

9th March 2018

Dear Sir / Madam,

Contract Title: Hazel Knoll Wood Processing Depot

Tender Reference: JK 01-2018. Stockport Homes (SHL) invites you to submit a tender in accordance with the attached tender documentation consisting of the following:

Tender Documentation	Section title
Part 1	Invitation to Tender
Part 2	Conditions of Tender
Part 3	Conditions of Contract
Part 4	Background to Stockport Homes
Part 5	Specification
Part 6	Tender Response Document
Part 7	Form of Tender
Part 8	Form for Non Canvassing
Appendix number	Title of Appendix
1	SHL Terms and Conditions
2	Pricing Schedule
3	Supplier Response Questionnaire

All Tenders must be submitted in accordance with the instructions and requirements set out in the Tender documentation. Failure to comply with these instructions will result in your Tender being rejected.

The closing time and date for return of Tenders is 10am, 9th April 2018. Tenders should be returned to: procurementshl@stockporthomes.org Under no circumstances will late Tenders be considered.

All tenders, requests for clarification or questions relating to the tender process should be communicated to:

procurementshl@stockporthomes.org

SHL is not obliged to accept the lowest or any Tender. A site visit can be arranged by contacting Joe Keating at Joe.keating@stockporthomes.org or 0161218 1363

Yours sincerely

Joe Keating
Environmental and Energy Manager



TENDER DOCUMENTATION

TENDER FOR THE SUPPLY OF

Hazel Knoll Wood Processing Depot

Hazel Knoll Farm, Torkington Road, Stockport, SK7 6NW

TENDER REFERENCE NUMBER: [JK 01-2018]

CLOSING DATE FOR SUBMISSION OF TENDER APPLICATIONS

10am – 9th April 2018

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PART 1 – INVITATION TO TENDER

- 1.0 Stockport Homes Limited (SHL) is tendering for a 'Design and Build' project for a new Wood Fuel Processing Hub. It invites competitively tendered offers in accordance with the attached Tender documents. These documents include this main ITT, and three Appendices.
- 1.1 Tenderers are advised to read this Invitation to Tender and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their tender is successful.
- 1.2 SHL does not bind themselves to accept the lowest, or any offer and receives the right to cancel the procurement process at any time.
- 1.3 SHL will not be responsible for, or pay any expenses incurred by the Tenderer in preparation of this tender.
- 1.4 Any apparent ambiguities, errors, or omissions in the tender documents should be notified to SHL's Procurement Officer without delay, please mark emails F.A.O The Procurement Officer and send to procurementshl@stockporthomes.org
- 1.5 It is the sole responsibility of the Tenderer to ensure their tender is received in time, and to register for any relevant procurement portals in advance. Tenders received after the closing date will not be accepted.
- 1.6 Completed tenders are to be returned by email to procurementshl@stockporthomes.org. Tenders submitted by other means will not be accepted. You should receive an automated response from the Procurement Inbox, if you do not please ring 0161 474 3579 to ensure your Tender has been received.
- 1.7 Clarification questions relating to this tender must be emailed to joe.keating@stockporthomes.org The deadline for receipt of a clarification question is 7 calendar days before the tender return deadline. Responses given to clarification questions will be shared with all tenderers, unless you expressly require it to be kept confidential at the time the request is made. Should SHL decide the contents of the request are not confidential you will be given the opportunity to withdraw your clarification request.
- 1.8 All submissions must be in the English Language and priced in Sterling, exclusive of VAT.
- 1.9 The deadline for the return of completed tenders is 10am on Monday 9th April 2018

PART 2 – CONDITIONS OF TENDER

Period of Validity

2.1 The tender shall be open for acceptance by SHL for a period of four months from the closing date of receipt of tenders, i.e. from 10am on 9th April 2018. **It should be noted that SHL are intending to start this contract immediately after the tender has been awarded.**

Confidentiality

- 2.2 Tendering companies must treat the tender documents and all details contained within, as private and confidential.
- 2.3 This invitation and its accompanying documents shall remain the property of SHL and must be returned on demand.

Freedom of Information Act 2000 (FOIA)

- 2.4 SHL is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).
- 2.5 As part of SHL's obligations under FOIA and / or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable and valid request.
- 2.6 If tenderers consider that any of the information provided in their tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under FOIA and / or EIR.
- 2.7 Should an information request be received, SHL will endeavour to consult with tenderers and have regard to comments and any objections before it releases any information to a third party under FOIA and / or EIR. However, SHL shall be entitled to determine in its absolute discretion whether any information is exempt from disclosure, or if it is to be disclosed in response to a request for information.
- 2.8 SHL will make its decision on disclosure in accordance with the provisions of FOIA and / or EIR and can only withhold information if it is covered by an exemption from disclosure under FOIA and or EIR.
- 2.9 SHL will not be held liable for any loss or prejudice caused by disclosure of information that:
- Has not clearly been marked as "not for disclosure to third parties" along with supporting reasons or
 - Does not fall into a category of information that is exempt from disclosure under FOIA and / or EIR or
 - In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

Insurance

2.10 The successful Tenderer(s) must hold as a minimum the following insurances, throughout the duration of the contract period:

- Product Liability - £10 million
- Professional Indemnity Insurance - £2 million
- Public liability - £10 million
- Employer's Liability Insurance - £10 million

Assumptions

2.11 Tenderers must not make assumptions that SHL has experience of their organisation or their service provision even if on a current or previous contract. Tenders will only be evaluated on the information provided in their response.

