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# INVITATION TO TENDER

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For Solar Photovoltaic Installation for Greenwood Park Community Centre,  
Chiswell Green, St Albans.

Closing date and time for submission of tenders

5pm, 30 November 2023

03/11/2023

**Invitation to Tender Ref: 269**

**Scope of Procurement: Solar Photovoltaic Installation for Greenwood Park  
Community Centre, Chiswell Green, St Albans AL2  
3HW**

St Stephen Parish Council (SSPC) is pleased to invite you to tender to undertake a solar photovoltaic installation at Greenwood Park Community Centre.

This Invitation to Tender sets out the information which is required in order to assess the suitability of applicants in terms of their ability to carry out the contract, previous experience, pricing, service levels and delivery timeline to meet the requirements of St Stephen Parish Council for this assessment.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant. Elements of the contract can be subcontracted out but this must be made clear in the applicant's tender and details of the proposed company undertaking the work shared with St Stephen Parish Council.

Any questions concerning this document or the tendering process or requests for site visits should be sent via email no later than **17<sup>th</sup> November 2023**. The deadline for submission is **Friday 30<sup>th</sup> November 2023**. If it is necessary to amend the Invitation to Tender documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

St Stephen Parish Council may either waive or insist on strict compliance with any requirement set out within this Invitation to Tender. St Stephen Parish Council reserves the right not to contract or contract only in part with any applicant(s).

The information supplied within this Invitation to Tender and accompanying documents reflects St Stephen Parish Council's current view of the services required. Whilst the information in this Invitation to Tender has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This Invitation to Tender is issued on the basis that:

- St Stephen Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this Invitation to Tender or for anything said or done in relation to the procurement to which this Invitation to Tender relates.
- St Stephen Parish Council does not make any (express or implied) representation or warranty either about the information contained in this Invitation to Tender or on which it is based, or about any written or oral information that may be made available to any applicant.
- Nothing contained in this Invitation to Tender constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
- Neither this Invitation to Tender nor any information supplied by St Stephen Parish Council should be relied on as a promise or representation as to its future requirements.
- This Invitation to Tender is neither an offer capable of acceptance nor is it intended to

create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Contract Form, **Appendix A**, Tenderer Declaration Form, **Appendix B** and Form A, **Appendix C** and return with the completed proposal, as per the instructions set out in this Invitation to Tender.

Yours faithfully

*Sue Hake*

Sue Hake  
Parish Clerk

**Tender Contact:**

Sue Hake  
St Stephen Parish Council  
Station Road,  
Bricket Wood,  
St. Albans AL2 3PJ

[clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Please copy all correspondence to:**

Amanda Feron  
Assistant Clerk  
[amanda@ststephen-pc.gov.uk](mailto:amanda@ststephen-pc.gov.uk)

01923 681443

## Scope of Procurement: Specification for a Solar Photovoltaic Installation for Greenwood Park Community Centre, Chiswell Green, St Albans AL2 3HW.

### Summary

This brief is for the design, supply, installation, testing and commissioning of a Solar Photovoltaic System for Greenwood Park Community Centre, at Greenwood Park, Tippendell Lane, Chiswell Green, St Albans, Herts. AL2 3HW. Please see location plan **Appendix D.**

### Background

Greenwood Park is an amenity greenspace owned, managed and maintained by St Stephen Parish Council for the benefit of the residents of the parish. It includes, in addition to the Community Centre, a tennis club, cricket squares, football pitches, a children's play area, a small ancient woodland and two allotment sites.

The timeline set out below is intended as a guide only. The Council reserves the right to terminate, amend, or vary the procurement process at any time.

Overall budget is up to £80,000 without a battery and up to £100,000 with a battery.

### Outline of Requirements /Specifications:

See document Solar Photovoltaic System Specification in Tender Pack

### Contract requirements

- The brief for the contract is for design, supply, installation, testing and commissioning of a solar photovoltaic system at Greenwood Park Community Centre.
- Any interested Contractor should satisfy themselves of both the site and surrounding area for accuracy and suitability prior to submitting a tender. Arrangements for visiting site must be made through the council. Initial work to start in January 2024, subject to agreement. Work to be completed within 8 weeks of the start.
- To provide a price for all the required work.
- Tender prices must remain open for acceptance for 12 months from submission date. Please advise if this is not possible.
- Tenderers shall clearly identify the construction material for each element and provide a guarantee of the life expectancy of the facility, which should accompany the designs.

