



## **RYDE TOWN COUNCIL**

# **TENDERING DOCUMENTATION FOR ST THOMAS'S CHURCH, RYDE, FOR NETWORK RYDE SOLAR PANELS SUPPLY, INSTALLATION & COMMISSIONING**

**Issue date: 05/06/2023**

**Return date: 19/06/2023**

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## **Background**

### **RYDE TOWN COUNCIL**

Ryde Town Council is a progressive, forward-thinking town council looking for opportunities to benefit and support the town's diverse community. Ryde Town Council provides a wide range of services to the town including: Running Ryde Marina, Community Events, Civic Events, Maintaining Public Facilities, Allotments, Skate park, Network Ryde.

## **Facilities, building and areas.**

### **ST THOMAS' CHURCH – OVERVIEW**

The building known as Ryde Heritage centre was formerly St Thomas' Church and is a Grade II listed building. It was built by Thomas Player in 1719 and rebuilt in 1827 by George Player in the rudimentary gothic style with tall windows and perpendicular tracery. The church was in use until 1959 as a place of worship when its doors were closed for the final time. Since that time it has been used as a Heritage Centre and

for temporary exhibitions, but has remained empty for at least the last ten years. Ryde Town Council purchased the disused building in January 2021. Ryde Town Council owns the St Thomas Church building and land surrounding it on a Freehold basis

The site covers 1,066 m<sup>2</sup> (11,474 ft<sup>2</sup> just over a quarter of an acre) and the building has footprint of approximately 447 m<sup>2</sup> (4811 ft<sup>2</sup>). The building itself comprises the main area of worship with some original pews still in place. The main area on the ground floor covers approximately 340m<sup>2</sup> (3,659 ft<sup>2</sup>) and it currently has a derelict toilet area to the rear. In the main entrance hall to the church there are 2 stone staircases allowing access to the first floor galleries which run along both sides of the church measuring approx.185 m<sup>2</sup> (1,991 ft<sup>2</sup>).

Hand washing and toilet facilities are available on site.

Access to site will be during normal working hours 8.30 to 5pm. However, access at weekends and evening if required can be arranged.

The building will be secured overnight.

Vehicle access to main church doors for removal/delivery is available but parking in front of the church is limited.

### **General requirements**

The Company tendering must be able to clearly demonstrate an expertise and proven track record in the area of solar panel installation and working on listed and heritage buildings. Tenderers must supply full CV and details of their website and ideally several project reports from similar projects.

### **Contract duration**

Installation from September 2023

### **PREAMBLE**

#### **Ryde Town Council's Project Plan for St Thomas – The new home for Network Ryde**

The project's aim is to provide a safe, welcoming and inclusive space for young people where they feel comfortable and confident to be themselves. Network Ryde will strive to provide opportunities and, signposting to other agencies to all young people who access us.

Site Address.

St Thomas Church  
St Thomas Street  
Ryde  
Isle of Wight  
PO33 2JQ

## **THE ST THOMAS' CHURCH PROJECT FOR NETWORK RYDE- OVERVIEW**

The project will convert the disused St Thomas's Church, located in the very centre of the seaside town of Ryde on the northeast coast of the Isle of Wight into a community hub for young people under the management of Network Ryde - Ryde Town Council's award-winning youth service.

It will offer support, advice, and guidance to all young people (11-18 years old), along with supplying a safe space offering a variety of different sessions with room for adaption and flexibility based on the needs and wants of the young people. Youth Workers and trained volunteers are on hand during sessions to provide advice, guidance and support. There will also be purpose built confidential rooms which can also be used by other agencies to see young people such as Children's Social Care, Youth Offending Team and CAMHS. These agencies currently use our space at Network Ryde when sessions are not running however it is not ideal due to the full glass frontage.

The plan is to provide a safe, warm, welcoming, and confidential space for young people to spend time with their friends and to meet new people. They will have washing and showering facilities and cooking facilities and the opportunity to learn in a purpose built and designed kitchen area. The centre will also offer managed entertainment including Xbox, Wii, iPads, PCs, book, arts & crafts and board games.

Please note the project is high profile, being funded via a Government agency and of great importance to Ryde and the community. Successful suppliers will be advised of press and PR opportunities and requirements.

### **Instruction, information and service level agreement**

Tenders are sought by Ryde Town Council for the

#### **SOLAR PANELS**

#### **SUPPLY, INSTALLATION & COMMISSIONING**

for **ST THOMAS CHURCH RYDE FOR NETWORK RYDE**

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The tenderer **MUST** tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to

have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **12:00 midday 19/06/2023.**

## **SECTION 1 – PROJECT OVERVIEW**

The project works will employ a sympathetic conversion, restoration and some conservation of the building to meet the needs of Network Ryde into the 21<sup>st</sup> Century, while still retaining the heritage and history of the original building alongside that. Its stained glass windows will be fully restored and its plaques and memorials conserved but a new chapter will be written by the addition of new heating and lighting systems, a full rewire, modern fully accessible showers and toilets with washing and drying facilities.

A kitchen and recreation area, dedicated “pods” for meeting and private areas and a new front office facility. The existing pews will be utilised as high speed internet and computer access areas and a new propose built kitchen area will allow

teaching and children to both cook and learn how to cook. The current floor has two dropped aisles which need to be filled in so the floor is a flat surface for both mobility access and no longer a trip hazard.

The building ceiling will be insulated, with a new heating system, solar panels with a possible option for a battery system and low energy flexible lighting. The project will also significantly improve the external image of the church and develop the surrounding area as a quiet and traffic free meeting and relaxation area for residents and visitors to the town. In addition, this space will also be available for dedicated fairs and external events. As such we considerate to be a unique combination of the old and the new and a rare opportunity to utilize and reuse an amazing space for the community for decades to come.