Contract Monitoring, Performance Indicators and Key Performance Indicators (KPIs)

2.12 SHL is committed to helping improve the efficiency of contracted suppliers through sharing information on performance measurement. Reference is made in the tender document to definitions of minimum performance for both accepting Commissioning in the project and Final handover, and the final criteria for measuring performance shall be agreed with the successful supplier and formally documented.

Quantities Stated

2.13 Tenderers should note that where quantities are given in this specification they are estimates only and are not binding on SHL.

Award Criteria

2.14 The Contract shall be awarded on the basis of the most economically advantageous tender (MEAT), using the criteria as outlined in the attached specification.

2.15 SHL is not bound to accept the lowest or any offer.

2.16 The successful offer including any post tender clarification, together with SHL's written acceptance, and the tenderer's acceptance of SHL's standard Terms and Conditions will form a binding contract between SHL and the successful tenderer.

Price

2.17 Prices must be stated in the Price Schedule (as detailed at Appendix 2) and must remain open for acceptance until four months from the closing date for receipt of tenders. **As stated above however, it is the intention of SHL to start the contract immediately the tender has been awarded.**

Interviews

2.18 Interviews may be conducted to gain understanding and clarification of tenders. It is not envisaged that every tenderer will, necessarily, be invited to interview. Those tenders invited to attend interview will be invited on the basis of an appraisal of the tender pricing data and

preliminary marking of the tender quality submissions. The procedure for interviews will be advised when required.

Tender Assessment

- 2.19 Tenders will be assessed by an Assessment Panel consisting of relevantly experienced members of SHL staff and an industry expert appointed by SHL. Members of the Assessment Panel will independently award marks for each of the tender responses provided, based against an award criteria. These criteria are described in detail in Section 6.4 and Part 4 of Appendix 3.

Details of the scores given for each of the areas assessed will be fully recorded and will be communicated to tenderers before the award of the contract.

Social Value

- 2.20 We are committed to acting in a socially responsible way, and will seek to influence our contractors and partners to do the same. In accordance with the Social Value Act 2012, we will consider how the services we commission and procure might improve the economic, social and environmental well-being of the area. This will ensure that we are directing our purchasing power towards transforming people's lives and improving local communities wherever possible.

Living Wage

- 2.21 SHL is a Living Wage employer, which means we are committed to paying all our staff a minimum of the Living Wage. SHL encourages its suppliers to pay their own direct employees a minimum of the Living Wage.

Modern Slavery Act

- 2.22 The Modern Slavery Act 2015 aims to eradicate Modern Slavery, including human trafficking, child labour, forced labour and servitude. SHL supports the principal of the act in eradicating modern slavery and seeks assurance from suppliers of their commitment to the Act.

Canvassing

- 2.23 Any tenderer who directly or indirectly canvasses any Member of SHL concerning the award of the contract is likely to be disqualified.

PART 3 – Conditions of Contract

Stockport Homes Standard Terms and Conditions

- 3.1 These conditions of contract shall be read in conjunction with the standard Terms and Conditions of SHL, these are attached at Appendix 1. The terms and conditions and the requirements within the specification, together with the successful tenderers response shall form the basis of the contract between SHL and the successful tenderer.

Tendering timeframe

- 3.2 The supplier is asked to note the following timescales:

Task	Date complete by
Tender issue date	9 th March 2018
Tender return date	9 th April 2018
Tender award date	w/c 19 th April 2018
Confirmation of tender award	Within 1 week of tender award date

Contract Management

- 3.3 The Contract Manager for this contract is an officer of Stockport Homes Group (TBC)
- 3.4 The successful Tenderer shall provide SHL with a designated point of contact for the duration of the contract. The designated contact shall be responsible for the execution and management of this contract and will liaise with SHL as required.

Contract Performance Review

- 3.5 The contract performance will be reviewed regularly, at a frequency set by SHL. This is likely to be more frequent in the first few months of delivery of the services. Successful tenderers are therefore required to ensure their full co-operation with SHL.

Financial Management – Orders and Payment

- 3.6 SHL shall pay correctly addressed and undisputed invoices within 14 days in accordance with the stage payments and dates noted below. Stage payments dates shall mean the date by which monies are cleared into the Contractors bank account.
- 3.7 Invoices are to be sent to TBC (refer to 3.3)
- 3.8 **Stage payment milestones and amounts**

Approx. dates	Milestone	% stage payment
16/04/18	Immediately prior to ordering of biomass boilers, chipper, drier, heat exchanger and conveyors	1. 19% ¹
04/06/18	On possession of the site	2. 9.5% ²
29/06/18	Immediately prior to delivery of all equipment to site	3. 47.5% ³
29/07/18	Part way through installation	4. 9.5% ⁴
17/08/18	Contract completion	5. 12% ⁵
17/02/19	At end of the 6 months defects liability and snagging period	6. 2.5%

¹ Under this schedule the client retains 5% of each of the first five payments (20%, 10%, 50%, 10% and 10% of total) and then releases half of this total retention (2.5% of the total retention) at payment 5 (Contract Completion) and the final half (2.5% of the total retention) 6 months after 'Contract Completion', when the 'Defects and Snagging' period is completed satisfactorily (see also Section 5.3)

² Op cit 1 above

³ Op cit 1 above

⁴ Op cit 1 above

⁵ Op cit 1 above

Client's Instructions to vary or change the works shall be agreed by both parties acting reasonably and prior to any expenditure being committed or incurred.

