|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  |  | |
| Electric Vehicle Charging Infrastructure  Guy’s and St Thomas’ NHS Foundation Trust  Pre-Market Engagement  Ref: ST23-P200 |
|  |
| **SmartTogether Procurement**  Serving Guy’s & St Thomas’ NHS Foundation Trust, Lewisham and Greenwich NHS Trust, Great Ormond Street Hospital for Children NHS Foundation Trust, South London and Maudsley NHS Foundation Trust and Oxleas NHS Foundation Trust |

# Table of Contents

[Table of Contents 2](#_Toc156917600)

[1. Background and Vision 3](#_Toc156917601)

[1.1 Phase 1 4](#_Toc156917602)

[1.2 Phase 2: 4](#_Toc156917603)

[2 Strategic Alignment 11](#_Toc156917604)

[2.1 Planning, design and consultancy services: 11](#_Toc156917605)

[2.2 Delivery & Installations 12](#_Toc156917606)

[2.3 Maintenance & Support 13](#_Toc156917607)

[3 Information and Confidentiality 13](#_Toc156917608)

[4 Permitted Disclosure 13](#_Toc156917609)

[5 Ownership of material and Intellectual Property Rights 14](#_Toc156917610)

[6 Freedom of Information Act (FOIA) 14](#_Toc156917611)

# Background and Vision

The Authority is seeking expressions of interest for the provision of a managed service within the Essentia delivery group (Essentia | Guy's and St Thomas' NHS Foundation Trust (guysandstthomas.nhs.uk) of Guy’s and St Thomas’ NHS Foundation Trust (GSTT).

The Authority is one of the largest NHS Trusts in England, with over 25,000 staff and 2.6 million patient contacts per year. We comprise five hospitals (Guy’s, St Thomas’, Royal Brompton, Harefield and Evelina London Children’s Hospital) and over 100 community locations in Lambeth and Southwark. Moreover, the Authority collaborates closely with King’s College Hospital NHS Foundation Trust (KCH) and other trusts within the South East London Integrated Care System (SEL ICS), and this expands the scope of our work and involves shared responsibilities within the integrated care system.

The Authority is committed to delivering sustainable healthcare for our patients and community and we are keen to actively protect the environment and planet that we all depend on. We recently initiated our Sustainability Strategy 2021 – 2031 which has three strategic themes: i) carbon zero; ii) connecting with nature; and iii) cycle of resources.

In efforts to achieve one of our fundamental objectives, to reach carbon neutrality, we seek to reduce the transport emissions created by our fleet vehicles. The Authority currently has approximately 250 vehicles on its core fleet (excluding salary sacrifice and grey fleet vehicles) comprising c.70 minibuses, c.100 cars, c.80 vans etc. We aim to electrify all of these vehicles by 2031. In order to support this electrification, the Authority must also install the necessary infrastructure.

Following a comprehensive review of the Authority’s existing vehicle fleet and preliminary assessments of on-site power capacity for selected key sites, the Authority sought to engage with the market to gather crucial insights through a PIN in August 2022. The PIN was published to establish the market offering for a range of Electric Vehicle (EV) charging solutions that may suit the Authority’s transport decarbonisation aims, with the most likely outcome being a self-funded capital purchase.

The Authority is not planning to fund the installation of EV charge points through its own capital expenditure due to constraints on spending introduced across the NHS. In order to determine the feasibility of a fully funded solution, the Authority is considering a managed service or 'charge as a service’ model as a means to deliver third party investment and resultant charging infrastructure. Within this arrangement, the supplier will provide the overall upfront investment and execute site surveys, power upgrades (aligned with wider Authority plans and strategies) and charge point installations etc. aligned with the specification, and the Authority will pay the supplier per kWh for vehicle charging. It is important to note, the Authority will reimburse the supplier based on usage rates instead of regular fixed payments. We will provide comprehensive historical data to aid in optimal charge point planning across sites, however we cannot guarantee future utilisation rates or commit to any predefined payment amounts.

