



Lancing Parish Council

Invitation to Tender

The instillation and management of Electrical Vehicle
Charging points at Lancing Beach Green Car Park and
Widewater Car Park

Deadline for tender submissions: 11th August 2023

7th July 2023

Invitation to tender

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Introduction

With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England and has two large car parks situated on the seafront.

Lancing Parish Council are inviting invitations to tender to design, supply, install and maintain Fast and Rapid Electric Vehicle Charging facilities at two sites; Widewater and Lancing Beach.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years previous experience in supplying, installing, managing and maintaining EV charging points across multiple sites.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than 11th August 2023. Any tenders delivered by hand must be in a sealed envelope, marked 'Lancing EV Car Park charging bays' and signed as received by one of the Parish Office staff.

The Contractor is recommended to visit the site and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, arising disposal etc.

The ideal contractor should

- Be well-established in the Electric Vehicle Charging space - i.e. able to demonstrate a high level of competency and effectiveness through examples of similar successful installations and managed services
- Not be bidding on behalf of another company or contractor
- Use local subcontractors where possible (if applicable) and be able to provide full details of each
- Be able to provide copies of the last three years of audited accounts.

Specifications

1. Description of requirement

Widewater Car Park:

- A feasibility study has been carried out and there will be approximately 69kva / 100amp available at this site.
- Contractor should propose a suitable number of active and passive fast chargers

Lancing Beach Car Park:

- A feasibility study has been carried out and there will be approximately 400kva / 600amp available at this site.
- Contractor should propose a suitable number of active and passive, fast and rapid chargers

All new equipment must be manufactured to the relevant British and European Safety, Environmental and Cybersecurity Standards and Regulations.

Specification of the chargers could include (but not be limited to):

- Maximise the power available at the sites
- Be compatible with all major electric vehicle brands
- Client management via app or software
- Load balancing support between multiple chargers
- Adjustable charging power via app or software
- Built-in MID approved energy meter
- Lock / vandalism protection
- Integrated fuse with ground fault detection
- Have provision for contactless & application payments

Contractor should detail how the EV charging solution will be futureproofed and align with Lancing Parish Councils sustainability strategy.

2. Management requirements

- The contract must have a dedicated account manager, the name of the account manager must be supplied within the tender
- Have the ability to complete all grid connections, job planning, installation including civil works, job/ traffic management, reinstatement of land, testing and certification with full management of the system.
- There must be 24hr customer service contact for any issues that may arise.
- Full maintenance and vandalism cover must be supplied.
- Remote hardware and software access
- A full turnkey service, covering all necessary studies for power through to final installation and management.

3. Local Business

Lancing Parish Council is keen to support local business and new industries in the area, where possible local companies and employees should be used.

Both car parks are currently under contract with a local parking enforcement company and every effort must be made to integrate with NPC. The software used must be able to integrate with the software currently in use by NPC.

x. Value Adders

Contractor to provide details or information about products or services that could be provided to Lancing Parish Council as part of this installation to benefit the local community.

4. Finance

The contractor should provide:

- A risk-free revenue generation solution with fixed rent and profit shares

- A zero CaPex and zero OpEx solution
- Contractor should provide a detailed commercial breakdown proposed i.e. revenue generation directly from the infrastructure installed

5. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

6. Costs to include:-

- Labour;
- Installation of new equipment;
- Dedicated account manager;
- 24-hour customer service;
- Full maintenance and vandalism cover;
- Contactless & application payments;
- Site performance data - Optimisation / usage reports

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function.

Scoring And Evaluation Criteria

Bidder responses will be scored against the following criteria -

Management	Compliance with specification and ability to complete the job at the highest specification.	30%
Local Business	Using and supporting local companies.	20%
Experience and Capability & Sustainability of Company	Demonstrate previous experience delivering work in this area, financial checks and customer feedback.	5%
Price/Value for money	Value for money offered and % income	30%
Equipment	Quality of equipment used, equal to or exceeding the tender requirements.	15%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

Conditions of Contract

The ideal contractor should be:

- Accredited to ISO9001:2015, ISO14001:2015 and ISO45001:2018
- An NICEIC approved installer
- Have Office for Zero Emission Vehicle (OZEV) approvals in place

The conditions of contract are as follows:

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible without prior agreement.
- 2) The Contractor must keep noise to a minimum, especially when working early in the mornings and no mechanical equipment is to be used before 7.00am.
- 3) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 4) Any damage caused during the work will be put back to previous condition by the contractor at the contractors cost.
- 5) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 6) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million.
 - 2) Professional Indemnity Insurance of no less than £5million
 - 3) The Company's Health and Safety Policy statement and plan for the contract;
 - 4) A risk assessment of the schedule of works;
 - 5) Details of the equipment to be used; and
 - 6) Continuity Plan to cover personnel sickness/leave.

Under no circumstances is any equipment to be stored on site without the Parish Councils express permission.

Health And Safety

Prior to the commencement of the work, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The contractor should be able to demonstrate adherence to Health and Safety regulations e.g. be Safe Contractor approved. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this work, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- 3) It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
- 4) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing. The Contractor must ensure that tools and equipment is not left lying around at any time.
- 5) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- 6) Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- 7) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- 8) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the work only communicate with and accept instruction from the Clerk or Operations Manager.

Terms of Agreement

Agreement will be made in full once the work has been completed to the specification and signed off by the Clerk or Operations Manager once all snagging has been completed.

Tender Timescale

Published Date: 11th July 2023

Tender Returns: 11th August 2023

Parish Council to consider applicates: TBC

Contract Start: 1st September 2023

Contract End Date: 31st August 2040

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

Clarifications and queries must be addressed to: oliver.last@lancingparishcouncil.gov.uk

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Celia Price PSLCC, Cert Ed (Comm Gov), Proper Officer, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

Site Meeting

There are opportunities to attend a site meeting with the Operations Manager, along with other interested contractors. Please email oliver.last@lancingparishcouncil.gov.uk to arrange a site meeting.

Otherwise contractors are welcome to visit the site at their own convenience. This is not mandatory.