## Timeline

PRE-CONTRACT STAGE	DATE
Issue Invitation to Tender	3 <sup>rd</sup> November 2023
Closing date for questions and or site visit	17 <sup>th</sup> November 2023
Tender Return Deadline	30 <sup>th</sup> November 2023
Tender Evaluation	30 <sup>th</sup> November to 20 <sup>th</sup> December 2023
Contract Awarded / Approval at Full Council	21 <sup>st</sup> December 2023

REMOVAL and INSTALLATION STAGE	DATE
Date of Commencement	January 2024 TBC
Date for Completion	To be completed within 8 weeks of the start date. Please specify the project timeline in your tender submission.

## Award Criteria:

The Contract will be awarded on the basis of the following weighted award criteria:

	Award Criteria	Weighting
AC1	Conforming to Specification Submissions which do not, in the opinion of St Stephen Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	PASS/FAIL
AC2	Price	50%
AC3	Quality	50%
	TOTAL	100%

The **Quality** criteria are made up of the following sub-criteria:

AC3.1	Suitably trained and qualified staff for the range of requirements. Please provide evidence of training and qualifications.	30%
AC3.2	Previous experience in similar projects	30%
AC3.3	Ability and willingness to support deinstallation and reinstallation project if needed.	20%
AC4	Maintenance contract and guarantee	20%
	TOTAL	100%

## Tender Instructions

Please provide a response to this Invitation to Tender by completing the Contractors Form

**Appendix A**, Tenderer Declaration Form, **Appendix B** and Form A, **Appendix C** below and providing any additional or supporting information, which you consider appropriate. In completing the Invitation to Tender, please adhere to the structure contained in this document and include Not applicable where appropriate. Tenderers are advised that it is **compulsory** to complete and return the Contractors Form, Tenderer Declaration Form and Form A. Failure to do so will mean that your tender is not considered.

## Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email The Clerk, Sue Hake at: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk), cc to [amanda@ststephen-pc.gov.uk](mailto:amanda@ststephen-pc.gov.uk) no later than the **17<sup>th</sup> November 2023**. Only questions submitted to this email will be answered.

All responses received and any communication from tenderers will be treated in strict confidence.

Applicants can sub-contract elements of the specification, provided details of subcontracting company are provided. If you can only supply part of the specification, please quote for that/those element/s and make clear in the pricing schedule that certain elements are not being included.

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **5pm on Friday 30<sup>th</sup> November 2023**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via email to: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk), cc to [amanda@ststephen-pc.gov.uk](mailto:amanda@ststephen-pc.gov.uk)

Subject Heading: CONFIDENTIAL TENDER DOCUMENTS REF 269

Or via post to:

The Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ

Marked CONFIDENTIAL TENDER DOCUMENTS REF 269, for the attention of: Sue Hake, Parish Clerk.

## Confidentiality and Disclaimer

This Invitation to Tender is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the Invitation to Tender to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by St Stephen Parish Council commits St Stephen Parish Council to award a contract to you or any other bidder, even if all requirements stated in the Invitation to Tender. St Stephen Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this Invitation to Tender and participating in St Stephen Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this Invitation to Tender, and other information or documents made available to it by or on behalf of St Stephen Parish Council in connection with this Invitation to Tender. The applicants shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this Invitation to Tender will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with St Stephen Parish Council during the bidding process should only be with the individuals named in the covering letter above sent from St Stephen Parish Council dated **3 November 2023** as the St Stephen Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of St Stephen Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with St Stephen Parish Council.

### **Material Misrepresentation**

St Stephen Parish Council shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

### **Collusive Bidding**

Collusive bidding is unacceptable by St Stephen Parish Council. Any tenderer who is caught by St Stephen Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a)** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b)** Communicates to any person other than St Stephen Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c)** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d)** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to St Stephen Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

### **Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

### **Relationship with Members of the Council**

If a candidate for any tender is to his knowledge related to any Member of the Council or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

### **Appendices**

- A- Contractor Form
- B- Tenderer Declaration Form
- C- Form A.
- D-Greenwood Park Community Centre location plan.
- E- This will be a Short Form Contract for the supply of goods and/or services based on the Government model



## Appendix A- Contractor Form

### 1. Company Details

Name of Company		
Registered address		
Authorised Signatory		
Name in block letters		
Job Title		
Telephone Number		
E-mail address		
Please indicate how many years this company has traded		
Staffing level	Permanent	Casual
Date		

### 2. Legal Information and Professional conduct

What is the legal status of your organisation? (e.g. sole trader, private limited company, partnership etc)	
VAT Registration Number	
If this is a partnership, please supply the full names of all partners on a separate sheet if necessary	
Has your organisation been convicted (or has any outstanding actions) of a criminal nature relating to the conduct of its business or profession? If yes, please provide details on a separate sheet	Yes/No
Has your organisation failed to fulfil its obligations relating to the payment of contributions or taxes	Yes/No

under the law of any part of the United Kingdom? If yes, please provide details on a separate sheet	
Has your organisation had a contract cancelled or not renewed, for failure to perform to the terms of that contract? If yes, please provide details on a separate sheet	Yes/No
By law, RIDDOR, you must report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive. Has your organisation had to make any such reports under RIDDOR in the past five years? If yes, please provide details on a separate sheet	Yes/No
In the past five years have you or your organisation, or any of your employees been served with a prohibition or improvement notice or been convicted of any offence in law enforced by the Health and Safety Executive, Police or the Department of Transport? If yes, please provide details on a separate sheet	Yes/No

