**Invitation to Tender**

***Tregony Village Hall – Solar Panel and Storage Batteries***

**Ref: CLUP**

# 1. About Tregony Village Hall

Tregony Village Hall is situated in the centre of the village of Tregony within the Parish of Tregony with Cuby. It is the main community hall for the area and serves a population of around 1000. The current Village Hall was built in 1987 and officially opened on 28th May 1988. It is a registered charity and is managed by a board of Trustees.

# 2. Background and Context

The hall is used for a variety of events by both residents and those coming from the surrounding towns and villages. As part of a programme of improvements aimed at future-proofing the facility, the Trustees wish to replace the existing oil-fired heating system with a solar panel array and batteries, converting the hall’s energy to a 3-phase net-zero electricity supply. The installation will also include the provision of x2 (22kW) EV chargers.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

**3 General**

1. Location: Back Lane, Tregony, Truro, Cornwall TR2 5RP  
   <https://w3w.co/oils.braced.professes>
2. Pitches (see aerial photograph – all measurements to be confirmed by installer Enclosure 1)
3. Roof has concrete tiles and pitch approximately 21 degrees from horizontal (all measurements to be confirmed by site survey)
4. Area beneath roof accessible via removable ceiling tiles (see photos Enclosure 1)
5. As part of this transition to a more sustainable energy supply, Tregony Village Hall will upgrade its existing single phase electricity supply to a 3-phase supply. This upgrade will be co-ordinated by the successful installer in consultation with National Grid and Tregony Village Hall. The responsibility of the supplier will be restricted to the connection of the solar array and battery systems to the 3-phase supply.
6. Total Annual Consumption (est. 20,000 kWh)
7. **Site Visit** A site visit and structural assessment should be carried out to ensure that the roof can take the weight and the uplift caused by having the PV array mounted onto theroof.This is be arranged as per Section 5.

**3.2 Specific Requirements**

1. Installation at our premises (3.1.1) and integration to the 3-phase supply (3.1.5)
2. Maximum installed capacity 55 kW
3. Maximum export capacity 22 kW
4. 3 Tesla Powerwall batteries storage included, with capability to add more in future upgrades.
5. Monitoring to confirm PV generation levels. System can identify what the solar array is producing, and how much of the energy is being self-consumed, imported and exported to the grid.
6. A bio-directional meter is a requirement.
7. Solar roof hooks suitable for concrete tiles will be required to mount the panels to the roof.
8. Two EV charging points (22kW).
9. All necessary scaffolding and skips
10. Removal of waste from installation; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements.

3.3 **Warranties**

The solar panels used should include a minimum 30-year performance warranty and a minimum 20-year product warranty. All other equipment employed as part of the installation should clearly specify the length and type of warranties included.

**3.4** Certification of installations to building regulations (structural report confirming capability of roof load)

4**. Budget**

The total maximum budget available for this commission is £50,000.00 (ex VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by Tregony Village Hall authorised representative. The timetable for submission of the Tender, completion of the programme is set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 8 March 2024 |
| Site Visit to be arranged with Mark Lytham by email: mark.lytham@gmail.com | 15 March 2024 |
| Last date for raising queries | 1700: 22 March 2024 |
| Last date for clarifications to queries | 1200:25 March 2025 |
| Deadline to return ITT | **1700: 8 April 2024** |
| Evaluation of ITT | 9 April 2024 |
| Preferred supplier notified 11 April 2024 | 11 April 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Tregony Village Hall during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£ 1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
7. Conflict of interest statement

6.2 Method statement to include the following:

1. Manufacturer and parts of PV Panels and Inverter. (Section 3)
2. Confirm terms of guarantee for parts and installation. (Section 3.3)
3. Confirm method for fixing of PV panels to concrete tiled roof. (Section 3.2.7)
4. Proposed illustrative layout of PV panels on roof.
5. Evidence that you are a registered member of both MCS and RECC.
6. include structural report to confirm roof load capacity.
7. The CV of the HS responsible person.
8. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.

6.3 Previous work examples. Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Tregony Village Hall.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Tregony Village Hall or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Tregony Village Hall to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[mark.lytham@gmail.com](mailto:mark.lytham@gmail.com)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Tregony Village Hall to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Tregony Village Hall unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed based on the following tender award criteria.**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Method Statement | 20 |
| a. Manufacturer and parts of PV Panels and Inverter. (Section 3)  b. Confirm terms of guarantee for parts and installation. (section 3.3)  c. Confirm method for fixing of PV panels to concrete tiled roof. (Section 3.2.7)  d. Proposed illustrative layout of PV panels on roof.  e. Confirmation the work will conform to RECC and the MCS standards.  f. Include structural report to confirm roof load capacity  g. The CV of the HS responsible person  h. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones. |  |
| Ref 6.3 Previous work examples | 20 |
| Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed). |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (ex VAT) including travel and other expenses.  The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Tregony Village Hall reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Tregony Village Hall is not bound to accept the lowest price or any tender. Tregony Village Hall will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Tregony Village Hall’s internal procedures and Tregony Village Hall being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this tender and supplier’s response.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

[mark.lytham@gmail.com](mailto:mark.lytham@gmail.com)

with the following message clearly noted in the Subject box;

‘Tregony Village Hall – Solar Panel and Storage Batteries’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit Tregony Village Hall to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Tregony Village Hall or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Tregony Village Hall and any other party (save for a formal award of contract made in writing by Tregony Village Hall or on behalf of Tregony Village Hall).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Tregony Village Hall, or any information contained in Tregony Village Hall’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Tregony Village Hall for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Tregony Village Hall reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Tregony Village Hall liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosure

1. Supporting Photographs