## **SECTION 2 – CONTRACT DATES**

### **ST THOMAS CHURCH RYDE FOR NETWORK RYDE**

#### **SOLAR PANELS**

#### **SUPPLY, INSTALLATION & COMMISSIONING**

If required a limited photographic package is available. However interested parties are strongly advised to arrange a site visit. Email [projects@rydetowncouncil.gov.uk](mailto:projects@rydetowncouncil.gov.uk).

#### **Procurement timetable -**

<b>Activity</b>	<b>Deadline date &amp; time</b>
Publication of advert	05/06/2023
Closing date for submission of tenders	19/06/2023
Tender opening process	20/06/2023
Report to Council	
Notice of contract award	22/06/2023
Contract award date	22/06/2023
Contract start date	TBA
Contract end date	TBA by tenderer but not later than December 2023
Ratification of decision at committee meeting	18/07/2023

## **SECTION 3 – CONTRACT SPECIFICATION**

### **SOLAR PANELS**

#### **SUPPLY, INSTALLATION & COMMISSIONING**

**Tender must include a work and method statement.**

#### **NOTES**

Ryde Town Council is looking to create a unique and flexible space to match the requirements of Network Ryde, its staff and children while retaining the feel and heritage of the 200-year-old church.

The church has a live three phase supply.

At the moment all electrics in the building have been disconnected for safety due to water ingress and a single builders supply board provided.

It is intended that a system of up to 20 solar PV panels may be installed. All electric systems and distribution boxes will be compatible and compliant with PV system.

It is proposed that the PV system may be accompanied by a battery system but this is not currently planned.

St Thomas' Church is currently empty.

We would expect all bidders to visit the premises and meet with the Project Manager before submitting their bid.

The building is Grade II listed.

LBC and Planning Consents are now in place including PV installation.

A full asbestos survey has been completed and is available to tenderers on request.

A full set of plans is attached.

There will be skip facilities on site.

A toilet and hand washing is available.

The front of the church will be in full scaffold allowing access to the roof. It is anticipated that panels and materials can be lifted to the roof using an external contract crane on hire. This will be provided, but tenderers are welcome to include a line item for this work.

The site is locked overnight and entrance is via a locked HERAS fence enclosure.

## **1.1 Overview**

Ryde Town Council have identified the strategic need for improvements towards energy efficiency. Solar panels for Network Ryde will aid in the process of making the business more sustainable leading a move towards renewable energy sources.

Ryde Town Council are looking to install solar panels on the south facing slate roof of St Thomas's church roof which was replaced in 2022. This work must be within the bounds of planning consent awarded, which indicates that the maximum of 20 off 425w panels will be allowed to prevent being visibly intrusive from the high street.

An appropriate fixing system will be required without compromising the existing roof.

The roof is approximate 200 sq. m (plans attached). The roof is orientated due south.

The system will require bird blockers.

The system will require surge protection and be compatible with a lightning protection system.

Tenderers may submit an optional cost for provision of a suitable lightning protection system.

Suppliers are invited to provide the most cost effective and efficient solution.

Proposals to include prices for supply, installation, and commissioning.

Examples of similar installations undertaken in the past three years to demonstrate capability to design, install and commission this project must be included.

Payment Terms – Payment will be made in stages and agreed as part of the contract discussions. Anticipated payment terms to be included in the prospective supplier's quotation

The project can be broken down into the following sections and please submit prices into these three sections.

- Solar Panels, framework and inverters.
- Electrical infrastructure work.
- Installation and commissioning.

The initial award will be awarded to the highest-scoring provider and Tenders will be scored using the following scoring scheme.



1. The most competitive price
2. Warranty
3. Evidence of expertise in fitting PV on historic buildings
4. Evidence of being able to fit the panel in the time required.

## **2. Other Notes and Site Requirements.**

2.1 All costs involved with ferry transport to be included if required.

2.2 All materials and consumable costs must be included. No additional expenses will be covered.

2.3 Supplier is responsible for all elements of H&S involved with their works while on site.

2.4 Supplier personnel will be required to wear high visibility jackets, hard hats and safety equipment as appropriate while on site.

2.5 Suppliers personnel will be required to sign in on a daily basis and make their presence known to the site manager.

2.6 Note the earliest start date is September 2023.

## **3. Quotation to include**

3.1 Relevant experience / track record in this area.

3.2 The completed due diligence form.

3.3 Any additional relevant information.

## **SECTION 4 - HEALTH & SAFETY**

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided each year.

The method statement will consider the various risks within the works and set out

## **SECTION 5 - INSURANCE AND COMPETENCY**

clear methods for avoiding injury to operatives, the public or property.

Tenders must provide up to date and relevant insurances including £5 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained.

## **SECTION 6 - OTHER GENERAL SPECIFICATIONS**

### **Meetings**

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange annual contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

### **Signage**

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

### **Point of contact**

Contractors will report to the facilities team throughout the duration of the contract.

### **Site visits**

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

### **Due Diligence**

All contractors wishing to tender must complete a Due Diligence checklist to be considered for the contract.

### **Information databases**

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) on the designated day to ensure both parties are aware of all relevant information.

# SECTION 7 - FORM OF TENDER FOR THE

## SOLAR PANELS

### SUPPLY, INSTALLATION & COMMISSIONING

#### ST THOMAS CHURCH RYDE FOR NETWORK RYDE

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Monday, 05 June 2023

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the **SOLAR PANELS, SUPPLY, INSTALLATION & COMMISSIONING** stated in the specification above for the fixed price sum(s) of £..... (Including VAT) (in words) Per Annum for each option.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 4) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion.

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document, I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....