### 3. Financial Details

Please indicate the annual turnover of your organisation over the last three years

£	Year:
£	Year:
£	Year:

St Stephen Parish Council may carry out a financial assessment on all applicants. Sets of accounts are not required at this stage but may be requested prior to awarding the contract.

### 4. Health and safety

All applicants undertaking works under this tender must satisfy St Stephen Parish Council of their competency regarding Health and Safety. Please provide the name of the person responsible for the management of health and safety in your organisation.

The preferred bidder will have to provide a copy of your current Health and Safety Policy and any relevant certificates pertinent to this tender.

Health and Safety responsible person:	Name:
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#### 5. Insurance

Please provide details of your organisation's insurance protection in relation to employer's liability and public liability.

Policy	Insurer	Value £
Employer's Liability		
Policy	Insurer	Value £
Public Liability		

Please enclose a copy of the current insurance certificates.

#### 6. References

Please provide two references for work carried out in the past three years; one of the references must be either a current contract or one that has been completed within the last twelve months (no earlier than June 2022). The referees should not be related to any member of your company. Please provide a relevant email address for each reference and please inform your referees that we may contact them to facilitate a speedier response.

Referee 1 Contact name	
Contact phone and email	
Address	
Brief description of works, their value and the date the work was carried out.	
Please confirm this referee consents to be contacted and that you authorise the Council to contact the referee at the Council's discretion.	Yes/No
Referee 2 Contact name	

St Stephen Parish Council – Invitation to Tender for Solar Photovoltaic Installation for Greenwood Park  
Community Centre, Chiswell Green, St Albans

Contact phone and email	
Address	
Brief description of works, their value and the date the work was carried out.	
Please confirm this referee consents to be contacted and that you authorise the Council to contact the referee at the Council's discretion.	Yes/No

**Appendix B-Tenderer Declaration Form**

Declaration by Tenderer

Invitation to Tender Title: ST STEPHEN PARISH COUNCIL REF: 269

1. I, \_\_\_\_\_, certify that I am the person duly authorised to sign tenders for and on behalf of

\_\_\_\_\_, the tenderer, and having read the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
- under the terms and conditions indicated
- at the NET price (or prices) specified below:

£

\_\_\_\_\_ + VAT

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
- Communicate to a person other than St Stephen Parish Council, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
  - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
  - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
4. I further certify that the principles described in paragraph 3 have been, or will be,

brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.

5. I understand that St Stephen Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as St Stephen Parish Council may decide. St Stephen Parish Council is not bound to accept the lowest or any tender.
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by St Stephen Parish Council.

Signature.....Date.....

## Appendix C- Form A

### SPECIFICATION FOR A SOLAR PHOTOVOLTAIC INSTALLATION FOR GREENWOOD PARK COMMUNITY CENTRE

**Project Name:** Solar photovoltaic (PV) for Greenwood Park Community Centre

**Location:** Greenwood Park, Tippendell Lane, Chiswell Green, St Albans, Herts, AL2 3HW.

**Client:** St Stephen Parish Council

**Date:** November 2023

Note: To decide whether battery storage is economically viable the supplier should use the half-hourly metering profile supplied and the following assumed costs:

Variable cost of grid supplied electricity: 27p per kWh.

Price of excess electricity exported to the grid: 5p/kWh.

Description	Response
Proposed solar PV module (Manufacturer) and output per module (Wp):	
Number of PV modules proposed:	
Total installed generation capacity (kWp)	
Proposed inverter manufacturer:	
Number and model of inverter(s) proposed:	
Projected output of proposed solar PV installation after accounting for system losses. (kWh per year):	
IF NO BATTERY STORAGE IS PROPOSED:	
Estimated amount of grid electricity displaced (kWh per year) – without any battery storage:	
Resulting export of excess electricity to the grid (kWh per year):	
IF BATTERY STORAGE IS PROPOSED:	
Estimated amount of grid electricity displaced (kWh per year) – with battery storage:	
Manufacturer, model, and kWh storage capacity of batteries:	
Resulting export of excess electricity to the grid (kWh per year):	

## Appendix D- Greenwood Park Community Centre Location Plan



## Appendix E

This will be a Short Form Contract for the supply of goods and/or services based on the Government model.