The contractor shall provide an 'on demand' Advance Payment Bond (APB). This shall indemnify SHL in the event that the contractor fails to fulfil his contractual obligations or becomes insolvent. The Contractor shall provide detailed terms of the APB to cover all client risks within 5 working days of a tender acceptance by the client (SHL).

Subcontractors / Suppliers

- 3.7 Where the Tenderer proposes to use one or more sub-contractors to deliver some or all of the contract requirements your response to the relevant section in the Tender Response Documents should provide details of the proposed bidding model that includes members of the supply chain, the percentage of work (by value) being delivered by each sub-contractor and the key contract deliverables each sub-contractor is responsible for. Where a significant component of sub-contractors are proposed, details of their relevant experience for this project will be required in Appendix 3.

Non-Compliant / Incomplete Tenders

- 3.8 Tenders may be rejected if the complete information called for is not given at the time of tendering or if the tender submission fails to comply with the format and presentation as instructed in this ITT document.

Acceptance of Tender Submissions and standstill period

- 3.9 SHL will in accordance with Regulation 86 of the Public Contracts Regulations observe a 4 day 'standstill' period between the intention to award a contract and entering into a contract with the successful supplier. At the start of the period each company who has submitted a tender will be sent a letter stating:
- the criteria for the award of the contract
 - the reasons for the decision, including:
 - the name of the successful supplier
 - their score and the score of the successful supplier
 - the 'characteristics and relative advantages' of the successful tender compared to their tender.

PART 4 – BACKGROUND TO STOCKPORT HOMES LTD (SHL)

4.0 About Stockport Homes

Stockport Homes was formed in 2005 to manage housing stock across Stockport on behalf of Stockport Council. As a limited company we operate as an ALMO (Arms Length Management Organisation), so whilst the company is owned by the Council, we operate independently on day to day matters and delivering services to our customers. We currently manage 11,500 properties across the Borough. During 2016 we extended our services, through a new trading company 'Three Sixty' and a development company 'Viaduct', the new companies mark an exciting period of growth for us along with bringing in new staff members and services under the Stockport Homes Group (SHG) Umbrella.

4.1 The ASPIRE Culture

The SHG ASPIRE culture makes sure we are delivering the services needed by our customers:

- **Ambition:** we have the ambition and courage to challenge, translating this into commercial success and brilliant outcomes for customers.
- **Social Responsibility:** We always try to do the right thing; using our role as a service provider, employer and buyer to generate trust, build our communities and empower our people.
- **Passion:** we have a passion for what we do, with positive, motivated and enthusiastic staff who enjoy their work.
- **Innovation:** we are innovative in everything we do, with the agility, creativity and edge to keep defying expectations and deliver fresh and exciting things.
- **Respect:** we treat each other with respect; supporting and inspiring one another and collaborating across teams and partnerships.
- **Excellence:** we continually improve how we work; challenging the status quo, learning from what goes well and always being professional.

4.2 Mission Statement

One Team Transforming lives

4.3 Aims

SHG Aims:

- Be a great place to work
- Be accountable to customers
- Maximise efficiency
- Reduce inequalities
- Build strong collaborative relationships locally, regionally and nationally
- Improve the Environment

Stockport Homes Aims:

- Engage customers and communities
- Provide comfortable, affordable homes
- Deliver thriving, safe and sustainable neighbourhoods
- Support the council to meet its aims in Stockport

PART 5 – SERVICE SPECIFICATION

5.1 Introduction

This tender is for a contract to 'Design and Build' a Wood Fuel Processing, Storage and Delivery Hub. In respect of the CDM Regulations 2015 the Contractor shall assume the role and responsibilities of the Principal Contractor and Principal Designer.

This specification sets out SHL requirements for the design, build and commissioning of an automated, mechanical drying wood fuel production depot at:

- **Hazel Knoll Farm, Torkington Road, Stockport, SK7 6NW**

The existing site with storage barn is shown in Figures 1 and 2 overleaf. Please note that any items of equipment drawn inside the covered 'barn' are indicative only (used for planning permission purposes), and are not to be used as a guide for your own design or equipment specification.

The successful tenderer will need to factor in a 6 months 'Defects and Snagging' period after commissioning all the equipment under this tender, where staff and/or sub-contractors will need to ensure appropriate training of SHL staff and to ensure the smooth running of the Fuel Hub. In addition to this, close adherence to the equipment and labour warranties supplied with the project should be provided.

We have defined 'commissioning' in Section 5.3 below, but in effect this will be evidence of a sustained period of dry chip production and output without regular breakdowns, halts in production or significant variance with the chip specified under the contract.

SHL staff will operate the Depot to produce high quality wood chips that will be used by SHL in their existing seven biomass heating schemes. The current fuel demand levels in these schemes are approximately 5,500 tonnes of chip per annum. We seek a design output of just under 7,000 tonnes of dried wood chip per annum to ensure an adequate reserve margin and future flexibility.

The contractor may need to enter into sub-contracts for the supply and commissioning of an electric chipper, chip drier, biomass boiler, conveyors, M&E works and for civils and surfacing works. All sub-contractors must be identified and their roles defined in the tender submission for a valid tender submission to be achieved.

For reasons of planning permission, the proposed boiler, drier and chipper design must be largely accommodated within the existing 'storage barn'. At the contractors' discretion, one single item of the required plant, with maximum dimensions of 6.5m length x 3.5m wide x 3m height, may be located outside the 'storage barn'. This must be shown on the 1:200 design-mapping proposals.