The EV charge point installation plan is split into two transformative phases; this document concerns phase 1 of the Authority’s EV Charge Point installation plan only.

## Phase 1

The implementation of approximately 65 strategically placed charge points across 15 priority locations. These charging stations will empower the Authority to charge approximately 56% of the Authority’s vehicle fleet, and will be broken into the following categories:

* Charge points for exclusive use by its in-house fleet vehicles c.90%.
* Charge points for use by the fleet, patients, visitors, and/or staff c.10%.
* Charge points open to the above as well as the general public (within the 10% above, site permitting).

## Phase 2:

We envision the installation of charge points for the remainder of the Authority’s vehicle fleet at a later date (before 2031).

The following tables display the priority sites being considered for installation which comprises data such as vehicle tracking/telematics, facilities and power. Data is shown where available. The priority sites chosen and number/type of chargers required may change prior to any competitive tender process.

| **Site Name** |  | **Post Code** | **Tenure Type** | **Parking Spaces** | **Disabled Parking Spaces** | **Power Capacity (kVa)[[1]](#footnote-1)** | **Estimated Spare Capacity (kVa)[[2]](#footnote-2)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Borough Kidney Treatment Centre |  | SE1 4AU | Leasehold | 0 (2 allocated street bays) | 0 | 200 | 60 |
| Bowley Close |  | SE19 1SZ | Freehold | 39 | 12 | 125 | 50 |
| Chaucer Centre[[3]](#footnote-3) |  | SM4 6PX | Leasehold |  |  |  |  |
| Elm Court HC [[4]](#footnote-4) |  | SE27 9AW | Leasehold | 18 | 2 |  |  |
| Great Dover Street |  | SE1 4YB | Leasehold | 3 | 0 | 40 | 5-7 |
| Lambeth Community Care Centre (LCCC) |  | SE11 4TX | Freehold | 9 | 2 | 40 | 10 |
| Mawbey Brough Health Centre |  | SW8 2UD | Leasehold | 23 | 1 | Agreed capacity for site is 40kVa but capable of 69kVa | 37 |
| Minnie Kidd House |  | SW12 9NU | Freehold | 8 | 2 | 40 | 11 |
| Pulross Intermediate Care Centre |  | SW19 8AE | Freehold | 12 |  | 190 | 50 |
| Sunshine House |  | SE5 8UH | Leasehold | 12 | 5 |  |  |
| Waldron Health Centre |  | SE14 6LE | Leasehold |  |  |  |  |
| Whittington Elderly Centre |  | SW16 2DQ | Leasehold | 6 | 2 | 40 | 20 |
| Wooden Spoon House/Mary Sheridan |  | SE11 4TH | Freehold | 12 | 2 | 100 | 26 |
| Mandela Way (Unit B Tower Bridge Business Park) |  | SE1 5SS | Leasehold |  |  | 250 | 230 |
| Harefield Hospital |  | UB9 6JH | Freehold |  |  |  |  |
| Royal Brompton Hospital |  | SW3 6NP | Freehold |  |  |  |  |

