We’re working to create a Cornwall where nature thrives

# 2. Background and Context

This commission is part of the Cornwall Wildlife’s Carbon Reduction Plan to meet its ambitions to be Carbon Neutral.

Supply ASHP and replacement radiators to three buildings: ERCCIS (Environmental Records Centre for Cornwall and Isles of Scilly), Five Acres, Two Burrows and PV solar to the fourth buildings the Barn all collocated at Allet, Truro, Cornwall, TR4 9DJ.

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

**3.1 General**

3.1.1 The successful tenderer will be expected to undertake the following activities listed below. The requirement will be the supply and installation at each of the following 4 locations:

1. ERCCIS (Environmental Records Centre for Cornwall and Isles of Scilly)
2. Five Acres
3. Two Burrows
4. Barn

All locations are collocated at Allet, Truro, Cornwall, TR4 9DJ.

3.1.2 Site Visit. A site visit and structural assessment is strongly recommended to be conducted to ensure the roofs can take the weight caused by having the PV array mounted onto the roof and the size and location of the air source heat pump (ASHP) and radiators. All radiators that are to be replaced are to be disposed of by the contractor. This is be arranged as per Section 5.

3.1.3 The specification of materials has been identified by Cornwall Wildlife Trust as a suitable solution. However, potential bidders can provide alternative materials providing it can be demonstrated its specification meets or exceeds the specification detailed below. The specification must also meet or exceed the warranty.

**3.2 ERCCIS: ASHP and Radiators**

3.2.1 ASHP:

1. Mitsubishi 14kW Ecodan heat pump – Coastal Protection Model
2. 170ltr heat-pump-ready hot water cylinder
3. MELCloud remote access
4. All parts for install within plant room
5. Air source heat pump plumbed into Cylinder and attached to central heating and existing pipework
6. MCS certificate and associated documentation
7. All associated electrical work

3.2.2 Radiators:

1. Supply and installation of 11 x Stelrad radiators, TRVs and Lockshields to include all new distribution pipework for the following rooms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Room | Design Temp | Size | Type | Num |
| b | Entrance. | 18oC | 600 x 2400 | Stelrad K2 | 1 |
| c | Kitchen. | 18oC | 600 x 2400 | Stelrad K2 | 1 |
| d | Toilet 1. | 18oC | 450 x 400 | Stelrad K2 | 1 |
| e | Store | 16oC | 600 x 400 | Stelrad K2 | 1 |
| f | Larger WC | 18oC | 450 x 400 | Stelrad K2 | 1 |
| g | Shower | 22oC | 600 x 500 | Stelrad K2 | 1 |
| h | Office | 20oC | 600 x 2200 | Stelrad K2 | 4 |

3.2.3 Warranty:

1. Mitsubishi Ecodan Air Source heat pump minimum 7 years
2. Workmanship Warranty minimum 2 years
3. IWA Independent Warranty Scheme minimum 2 years

**3.3 Five Acres: ASHP and Radiators**

3.3.1 ASHP:

1. Mitsubishi 14kW Ecodan heat pump – Coastal Protection Model
2. 170ltr heat-pump-ready hot water cylinder
3. MELCloud remote access
4. All parts for install within plant room
5. Air source heat pump plumbed into Cylinder and attached to central heating and existing pipework
6. MCS certificate and associated documentation
7. All associated electrical work

3.3.2 Radiators:

1. Supply and installation of 16 x Stelrad radiators, TRVs and Lockshields to include all new distribution pipework for the following rooms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Room | Design Temp | Size | Type | Num |
| b | Entrance | 18oC | 600 x 1600 | Stelrad Classic K2 | 1 |
| c | Bakers Pit Meeting Room | 20oC | 600 x 1800 | Stelrad Classic K2 | 2 |
| d | Printer Room | 18oC | 600 x 500 | Stelrad Classic K2 | 1 |
| e | Corridor | 18oC | 600 x 700 | Stelrad Classic K2 | 1 |
| f | Front Office | 20oC | 600 x 1400 | Stelrad Classic K2 | 2 |
| g | Sofa Room | 20oC | 600 x 1600 | Stelrad Classic K2 | 2 |
| h | Small Single Office | 20oC | 600 x 800 | Stelrad Classic K2 | 1 |
| i | Kitchen | 18oC | 600 x 600 | Stelrad Classic K2 | 1 |
| j | Five Acres Rear Office | 20oC | 600 x2000 | Stelrad Classic K2 | 1 |
| k | Gents WC | 18oC | 600 x 400 | Stelrad Classic K1 | 1 |
| l | Middle Largest WC | 18oC | 600 x 600 | Stelrad Classic K1 | 1 |
| m | Ladies WC | 18oC | 600 x 400 | Stelrad Classic K1 | 1 |
| n | Finance Office | 20oC | 450 x 1800 | Stelrad Classic K2 | 1 |

3.3.3 Warranty:

1. Mitsubishi Ecodan Air Source heat pump minimum 7 years
2. Workmanship Warranty minimum 2 years
3. IWA Independent Warranty Scheme minimum 2 years