Where information is requested in this section, provision for responses is given in Appendix 3 (Tender Response Document for the Open Process). See specifically, Stage 2, Section 10, questions 1 to 5.

Figure 1 – Plan of the Hazel Knoll Farm Site

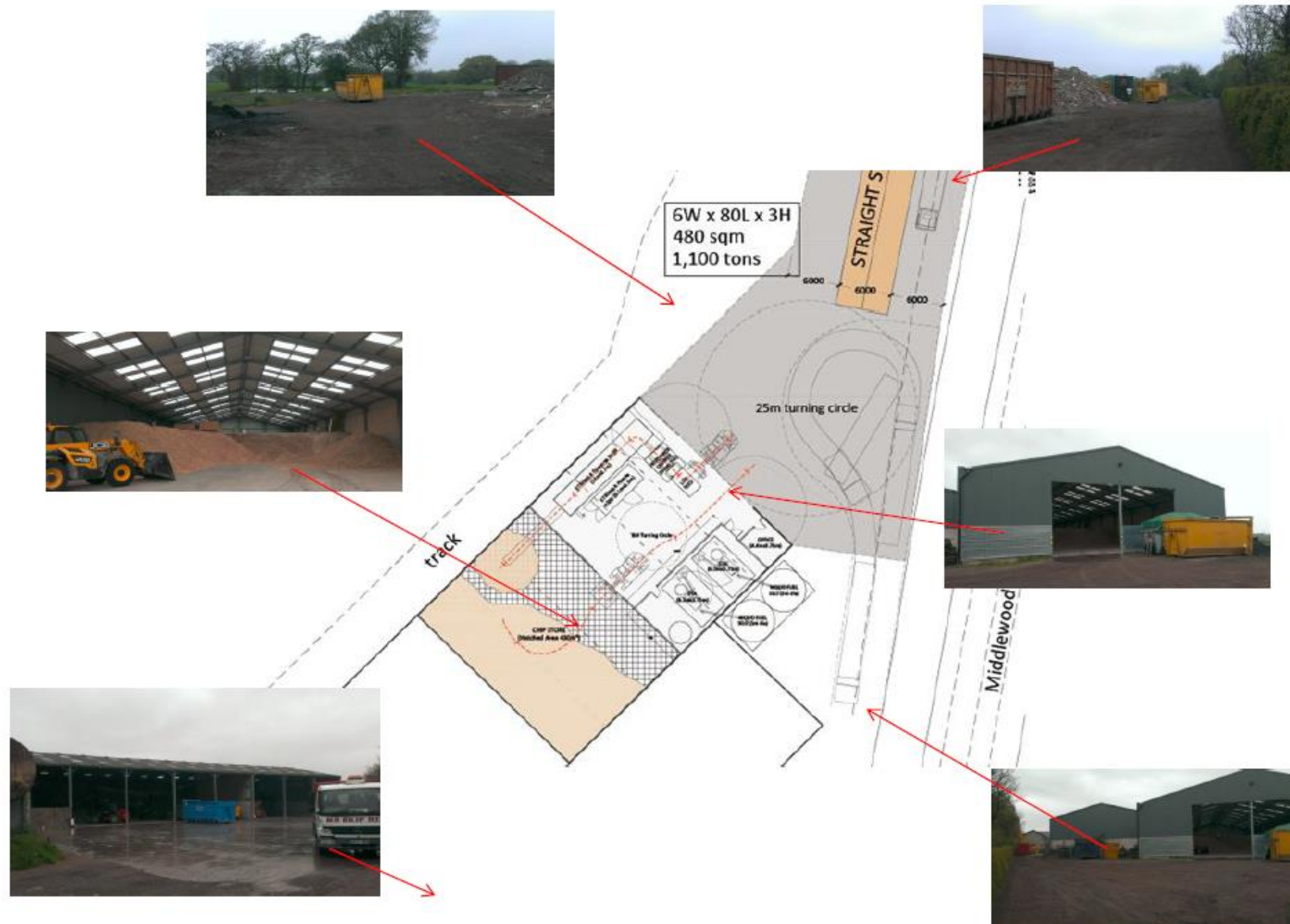


Figure 2 – Detail of the Immediate Site for the project



5.2 General scope of the works

The project already has an existing large chip 'storage barn' which will be utilised for the Wood Fuel Hub operations. The works shall comprise:

- An electric chipper with a suitable in-feed, radio controller and out-feed to the chip storage hopper and floor of the covered 'barn'
- A chip storage hopper of a suitable size to meet the peak daily output of the drier
- A conveyor system to deposit dried wood chips into stockpiles
- A biomass boiler and fuel silo (see section 5.2.1 below on biomass boiler sizing) with exhaust flue
- An accumulator tank to provide additional heat storage, balancing of boiler heat outputs and additional safety in the event of rapid heat exchanger shut down
- A heat exchanger to convert the boiler output to hot air in order to dry wet wood chips
- An enclosed chip drier with suitable emissions flue
- Off-loading, positioning and fixing of all plant and equipment
- Mechanical and electrical installation to operate the system
- Full commissioning of the system
- All related civils works, connecting up a site office ('site cabin') provided by others, and 1000m² hard standing area outside of the existing covered 'barn'
- A dust suppression method

5.2.1 Biomass Boiler Sizing

Section 5.5 below provides further details of the specification of the biomass boiler. While we have not specified the heat output size (in kW), outline discussions with potential boiler suppliers have suggested a boiler sized up to 1MW with large accumulator tank may be needed. However, the proposal on actual boiler and accumulator tank sizing will be left to tendering companies. The key issue on boiler sizing is to guarantee that the boiler and associated chip drier will be able to produce the heat to provide the wood chip quality specification and quantity required by SHL under this contract (see Section 5.3 below).