| **Site Name** | **Number of vehicles parking overnight (Sept 23)** | **Average Mileage per vehicle per month (based on Aug 23)** | **Total estimated Kwh used per month by vehicles that park overnight** | **Average kWh used by each vehicle per month** | **Approximate number of vehicle visits per annum (22/23) (inclusive of overnight parking)** | **Average vehicle visit duration hh:mm:ss (22/23) (per vehicle inclusive of overnight parking)** |
| --- | --- | --- | --- | --- | --- | --- |
| Borough Kidney Treatment Centre (mixed with GDS) |  |  |  |  |  |  |
| Bowley Close | 3 | 178 | 178 | 59 | 2791 | 06:40:30 |
| Chaucer Centre | 1 | 901 | 300 | 300 | 1445 | 16:05:42 |
| Elm Court HC | 5 | 350 | 584 | 116 | 6982 | 05:27:02 |
| Great Dover Street (GDS) | 2 | 85 | 56 | 28 | 9660 | 02:36:34 |
| Lambeth Community Care Centre (LCCC) | 3 | 55 | 55 | 18 | 2930 | 07:20:42 |
| Mawbey Brough Health Centre | 2 | 324 | 216 | 108 | 2989 | 03:42:00 |
| Minnie Kidd House | 5 | 304 | 507 | 101 | 1474 | 03:33:06 |
| Pulross Intermediate Care Centre | 4 | 215 | 287 | 624 | 6214 | 05:26:32 |
| Sunshine House | 9 | 139 | 419 | 46 | 5169 | 09:32:22 |
| Waldron Health Centre |  |  |  |  | 4002 | 00:57:27 |
| Whittington Elderly Centre | 5 | 236 | 393 | 78 | 3890 | 06:51:18 |
| Wooden Spoon House/Mary Sheridan | See LCCC | See LCCC | See LCCC | See LCCC | See LCCC | See LCCC |
| Mandela Way (Unit B Tower Bridge Business Park) | Likely to be 80+ |  |  |  |  |  |
| Harefield Hospital | 3 | 4377 | 4377 | 1459 | 4965 | 01:40:05 |
| Royal Brompton Hospital | 1 | 1874 | 624 | 624 | 5598 | 00:33:03 |

| **Site Name** | **23/24 Recommended charging infrastructure** | **Potential for charging infrastructure for visitor/staff charging?** | | **2023/24 Rational** |
| --- | --- | --- | --- | --- |
| Borough Kidney Treatment Centre | 2 x 22kW (Borough) | N | | See Great Dover Street. Figures split with GDS due to close proximity. Any charger at this site would be situated on the public highway in ambulance only bays. |
| Bowley Close | 2 x 7.4kW 2 x 22kW | Y | | Large car parking space with several vehicles based at site, could support further electrification for vehicles operating in close proximity and visiting site. |
| Chaucer Centre | 2 x 7.4kW 1 x 22kW | Y | | Several vehicles attend regularly which is reflected in high visit frequency. Only 1 vehicle uses as a permanent base but may increase to 2 should they switch to EV. |
| Elm Court HC | 3 x 7.4kW 2 x 22kW | | Y | Good number of vehicles and At Home team keen to electrify their fleet. One of the preferred locations for Community Services vans to charge. Site likely to change to Harold Moody. |
| Great Dover Street (GDS) | 2 x 7.4kW | | N | Visits are mixed with Borough Kidney Treatment Centre due to proximity. Limited number of vehicles are based here but visits are very high. Possibility for chargers across both sites to service visiting vehicles. Some visits may be attributable to Guy's due to proximity. There are multiple supplies serving multiple tenants on each floor which make any installation complex at this site. |
| Lambeth Community Care Centre (LCCC) | 1 x 7.4kW | | Y | Vehicle data mixed with Wooden Spoon and Mary Sheridan Centre due  to close proximity. Chargers to be split across the three sites where this can be supported by power capacity |
| Mawbey Brough Health Centre | 2 x 7.4kW 1 x 22kW | | Y | 2 vehicles based from site and high numbers of visits. |
| Minnie Kidd House | 2 x 7.4kW 1 x 22kW | | Y | Chosen operating location for community engineers. 1 charger may be installed prior to this strategy. There is an issue with power capacity but the site remains a priority to electrify due to number of EVs that are likely to visit and operate from here. |
| Pulross Intermediate Care Centre | 2 x 7.4kW 2 x 22kW | | Y | Large amount of parking spaces, number of vehicles based on site and a high number of visits makes this a good site for infrastructure. An air conditioning and heating upgrade occurred in 23/24 but capacity is expected to remain. |
| Sunshine House | 5 x 7.4kW 1 x 22kW | Y | | Good number of vehicles regularly operate from this location. However, this is not a site belonging to the Authority and existing power capacity is unclear. Regardless, it remains a key site due to potential numbers of EVs based here. |
| Waldron Health Centre | 1 x 7.4kW 1 x 22kW | Y | | In close proximity to Deptford Reach and has sufficient parking spaces. Challenges remain due to this being a leasehold building and most parking spaces are covered on ground floor of building. High number of visits would indicate suitability for top-up chargers. |
| Whittington Elderly Centre | 2 x 7.4kW 1 x 22kW | Y | | High number of vehicles and visits, probable challenge with limited power capacity that is unlikely to support total requirement and third-party ownership but likely to agree to EV infrastructure. |
| Wooden Spoon House/Mary Sheridan | 1 x 7.4kW 1 x 22kW | Y | | See LCCC due to close proximity. |
| Mandela Way (Unit B Tower Bridge Business Park) | 5 x 7.4kW 12 x 11kW 2 x 50kW | Y | | Future site to support Patient Transport Service operation with vehicles relocating from St Thomas’ and Drivers’ homes. This will be the most strategic site for electrification for the Authority. Data for use is not yet clear as full transition is yet to happen but expected to receive 80+ vehicles per day. |
| Harefield Hospital | 2 x 7.4kW 1 x 22kW | Y | | High number of visits and several vehicles based at site. However, these are high mileage vehicles that may be difficult to electrify. Some pre-existing infrastructure from a legacy installation. |
| Royal Brompton Hospital | 2 x 22kW 1 x 50kW | Y | | Chargers may be installed prior to strategy. High number of visits that require top-up charging. However, vehicles that use this site are often high mileage vehicles that will be difficult to electrify. |

