

Contract Reference: PEM 24/0219

**Solar Panel installation-Warminster Town Council**

**To provide solar panels to two Warminster Town Council buildings.**

Warminster Town Council are inviting companies to tender for the supply and instillation of solar panels to two buildings in Warminster.

**Section 1 – Information and Instructions**

* 1. **Information**

Warminster Town Council are inviting companies to tender for the supply and instillation of solar panels to two buildings in Warminster.

**1.2 Requirements**

Warminster Town Council are requesting companies to design and install panels and battery storage systems to two buildings within the town. The council wishes to maximise the amount of solar power generated to be used or stored on site with any additional power fed back to the grid.

With this in mind, tenderers are requested to design a scheme which generates the maximum realistic power to use onsite with battery storage.

Current annual consumption for both sites are below:

The Splash Pad: 24,000KW

The Community Hub: 43,000KW

We require solar panels and batteries to be installed at both locations.

**1.3 Locations**

There are two buildings requiring solar panels and batteries. These are: The community Hub and The Splash pad. (The town council will consider options to install another structure close to the splash pad to enable more panels to be sited.)

See appendix A

**1.3 Assessment of Submission**

It is the intention of the Town Council to assess the bid through the use of a quality matrix with a weighting of 40% price and 60% quality.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

**1.4 Queries**

This tender is administered by the officer below, who is based at Warminster Town Council. Any queries regarding the tender process, the proposed contract, or the specification should be addressed to: -

Mr Stuart Legg, Parks and Estate Manager

Telephone: 01985 214847

E-mail: [stuart.legg@warminster-tc.gov.uk](mailto:stuart.legg@warminster-tc.gov.uk)

**1.5 Conditions of Contract**

The Town Council intend to enter into a formal contract with the successful tenderer.

**1.6 Conditions of Tender**

The completed submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by **12 noon, 12th April 2024.** Email address [**townclerk@warminster-tc.gov.uk**](mailto:townclerk@warminster-tc.gov.uk)

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email but must also be submitted on a USB. This must be sent to Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire, BA12 8LB. The Town Council offices are open between 9am – 4.30pm. **Any tenders delivered outside of these times will not be accepted.**

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

**1.7. Schedule of Documents**

The documents listed below will be required as part of the submission for assessment.

1. **A. Financial cost Statement**

Please submit a Financial Cost Statement detailing what coaching services will be delivered within the submitted budget.

**B. Programme of work**

Please submit a programme of work with appropriate time scales.

**C. Experience**

Please submit details of your relevant experience and qualifications.

1. **D. Insurances**
2. Please submit copies of your relevant insurances.

**E. Health and Safety**

Please submit examples of RAMs for instillation of Solar panels and associated work.

1. **F. Additional Information**

Please submit any additional information that would be beneficial to the assessment of the tender.

**Appendix A**

**Location**

* The Splash Pad, Lake Pleasure Gardens, Warminster <https://w3w.co/drooling.tripling.exhaling>
* The Community Hub, Central car park, Warminster <https://w3w.co/tenure.refills.hill>

MPAN nos

The Splash pad: S2000060006136

The Community Hub: S2000026401219

A map of a city

Description automatically generated

Locations indicated on the above map.

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