5.3 Performance specification: production targets

The project is for the design, installation and commissioning of a wood fuel depot capable of producing at least 6,000 tonnes per annum at no greater than 30% moisture content (MC) mechanically dried wood chips to P45B particle size. The raw material will be wet sawlogs (40-55% moisture content depending on source) which will be chipped on site and then sent through the on-site chip drier system. We would expect the successful design to include an additional margin within the dried chip production capacity to ensure that a further 15% of wood chip output – i.e. 900 tonnes – could be achieved, for example where very cold conditions exist in future or additional biomass schemes are added.

Successful commissioning of the project is defined as a period of 5 consecutive working days when at least 10 tonnes of logs a day are chipped, dried and processed into a stockpile of dry chip, achieving the required chip quality and moisture content.

In the event of any halt to production of less than 4 hours, as long as the commissioning production targets of at least 10 tonnes per day are met, this will be deemed acceptable. However, if there are three stoppages of greater than 2 hours during the commissioning period, then a new commissioning period will commence. The contractor will again be required to prove that the

commissioning has been achieved. Frequent short stoppages which require regular staff-engineer intervention may be another reason to re-start the commissioning period. To avoid any doubt, SHL will make the final decision over accepting that formal commissioning has taken place.

The table below shows the estimated monthly demand for wood chips from the site once fully operational. This will obviously vary from year to year depending on local weather-temperature conditions.

Suppliers must provide detailed evidence of how their design will as a minimum meet these monthly performance (dried chip output) standards, plus a margin of error and increased capacity for colder weather conditions (+15%). If such details are not submitted or do not provide clear evidence that the design is capable of meeting these requirements, then the tender will not be considered.

Chip Requirement	Monthly tonnes at 30% Moisture Content (MC)
Jan	705
Feb	678
Mar	651
Apr	542
May	434
Jun	315
Jul	271
Aug	271
Sep	336
Oct	434
Nov	651
Dec	705
Total annual tonnes at 30%	6,003

The chip production process and outputs will be based upon a 5 day working week with an estimated 2 person equivalent manned operation. The working day will normally be eight hours, rising to ten hours during peak periods, or by design, on a regular basis.

The peak required daily production output (in December and January) will likely be 34-40 tonnes at 30% MC or below.

During the commissioning period and the 6 months 'defects liability and snagging' period, SHL will be looking for clear trends that the chip production system is on course to achieve a maximum output of 34-40 tonnes of dry chip per day. **Within a period of three months from the agreed commissioning date, the maximum output of 34-40 tonnes of dry chip per day will be expected for at least three consecutive days.** In the event this target is not achieved, a review of progress and a report identifying reasons for the non-achievement of production targets and solutions will be produced by the contractor and reported to SHL. Within a further month it will be expected that the maximum production targets can be achieved for at least three consecutive days. If these production targets are not achieved then the '6 months defects liability and snagging period' may be extended by a month or more, until the maximum output production targets are met.

The contractor must provide evidence that their design will achieve this daily peak production target based upon the stated working hours.

This evidence shall be based upon the operating parameters of the chipper, drier and conveyors and how they work together with the labour inputs defined in this ITT. This evidence must comprise a written non-technical method statement describing the daily operations of the staff based on the rates the chipper (in m³ per hour) and drier (in m³ per hour) are capable of operating at, accompanied by all technical product literature to evidence the performance (for the chipper, drier, conveyors, heat exchanger and biomass system).

The site allows for the stockpiling of an estimated 2,200 tonnes of round timber all year round. The covered 'storage barn' allows for a maximum storage capacity of approximately 500 tonnes (2000m³) of dried wood chip.

A 1:200 scale plan and sections of the proposals must be submitted with the method statement. This shall detail the proposed layout.

The required minimum specifications of the chipper, chip drier and biomass boiler system are described below. Evidence of meeting these requirements must be submitted.

5.4 Chipper specification

The chipper has been specified as an electric chipper for local noise reasons, located inside the existing chip barn. This must be capable of processing a wide range of forest residue materials (softwood and hardwood) including sawlogs and whole trees. While Arboricultural residues are not currently specified by SHL, the chipper (possibly with a screener) should be capable of utilising these materials in future. There are no plans to utilise 'waste wood' on site.

We have not specified a type of chipper, though drum chippers are common for this scale of operation and chip specification. The tenderer will need to verify that the chipper option proposed can deliver the quality of chip required and without excessive over-size shards and fines. As a guide to help with the chipper specification and model choice, you should assume the following:

- Maximum input diameter sawlogs: c.700 mm
- Chip particle size required = P45b
- The chipper will be provided with a radio remote controller
- The chipper must be capable of discharging both directly into a drier hopper nearby and onto the floor of the 'storage barn'. Details of how this conveying system works must be submitted
- Describe the periodic maintenance requirements e.g. daily, weekly, monthly, quarterly, annual intervals.
- Provide some indication of likely maintenance and spares costs in the Price Specification in Appendix 2
- Describe how you will ensure a timely response to breakdowns, and the availability of parts and labour

As the chipper location is inside a covered barn, it is likely that some measure of dust control will be required to allow safe working by SHL staff. Any measures proposed and the benefits should be described.