| **Site Name** | **MPANs** |
| --- | --- |
| Borough Kidney Treatment Centre | 2500000012342 |
| Bowley Close | 00845009-1200010201497 |
| Chaucer Centre | - |
| Elm Court HC | - |
| Great Dover Street (GDS) | 1200039386737 1200050090990 1200039386700 |
| Lambeth Community Care Centre (LCCC) | 1200010198338 |
| Mawbey Brough Health Centre | 1200037229642 |
| Minnie Kidd House | 1200010195179 |
| Pulross Intermediate Care Centre | 1200062908403 |
| Sunshine House | - |
| Waldron Health Centre | - |
| Whittington Elderly Centre | 04809956-1200034006170 |
| Wooden Spoon House/Mary Sheridan | 08008404-1200050427716 |
| Mandela Way (Unit B Tower Bridge Business Park) | - |
| Harefield Hospital | 2000027283887 2000054406670 2000054881831 |
| Royal Brompton Hospital | 1200010016000 1200010016019 2600001842264 1200010016107 1200010016116 1200010008996 1200061288820 1200062450398 |

# Strategic Alignment

This section outlines the anticipated service requirements for the installation of EV charge points across multiple sites belonging to the Authority. The objective is to facilitate the transition to EVs, promote sustainable transport and ensure efficient and effective installation and operation of EV charging infrastructure.

As Section 1 demonstrated, the Authority is seeking to implement EV charge point installation either through a Managed Service Agreement (MSA) or a fully funded solution like 'Charge as a Service,' obtained via a competitive tender process. Under this arrangement, an external supplier will invest in and execute the charge point installations for the Authority, alongside providing services outlined in the service specifications. In return, the Authority will reimburse the supplier based on usage rates instead of regular fixed payments. We will provide comprehensive historical data to aid in optimal charge point planning across sites, however we cannot guarantee future utilisation rates or commit to any predefined payment amounts.