**3.4 Two Burrows: ASHP and Radiators**

3.4.1 ASHP:

1. Mitsubishi 11,.2kW Ecodan heat pump – Coastal Protection Model
2. 170ltr heat-pump-ready hot water cylinder
3. MELCloud remote access
4. All parts for install within plant room
5. Air source heat pump plumbed into Cylinder and attached to central heating and existing pipework
6. MCS certificate and associated documentation
7. All associated electrical work

3.4.2 Radiators:

1. Supply and installation of 8 x Stelrad radiators, TRVs and Lockshields to include all new distribution pipework for the following rooms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Room | Design Temp | Size | Type | Num |
| b | Office | 18oC | 600 x 1400 | Stelrad K3 | 1 |
| c | 600 x 2000 | Stelrad K2 | 1 |
| d | 600 x 1600 | Stelrad K3 | 1 |
| e | Kitchen | 18oC | 600 x 700 | Stelrad Classic K2 | 1 |
| f | Meeting Room Kit End | 18oC | 600 x 1200 | Stelrad Classic K2 | 1 |
| g | Red Moor Meeting Room | 20oC | 600 x 1100 | Stelrad Classic K2 | 1 |
| h | Hawkes Wood Meeting Room | 20oC | 600 x 1100 | Stelrad Classic K2 | 1 |
| i | Sylvia’s Meadow | 18oC | 600 x 1000 | Stelrad Classic K2 | 1 |

3.4.3 Warranty:

1. Mitsubishi Ecodan Air Source heat pump minimum 7 years
2. Workmanship Warranty minimum 2 years
3. IWA Independent Warranty Scheme minimum 2 years

**3.5 Solar Panels**

3.5.1 Location: The BarnAllet, Truro, Cornwall, TR4 9DJ

3.5.2 Inclination of system 100 to the horizontal

* + 1. Area beneath roof is accessible
    2. Maximum installed capacity 26.88 kW

3.5.5 Preferred Solar panels JA Solar

3.5.6 32.61Kw of Fox batteries storage included, with capability to add more in future upgrades.

* + 1. 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.
    2. 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 inverter
3. Structural Assessment and Building Regulations Compliance
4. Structural Assessment Report
5. District Network Operator Consent. To conduct the necessary G99 checks and application process with the DNO.
6. System design
7. Scaffolding and safe access system
8. Compound and welfare facilities
9. Mechanical handling of materials
10. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
11. Supply, installation and commissioning of solar PV system
12. On site client training, instruction and handover

3.5.8 **Warranties**

1. PV units minimum 12 year product workmanship and 25 year power performance
2. Inverters with minimum 10 year warranty
3. Batteries with minimum of 10 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

3.5.9 Certification of installations to building regulations (structural report confirming capability of roof load)

4**. Budget**

The total maximum budget available for this commission is £110,000.00 (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 Cornwall Wildlife Trust 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 | 25 April 2024 |
| Site Visit to be arranged with reception@cornwallwildlifetrust.org.uk | 3 May 2024 |
| Last date for raising queries | 1700:10 May 2024 |
| Last date for clarifications to queries | 1700:13 May 2024 |
| Deadline to return ITT | **1700: 6 June 2024** |
| Evaluation of ITT | 10-11 June 2024 |
| Preferred supplier notified | 12 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 Cornwall Wildlife Trust 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. 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. Three examples of previous contracts of a similar size; one of which should demonstrate a similar installation of both ASHP and Solar PV. 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 Cornwall Wildlife Trust.

**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 Cornwall Wildlife Trust 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 Cornwall Wildlife Trust 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:

[bev.lawrence@cornwallwildlifetrust.org.uk](mailto:bev.lawrence@cornwallwildlifetrust.org.uk)

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

Responses to clarifications will be anonymised and uploaded by Cornwall Wildlife Trust 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 Cornwall Wildlife Trust 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. 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 | 30 |
| 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 | 50 |
| A **fixed fee** for this work (ex VAT) including travel and other expenses.  The lowest bid will be awarded the full 50 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 = 50 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, Cornwall Wildlife Trust 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.

Cornwall Wildlife Trust is not bound to accept the lowest price or any tender. Cornwall Wildlife Trust will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Cornwall Wildlife Trust’s internal procedures and Cornwall Wildlife Trust 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:

[bev.lawrence@cornwallwildlifetrust.org.uk](mailto:bev.lawrence@cornwallwildlifetrust.org.uk)

with the following message clearly noted in the Subject box;

‘Cornwall Wildlife Trust – Renewables NZ712\_1’

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

# 14. Disclaimer

The issue of this documentation does not commit Cornwall Wildlife Trust 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 Cornwall Wildlife Trust or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Cornwall Wildlife Trust and any other party (save for a formal award of contract made in writing by Cornwall Wildlife Trust or on behalf of Cornwall Wildlife Trust).

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 Cornwall Wildlife Trust, or any information contained in Cornwall Wildlife Trust’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 Cornwall Wildlife Trust for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Cornwall Wildlife Trust 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 Cornwall Wildlife Trust liable for any costs or expenses incurred by tenderers during the procurement process.