5.5 Chip Drier specification

Assuming that green sawlogs direct from the forest are fed into the chipper (at 40-55% MC), and that the drier system will be required to reduce moisture levels from this down to below 30% MC, the minimum chip drier specification is as follows:

- The drier is to be of the fully enclosed push floor or belt conveyor type, and be fully enclosed so as to allow for the collection and removal of water vapour and dust via flues and bins
- The drier must be capable of meeting the peak daily production rates described in 5.3 above, at the prescribed output moisture content
- The drier hopper must be capable of loading from a tele-handler in the event the chipper is not working
- The drier must have an in-line moisture meter capable of controlling output moisture content
- Describe the periodic maintenance requirements e.g. daily, weekly, monthly, quarterly, annual intervals
- Describe how you will ensure the timely response to breakdowns, and the availability of parts and labour
- Describe any measures to control dust

5.6 Biomass boiler system and heat exchanger

The biomass boiler should be a design capable of using 45-50% MC P45b grade fuel. The design should be a moving grate or equivalent, and able to handle both wet fuel or able to be adjusted to use drier fuel down to 25% MC.

While we have not specified a boiler size or accumulator tank preference or capacity, initial discussions with a range of boiler suppliers suggested that a size of up to 1MW plus a sizeable accumulator tank might be required. The tenderer will need to verify that the biomass boiler system they specify will be sufficient to deliver the chip production heat output, plus an additional margin (see Section 5.3). They will also need to describe how the boiler can cope adequately with chip at varying levels of moisture content over a period of a day (MC). The client preference is for an accumulator tank to work alongside the boiler, but the tenderer will need to make the case for either option (accumulator or no accumulator) as delivering the heat required efficiently, offering sufficient shutdown safety, and balancing fluctuating heat demands.

The assumptions about the biomass boiler in terms of run hours a year (to meet forecast hours of drying) and its efficiency must be stated. The approximate annual consumption of wood fuel (with an assumed MC of fuel) required for the boilers must be stated.

If the tendering company is successful, a manufacturer's guarantee must be subsequently provided by them to show the following:

- that the boiler is capable of providing the required continuous thermal output to the heat exchanger in the periods defined by the operating limits (minimum of 10 hours per day and maximum of 3 to 4 days continuously).

Verification of the sustained chip drier heat output through reference to existing similar systems would be helpful.

An on-site heat meter test (using an RHI compliant meter and metering system) will be conducted before the 'contract completion' stage payment (Payment 5) is made to ensure the boiler does meet these stated outputs. If the boiler does not meet these standards then the company under contract will need to make adjustments and/or equipment changes at their cost to ensure that the heat output can be achieved. If after this process the boiler still does not meet the stated outputs, then the company may be deemed to be in breach of contract and recourse under the 'Advance Payment Bond' (APB) may be sought by SHL.

Describe the periodic maintenance requirements e.g. daily, weekly, monthly and quarterly intervals.

Describe how you will ensure the timely response to breakdowns, and the availability of parts and labour.

It will be the responsibility of the Contractor to ensure that the installation meets the requirements for RHI registration and that SHL is able to accredit the scheme and make quarterly claims with no delays. SHL will supply the commissioning fuel.

The contractor shall meet the following standards:

- **Flue:** to BS EN 1856-1 or BS EN 1993-3-2.
- **Pipework:** must be supplied and installed to relevant standards, and be mild steel with threaded fittings. .
- **Pressurisation:** fully automatic pre-wired packaged unit on common base plate.
- **Vessel and plant insulation** to BS 5970. Include valves, flanges and flues.

5.7 System integration and controls

The whole system shall be capable of a controlled safe shutdown operated from a suitable control panel located near the log deck loading area. This method should be specified. Contractors shall provide a typical cold start start-up method statement, indicating the sequence of operator tasks to begin production.

5.8 Civils works

The civils works shall comprise:

- A site 'portacabin', (described as a 'Site Cabin' in Figure 2) for use as an office with welfare facilities **will be provided by SHL**. This will be approximately 3m x 6m (w x l) and will need to be connected to a power source and water provided by others. The contractor will carry out the final connection of utilities such as power and water and will assume telecommunications ducting with draw-cord of 50 metres⁶.
- A suitable surface both inside the storage 'barn' and outside 'concrete apron' that is suitable for the type of vehicles likely to be using the site (includes walking floor articulated vehicles with a capacity of 85-90m³ of wood chip, as well as a variety of smaller Roundwood and wood chip delivery vehicles), and the equipment and external staff facilities specified on site.
- The existing storage 'barn' already has a concrete surface, but the contractor should satisfy themselves that this is an adequate and suitable floor for its use in storing wood chip and supporting the proposed equipment above.
- Concreting of the existing surface marked in Figures 1 and 2, total area 1000sq.m, to meet the following performance specification of:
 - Concrete suitable for regular driving on the surface of HGV and equivalent vehicles (assume filled by at least 20 tonnes of wood fuel)

⁶ This length may change during the early phase of the project so the price for this may need to be adjusted.

- Frequency of concrete use could be equivalent to 6 entry and exit HGV vehicle movements a day at peak times, plus additional smaller vehicle usage
- Concrete similar to that expected in an industrial estate
- Concrete suitable to provide the base for heavy stationary equipment such as boiler, chipper and drier. Maximum weights are expected to be no more than 20 tonnes on a footprint of 3.5m x 2.5m
- Markings for one standard and one disabled car parking bay.