Based on the site and fleet data available to the Authority, the anticipated specification is likely to include the following:

## Planning, design and consultancy services:

Using the specification requested by the Authority, review and test the infrastructure plan to ensure project viability. This would include:

* **Confirm Identification of Priority Sites:** 
  + Evaluate and review the Authority’s conclusions on priority sites and infrastructure selected based on factors such as the Authority’s fleet usage, routes, accessibility, parking availability, potential demand for EV charging and power capacity.
  + Develop and/or review the fleet charging profile for selected sites.
  + Assessment of grid connection capacity and constraints, including:
  + The liaison with the distribution network operator (DNO) to the site in question.
  + The identification of grid upgrade costs, where applicable.
  + The identification of alternative technological solutions which could be considered as an alternative to DNO upgrades.
  + Provide a report outlining any recommended changes to the sites, infrastructure or power provision being recommended.
* **Site Surveys:** 
  + Conduct comprehensive site surveys at designated locations to assess the feasibility and requirements for EV charge point installation.
  + Assess existing electrical infrastructure and determine any necessary upgrades or modifications.
  + Consider the existing on-site Charge Point network and whether it can be integrated.
* **Installation/Delivery Plan:**
  + Determine an installation plan in line with the specification and any agreed recommendations.
  + Work with stakeholders within the Authority to gain approval on an installation and delivery plan that makes considerations for fire and electrical safety requirements.
  + Consider a staged installation plan in line with vehicle deliveries to enable gradual electrification across each site.

## Delivery & Installations

The supplier will be responsible for assigning a project manager responsible for overseeing the entire installation process, coordinating with hospital authorities (including technical assurance, fire safety etc.), freeholders and ensuring timely completion.

* **Power Capacity Upgrades:** If following the design stage, power upgrades are required to accommodate the additional electrical load from EV charging stations.
  + Coordinate with relevant stakeholders to implement any required power capacity upgrades, including transformer upgrades or electrical panel enhancements.
  + Similarly, coordinate any agreed alternative solutions which enable greater capacity.
* **Preliminary/Enabling Works**: Perform any necessary preliminary or enabling works, including but not limited to trenching, conduit installation, and groundwork required for the successful deployment of charging stations. All preliminary works must comply with local regulations and must not interfere with hospital/fleet operations.
  + The supplier will be responsible for organising and managing the preliminary and enabling works.
* **Hardware Procurement:** Procure suitable EV charging hardware, considering compatibility, charging speed, scalability, and future-proofing; equipment must comply with industry standards and Authority regulations. The Authority’s current intention is these would consist of 7.4kW, 11kW, 22kW and 50kW chargers.
* **Back Office System:** Procure a suitable EV Charge Point back office system which enables remote management, smart charging, dynamic load management, tariff selection, public/private/fleet charging schedules, maintenance records, live uptime, usage data linked to registration (for fleet vehicles). This back-office system should be managed by the supplier with full visibility for the Authority.
  + KWh usage data should be accurately quantifiable which will require details of the timing and quantity of electricity used (HH data).
* **Installation**: Execute the installation of EV Charge Points at identified sites, adhering to relevant safety standards and manufacturer guidelines.
  + Coordinate with the Authority’s facilities management team to minimise disruptions and ensure timely completion of installations.
  + Hold appropriate roles to manage the full installation. Consider CDM requirements that would need to be held by the supplier.
  + Make consideration for any fire and electrical safety requirements in line with appropriate guidance.
* **Training:** Provide training to the Authority’s staff on the operation of the installed EV charging infrastructure.
  + Provide comprehensive training materials for the Authority’s staff regarding EV charging station operation, maintenance and back-office management where appropriate.
* Payments System: This should be linked to the back-office system and ensure Charge Points that are fleet facing are charged by RFID and for those facing staff, visitors and the public they enable contactless payment and app-based payment. Joint management of an RFID (Radio Frequency Identification) system should that be required for fleet vehicles.

## Maintenance & Support

The supplier will continue to support and maintain all units and infrastructure over the length of the contract.

* Servicing: This should be in line with manufacturer guidelines and best practice. Appropriate records should be made available to the Authority.
* Reporting System: A fault report system should be in place for Charge Point users with 24/7 support. The back-office should have a means of identifying faults and should be under a Supplier’s monitoring regime to prevent downtime of Charge Points.
* Over the air: Hardware should have facility to be accessed remotely to fix faults, update firmware or other systems and to be reset.
* SLA: to ensure sufficient response to faults and immediate response to danger to life faults.
* Uptime: The supplier should ensure an acceptably high % uptime given the environment these vehicles work within.

