Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

**WARE TOWN COUNCIL TENDER SPECIFICATION**

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following project.

Yours faithfully,

Terry Philpott

Town Clerk

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| **Project name**  | Fletchers Lea PV  |
| **Project objective**  | To design and install PV on the Fletchers Lea building and link to the Priory building for energy use. |
| **Project location**  | Fletchers LeaHigh street SG12 9AL  |
| **Contract value**  | £35000 to £55000 |
| **Timescales**  |  To be installed by 30th June 2025 |
| **Contact details for further information and site visits**  | Heidi Pateman, Climate & Biodiversity Manager Email heidi@waretowncouncil.gov.ukPhone: 01920 460316 |
| **Contact details for invoice queries**  | Ekaterina Mead, Finance Manager katerina@waretowncouncil.gov.ukPhone 01920 460316 |
| **Primary contact details during the project period.**  | Heidi Pateman, Climate & Biodiversity Manager Email heidi@waretowncouncil.gov.ukPhone: 01920 460316 |
| **Contractor requirements essential**  | As per tender specification below and additional information provided (site plan, Fletchers Lea drawings, Priory drawings, photos). |
| **Contractor requirements desirable**  | Previous experience of similar PV installations  |
| **Return date for tender submissions**  | Tenders need to be returned by 9.00am 14th May 2025 Preferred method by email to tenders@waretowncouncil.gov.uk . If large documents such as maps or visuals are submitted, please provide a paper copy too.Ware Town Council The Priory High Street Ware SG12 9AL Postal tenders or additional information should be submitted in an envelope marked, Ware Town Council Fletcher Lea PVPlease do not submit enquiries of a general nature to tenders@waretowncouncil.gov.uk as the inbox is only monitored at the time a tender is due to close.  |

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| **Detailed specification**  | **General**Fletchers Lea is a 20 year old building with a pitched standing seam zinc roof with glazing along the ridge with hot water via an air source heat pump. Fletchers Lea is used as an event space. The Priory is a 14th Century building on the same site with gas powered heating and hot water and is used as office and event space. The Priory has a much higher and more regular energy usage. PV is to be sited on Fletchers Lea however the connection is required to optimise power use from PV generation against actual power usage across the two buildings. A safe working area and risk assessment will need to be agreed with Ware Town Council. A Schedule of Works should be provided. A lead Project Manager will be required to ensure consistent communication throughout the project. Planning permission is not required for this project however a full technical and O&M pack should be provided to Ware Town Council on completion.All tenders will need to do a complete site survey to be arranged with Heidi Pateman, Climate and Biodiversity Manager before submitting a tender. Tender to come with warranty details Tender to provide ongoing maintenance/replacement panel costs.All applicable regulations, industry standards, safety standards and commissioning should be included.**Cabling**Care is required as the site is listed and only existing sub-surface pathways may be utilised, with minimal and sympathetic disturbance and reinstatement of existing surfaces (tarmac/soft landscaping). There is an existing telecoms trench (going straight across the car park between the buildings at the shortest point) : a PAS 128:2022 utility survey will be required with the route recorded on site plans and marked with permanent surface indicators. Any cabling into the Priory from that point will need to run externally and come into the building directly to the plant room with little/no surface trunking. A total cabling route of approx. 60m is estimated.**Fletchers Lea Roof**The Fletchers Lea roof is believed to be steel frame however a structural and wind survey should be carried out to ensure suitability. A recent survey has not found any defects in the standing seam zinc roof. All necessary measures should be taken to ensure the mounting of the PV does not cause damage or water ingress.**Communications/Control**Tender to include provision of smart metering, user interfaces and ability to display live performance data on a screen in the Priory Reception.**Solar Energy System**The following details are to be used for tender purposes to ensure quotes can be compared:Install capacity 50KWEstimated number of panels 116Orientation 70o from SouthInclination 20o from horizontalShade Factor 1.0System ability to recognise failing panelsGuarantee to repair or replace faulty panels as required **Energy Savings and ROI**These should be calculated within the tender across a 20 year period using the following to enable comparison between quotes:7% increase in energy cost each yearEstimated energy usage 133,000 kWh/yr Custom Tariff Electricity Tariff energy charges at £0.26/kWh and Smart Exposure Guarantee £0/kWh |
| **Access and possible restrictions in the delivery phase of the project.**  | Works are to be carried out between 1st June 2025 and 30th June 2025, access to be agreed with Ware Town Council around operational requirements for the building.   |
| **Progress reporting**  | The Council will require weekly progress reporting and must be informed immediately of any impact on the project timescale, plus anything that may cause reputational damage to the Council.  |
| **Payment terms**  | Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days.  |
| **Retention value / period**  | WTC will retain 10% of the contract value for a period of 3 months.  |
| **Penalty clauses**  | Not applicable  |
| **Conditions of contract**  | The Council require assurances from all potential contractors through the provision of appropriate documentation that:* All operatives are suitably trained and qualified to use any machinery involved in the work.
* Operatives will at all times wear suitable protective clothing and high viz jackets.
* Safety and advisory signage will be required as necessary
* Contractors will be required to supply details of public and professional liability insurance with the tender papers.
* Contractors will be required to undertake a COSHH assessment for any chemicals used during the delivery of the contract.
* Contractors will be expected to provide a method statement detailing how the various elements of the work will be undertaken.
* Project timescales will be provided where applicable.
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**Pricing schedule**

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| **Contractor name**  |   |

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| **Project name** **.**  | **Fletchers Lea PV**  |
|  | Pricing (excluding VAT) for all works as included on the specification, in the component parts as requested.  |
| **PV Install costs**  |  |
| **Maintenance costs**  |  |
| **Panel replacement costs**  |  |
|  | The council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below.  |
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I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

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| **Contractor name**  |  |
| **Address**  |  |
| **Name of primary contact**  |  |
| **Email**  |  |
| **Office phone number** |  |
| **Mobile phone number** |  |

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| --- | --- |
| **Contractor name**  |   |

**Contract Evaluation**

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

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|  | Max score | score  |  |
| Price / ROI | 50 |  |  |
| Quality of workTraining / Qualifications / ExperiencePlease provide names of referees related to existing contracts of a similar nature | 30 |  |  |
| Reliability (Equipment strategy / contingency plans/ method statement / project plan)  | 10 |  |  |
| Proximity to Ware(Location of equipment / contractors)  | 5 |  |  |
| Environmental factors(Please attach environmental policy) | 5 |  |  |
|  |  |  |  |
| Total | 100 |  |  |

The Council reserve the right to not accept any or the lowest tender.

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| **Contractor name**  |   |

**References:**

*Please provide two References below....*

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| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Organisation |  |  |
| Contact name |  |  |
| Contact phone  |  |  |
| Contact email |  |  |
| Address |  |  |
| Type of contract |  |  |

**Tender submission checklist**

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| **Contractor name**  |   |

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|  |  | Office use  |
| Cost breakdown (excluding VAT)  |  |   |
| References  |  |   |
| Environmental policy  |  |   |
| Public liability insurance  |  |   |
| Method statement detailing how the various elements of the work will be undertaken.  |  |   |
| Project timescales.  |  |   |
| Further information to support the tender evaluation as required  |  |  |
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