The site's mains electrical connection is currently being upgraded to 3-phase power and shall be available in a new substation. This shall be assumed to be located close to the 'Site Cabin' shown in Figure 2. This will be a 'portacabin' (provided by others) and will be connected up to water, power and internet supplies by the contractor.

The existing covered chip storage 'barn' shall be fitted with a suitable Fire Alarm, CO system, CCTV (including web access via phone and computer) and lighting to meet relevant Health and Safety, current BS standards, and provide adequate security for the site.

The lighting should be low-energy lighting, with both internal and external lighting offered on the site. Emergency lighting should be included plus a CCTV system. The CCTV system should be assumed to include a minimum of four cameras, allow High Definition (HD) camera recording, operate both day and night, and allow access through Smartphone Apps as well as static computer access.

5.9 Contract management

Under the Construction (Design and Management) Regulations 2015 the project will be notifiable to the HSE, the contractor will submit form F10 to the HSE after consultation and agreement by SHL. All works must be carried out in accordance with current Health and Safety Legislation. The Contractor must submit Risk Assessments and Method Statements (RAMS) for approval by SHL prior to commencing works on site, ensuring they identify and manage any potential risks to health and safety and to ensure the welfare of personnel and any other persons, affected by the works. In respect of the CDM Regulations 2015 the selected Contractor shall assume the role and responsibilities of Principal Contractor and Principal Designer.

Attached to this ITT are two site plans (see Figures 1 and 2). The contractor shall not rely on these drawings for their design and shall ensure they take their own site measurements. Any discrepancies between the information provided in this ITT and the existing site shall be at the contractors own risk.

If the contractor proposes works that impact on the covered barn (for example by fixing conveyors to the roof structure or penetrating the roof) they must undertake suitable structural calculations and satisfy themselves they have provided a safe design with all costs included in the tender offer.

The contractor shall allow for a 6 months 'defects liability and snagging' period, which shall commence after the scheme has been fully commissioned. Commissioning is defined in Section 5.3 above.

The contractor shall provide staff training to ensure that SHL staff know how to operate and maintain the scheme. A comprehensive O&M manual in PDF and 2 paper copies shall be supplied.

The Contractor shall carry out the Installation in accordance with the rules and regulations shown below, and allow for measures necessary to control noise pollution and comply with all other statutory obligations. This list is not exhaustive and other regulations, standards and guidance may apply. It is the responsibility of the provider to ensure that all necessary rules and regulations are adhered to.

THE BUILDING REGULATIONS: For the avoidance of doubt, the design and construction shall comply with the requirements of the latest edition of the Building Regulations. No work shall commence on site until the Client's Agent has received a copy of the Building Regulation Approval submission.

The original Building Regulation Approval, together with the original Completion Certificate shall be obtained by the Contractor and provided to the Client upon satisfactory completion of the works.

No adjustments will be allowed to the tender, or subsequently to the Contract Sum, for any costs of whatever nature incurred in complying with the requirements of the Building Regulations in force or promulgated at the Base Date. The Contractor is advised to obtain preliminary opinion from the Building Control Officer for any design proposals.

Any post tender delay arising from obtaining approval for works will not give rise to adjustment of the tender, Contract Sum or construction period.

- UK Building Regulations
- British Standard Codes of Practice
- Factories Act
- Home Office Regulations
- Insurance Company Requirements
- Institute of Electrical Engineers Regulations & Electrical Installations
- Health and Safety at Work Legislation
- Gas Safe Regulations (where relevant)
- Water Byelaws
- Loss Prevention Council Regulations
- Any other local statutory regulations
- Supply Authority Requirements
- British Telecom and Mercury Communications Installation Guides
- Local Authority Requirements
- Local Fire Officer Requirements
- CDM Regulations 2015
- CIBSE Guidance and Technical Memorandums
- HETAS Registration and Requirements

Access routes and compound and welfare facility locations must be agreed with SHL. Any damage to the buildings, roads, paths, paving, grounds or to any underground or overhead services must be made good by the Contractor at his own expense.

The design of the system will enable safe operation by SHL staff including dust control.

5.11 Warranties

Product and labour warranties are required for each major product including:

- Biomass boiler
- Heat Meter
- Accumulator tank
- Water Pumps
- Heat Exchanger
- Chipper
- Conveyor
- Chip Drier

The warranties shall be for a minimum period of 12 months, which means products shall be free from material defects in manufacture, material and workmanship. Longer warranties, particularly for the boiler, chipper and chip drier, would be preferred. If extended warranties are available, please specify these and show the associated additional costs. All costs associated with meeting the warranty shall be met by the Supplier, unless:

- The Supplier will, within a reasonable period following notification from SHL attend the site inspect and test the Goods. If, following such an inspection the Goods are found to be without fault, to have a fault which is not covered by the warranties, then the Customer shall be obliged to meet any the costs of any repair requested on a time and materials basis, and to pay the Supplier for the time incurred by the engineer attending the Site (using a figure no greater than the 'Provisional Sum rates indicated in the Pricing Schedule (Appendix 2) including travelling time and expenses).
- If the defect arises because SHL failed to regularly maintain and service the Goods in accordance with the manufacturer's recommendations and any written instructions provided with the Goods; alters or repairs such Goods without the written consent of the Supplier.