# Information and Confidentiality

Information that is supplied to suppliers is supplied in good faith. However, suppliers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused arising from the use by the suppliers of such information, unless such information has been supplied fraudulently by the Authority.

All information supplied to suppliers by the Authority shall be regarded as confidential.

The supplier shall only use information for the Purposes intended for it. The supplier shall effect and maintain adequate technical, organisational and security measures to safeguard the information from unauthorised access, use or misappropriation. Where the supplier becomes aware of any unauthorised use, copying, loss or disclosure of the information, they shall notify the Authority and provide all reasonable assistance to stop and, where possible, to remedy further unauthorised use, copying, loss and/or disclosure.

The supplier will not be in breach of this clause where any disclosure is required by law or by any court of competent jurisdiction or any disclosure permitted below.

Neither party shall make or permit others to make any reference to this information or use of the other party’s name in any public announcements or promotional marketing or sales materials or efforts without the prior written consent of the other party.

# Permitted Disclosure

The supplier may communicate or disclose information to its staff on a strict need to know basis and provided that each and every person to whom the information is made available:

* is made aware, before any disclosure of information of its confidential nature;
* is made aware that they owe a duty of confidence to the Disclosing Party; and
* is under a written agreement to observe the duty of confidentiality.

The supplier shall not be in breach of this agreement where it uses information and it can document and demonstrate that the information concerned:

* was independently developed by the supplier without access or use of the Authority's information;
* was lawfully received from an independent third party by the supplier without any restriction or obligation of confidentiality; or
* is or becomes publicly available through no fault of the tender

# Ownership of material and Intellectual Property Rights

All material contained in this tender shall remain the property of the Authority and shall not be reproduced in whole or in part without the Authority’s written consent. Any copies shall become the Authority’s property and the supplier shall ensure that all copies display the copyright and/or other proprietary notice.

The Authority does not grant any proprietary rights to the supplier including, without limitation, any intellectual property rights based on or relating to the Confidential Information. The supplier shall not make, have made, use or sell for any purpose any product or service using, incorporating or derived from any Confidential Information of the Authority.

# Freedom of Information Act (FOIA)

Suppliers should be aware of the Authority's obligations and responsibilities under the Freedom of Information Act (FOIA) to disclose, on request, recorded information held by them. Information provided by suppliers in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA applies.

The Authority may also include certain information in the publication scheme which it maintains under the FOIA. In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the FOIA or the Environmental Information Regulations 2004, the Authority may consider it appropriate to ask suppliers for their views as to the release of any information before a decision on how to respond to a request is made.

In dealing with requests for information under the FOIA, the Authority must comply with a strict timetable and the Authority would, therefore, expect a timely response to any such consultation within five working days.

If suppliers provide any information to the Authority in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, which is confidential in nature and which a supplier wishes to be held in confidence, then suppliers must clearly identify in their offer documentation the information to which suppliers consider a duty of confidentiality applies.

Suppliers must give a clear indication which material is to be considered confidential and why it is considered to be so, along with the time period for which it will remain confidential in nature. The use of blanket protective markings such as “Commercial in Confidence” will no longer be appropriate. In addition, marking any material by virtue of such marking will no longer be appropriate.

Where a supplier has indicated that information is confidential, the Authority may be required to disclose it under the FOIA if a request is received. The Authority cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, the Authority may still wish to consult with suppliers about the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. The decision as to which information will be disclosed is reserved to the Authority in question, notwithstanding any consultation with the supplier.

1. Where known [↑](#footnote-ref-1)
2. Where known [↑](#footnote-ref-2)
3. This site is likely to be decommissioned in 24/25, but the parking bays/charger requirements will be moved to an alternative site this may be Mandela Way. [↑](#footnote-ref-3)
4. This site is likely to be decommissioned in 24/25, but the parking bays/charger requirements will be moved to an alternative site within close proximity to this location [↑](#footnote-ref-4)