- If the defect arises as a result of fair wear and tear, wilful damage, negligence, abnormal working conditions or abnormal environmental conditions;

5.12 Defects liability and Snagging period, plus Servicing

The contractor shall include for a 6 months 'defects liability and snagging period' in this tender, immediately following on from the Commissioning Handover (Stage 5 Payment - Contract Completion). This shall include for a full service of all the equipment and products at the end of the 6 months period prior to the final handover of the site and equipment to the client (SHL). It is assumed that standard servicing for all the main equipment items (chipper, drier, conveyors boiler) will occur at this time. Only if additional servicing, over and above standard servicing, is required at this point should extra costs be included. The normal parts and labour warranties on all equipment should be specified and adhered to (see also Appendix 2 – Pricing Schedule).

PART 6 - TENDER RESPONSE DOCUMENT - CHECKLIST

6.1 Checklist for Tenderers

Failure to provide all of the items in the checklist may cause your tender to be non-compliant and not considered.

ITEM	INCLUDED IN TENDER OFFER
Completed Tender Response Questionnaire (Appendix 3)	Yes ☐ No ☐
Completed and signed Form of Tender	Yes ☐ No ☐
Completed and Signed form of Non Canvassing	Yes ☐ No ☐
Pricing Schedule – Appendix 2	Yes ☐ No ☐
1:200 scale site plans and sections	Yes ☐ No ☐
Project programme (detailed GANNT chart or equivalent)	Yes ☐ No ☐
Confirmation of insurances and Advance Payment Bond (APB)	Yes ☐ No ☐
Last 2 years Accounts (or other financial disclosure options where these are not available)	Yes ☐ No ☐

6.2 Tenderers must ensure that their tender response is submitted in the format prescribed.

6.3 Should you include attachments (where requested) in support of your response, they should be referenced with the name of your organisation and cross referenced with the relevant section number. Attachments which are not suitably labelled or indexed or which exceed the word limit (where one is imposed) will not be read and therefore not scored.

6.4 EVALUATION AND AWARD CRITERIA

Set out below is the weighted evaluation for SHL's requirements:

Criteria / Questions	Weighting
Price	40%
Quality Questions	60%

The Criteria / Questions Weighting is broken down as follows:

Section	Assessment
Supplier Information	Not scored
Mandatory Exclusions	PASS/ FAIL
Discretionary Exclusions	PASS / FAIL
Insurances	PASS /FAIL
Quality Questions	60%
Pricing Schedule	40%
Form of Tender and acceptance of terms and conditions	PASS / FAIL

Where sections are scored, the following methodology will apply to each of the questions asked:

Assessment	Detail	Score
Excellent	Excels in meeting the criteria	5
Good	Meets the criteria	4
Satisfactory	Meets the criteria in most aspects, fails in some	3
Unsatisfactory	Fails to meet the criteria in most aspects meets it in some	2
Poor	Significantly fails to meet the criteria	1
Not to be considered	Completely fails to meet the criteria	0

Price Evaluation Process:

Assuming a 60:40 quality/ price split, the quality assessment will be judged in each section as above. For the price evaluation, the lowest price bid will attract a 40% rating, subject to the quality of the bid being regarded as acceptable, and the pricing schedule as 'realistic and achievable'. All other bid prices will be awarded a percentage relative to the lowest bid using the following process:

- Lowest bid price = 40% mark
- Lowest bid price plus up to 5% higher price = 35% mark
- Lowest bid price plus up to 10% higher price = 30% mark
- Lowest bid price plus up to 15% higher price = 25% mark
- Lowest bid price plus 16% and above higher price = 20% mark

SHL does not undertake to accept the lowest price bid tender.

6.5 Supplier Questionnaire (Appendix 3)

PLEASE COMPLETE THIS QUESTIONNAIRE AFTER THOROUGHLY READING ALL DOCUMENTATION

6.6 PRICING SCHEDULE 40%

Please complete the pricing schedule attached at Appendix 2.

PART 7 – FORM OF TENDER

Please sign and return this form with your completed Tender



TO: STOCKPORT HOMES LIMITED ('SHL')

I/Wecarrying on business at

..... (registered office) hereby Tender and undertake to execute and complete all the services required to be performed in accordance with the terms and conditions of the Contract for the provision of Hazel Knoll Wood processing Depot for SHL.

I/We agree that this Tender shall remain open to be accepted or not by SHL and shall not be withdrawn for a period of six months from the latest date for receipt of Tenders.

I/We further undertake to execute a contract in the form of Appendix 1 – SHL's Standard Terms and Conditions, and further undertake if required to provide a Guarantee by our Holding Company as required.

Unless and until a formal agreement is prepared and executed, this tender together with your acceptance thereof in writing, shall not constitute a binding Contract between us.

I/we understand that you are not bound to accept the lowest or any Tender you may receive.

Signed

Name_____

Date_____

Title_____

Tenderer's Signature by duly authorised person(s) on behalf of the Tenderer.

_____ (Print name of signatory in full)

Name or title of Tenderer

PART 8 – CERTIFICATE OF NON CANVASSING

Please sign and return this form with the Tender



CERTIFICATE AS TO CANVASSING

TO: STOCKPORT HOMES LIMITED (SHL)

I/We hereby certify that I/we have not canvassed or solicited any Member or employee of Stockport Metropolitan Borough Council or Stockport Homes Ltd (SHL) in connection with the award of this Tender or any other or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future canvass or solicit any Member, or employee of SHL in connection with the award of this Tender or any other tender or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed

(1) _____ Name _____ Title _____

On behalf of _____

Date _____