



Funded by
UK Government

**BISHOP SUTTON VILLAGE HALL
BRISTOL**

**INVITATION TO TENDER FOR THE INSTALLATION OF
SOLAR PANELS AND BATTERY STORAGE AT
BISHOP SUTTON VILLAGE HALL
BRISTOL BS39 5XQ**

Prepared by

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Chairman



1.0 Overview

This project is funded by the UK government through the Rural England Prosperity Fund, part of the UK Shared Prosperity Fund.

Bishop Sutton Village Hall Committee (BSVH) have recently been successful in being granted monies from the Rural Fund Community Grant from the West of England Mayoral Combined Authority (WECA) to improve the village hall with the fitting of Solar Photovoltaic (Solar PV) panels on the south facing roof of the 25 year old building with the intention of reducing the carbon footprint of the building and reduce energy costs. We have established planning permission is not necessary for this installation.

The purpose of this Invitation to Tender (ITT) is to obtain competitive tenders and to form the basis of the contractor appointment. Tenderers must demonstrate that they can provide a comprehensive, high-quality service for the benefit of the BSVH. However, it reserves the right to add to, omit from, or amend the ITT in any way prior to the award of the contract. Changes that materially affect the provision of services described in this ITT which cause a change in the price of providing such altered services must be agreed between BSVH and the successful contractor.

The successful contractor will be responsible for the installation, commissioning and **five years of maintenance** of the whole Solar PV system. The maintenance must comprise of the ongoing metering and monitoring of the health of the system and must be available to the BSVH with remote access for the full duration of the maintenance period.

The BSVH requires the whole Solar PV hardware and installation to be **warranted for a period of ten years** from the date of handover of the system. Any failures to the system will need to be rectified within that time period and all costs associated with repairing the defective parts will need to be absorbed by the successful contractor. For avoidance of doubt, labour, access and any other ancillary costs to make good the defect must be funded by the successful contractor.

BSVH will require the successful contractor to deal with all the administration to enable any excess power generated by the new Solar PV system to be fed into the Smart Export Guarantee (SEG) Scheme Export Tariff. This means all forms, documents and applications will be dealt with by the successful contractor but which will be signed by an authorised member of the BSVH committee where required.

The closing time and date for tendering is **12 midday Friday 31st May 2024** and should be sent to: The Chairman, Bishop Sutton Village Hall, Wick Road, Bishop Sutton, Bristol. BS39 5XQ **by email** to: - chair@bishopsuttonvillagehall.com

All proposals are to include VAT at the prevailing rate. The BSVH is not VAT registered therefore the VAT charged in any proposal will form part of the overall cost.

2.0 Requirements

This invitation to tender is for the supply, installation, commissioning and maintenance of a new Solar PV system together with suitable battery storage and ability to feed in to the Export Tariff to the National Grid. A full handover of all documents associated with the installation will be required prior to final formal handover.

BSVH requires the installation of Tier 1 (good quality) solar panels and battery storage on the south facing hall roof using trapezoidal fixings.

The installation will include a suitable 3-phase power supply generating between 20-21kW peak of installed Solar PV. A DC coupled battery storage of a minimum of 20.5kW to suit in line with National Grid guidelines is also required.

In order for an installation to be considered an 'eligible installation' and be eligible to receive a SEG export tariff, all applications must: -

- Demonstrate that the installation and/or installer are suitably certified
- Have an export meter that takes half-hourly readings
- Have an export meter point administration number (MPAN)

Please see SEG: Guidance for Generators (December 2019) for more information.

2.1 Bidders should include in their tender return:

- a) List the quantities of all plant to be installed: -
 - a. The number and size of the PV panels and method of fixing
 - b. The colour finish of the PV panels
 - c. The type of inverter proposed
 - d. The size/capacity of the storage battery
- b) The location of the proposed storage battery within the building
- c) The methodology to install the Solar PV panels and the equipment required
- d) How the installation will be project managed?
- e) The lead time from any order to installation and final commissioning; please provide timeline
- f) The Health and Safety Policy and Method of Working
- g) How disruption to users to the hall, building and car park will be minimised?
- h) Will there be periods when the premises will not be able to be used?
- i) The security measures to be employed to prevent unauthorised access to the roof of the building if scaffolding is used and left unattended
- j) The administration for excess power generated by the Solar PV to be fed into the (SEG) Export Tariff
- k) How many years of continuous MCS accreditation has the company achieved?
- l) Please supply details of membership of the Renewal Energy Consumer Code (RECC) or the equivalent
- m) Provision of three similar sized reference sites with contact details
- n) Confirmation of maintenance (5 year) provision with ongoing metering and monitoring package
- o) Confirmation of warranty (10 year) compliance
- p) Confirmation of insurance liability cover
- q) The proposed total cost (including VAT) to supply, install, maintain and provide warranty for the periods required

The BSVH will assess the Tenders but will not be bound to accept them.

2.2 Tender prices are to remain valid until 30th September 2024.

2.3 Acceptance of a Tender and Evaluation

The BSVH does not bind itself to accept the lowest or any Tender and will not accept responsibility for any expenses or loss which may be incurred by any Tenderer in the preparation of his Tender.

The acceptance of any Tender is subject to confirmation by the BSVH and the contract will not be entered into unless or until such confirmation has been obtained and no claim in respect of non-execution of, or reasonable delay, in the Works will be allowed.

The criteria it will use in the evaluation will be: -

Quality	60%
Price	40%

Quality: -

- Schematic setting out layout of solar panels
- Compliance with the supply of information set out in paragraph 2.1
- Technical compliance (including equipment, technical support, programme of works, experience and specialist knowledge)
- Maintenance/warranty provision
- Procedures and practices to ensure quality
- Quality and thoroughness of the tender return – bill of quantities completed
- Accreditation/membership
- Evidence of other similar reference sites

Price: -

- Capital costs
- Other project costs

2.4 Contract, Risks and Insurances

The minimum cover for Public Liability risks and insurances is £5,000,000.

2.5 Payment Terms

Payment to the successful contractor will be paid within 28 days of receipt of invoice subject to satisfying all criteria set out in this ITT.

3.0 The Site

The works are to be carried out at Bishop Sutton Village Hall. Potential contractors will be expected to have familiarised themselves with the village hall and surroundings; a site visit can be arranged if necessary. Should this be required, please email chair@bishopsuttonvillagehall.com to make arrangements. In doing so, potential contractors will be deemed to have assessed any problems likely to be encountered in accessing the site to complete the work.

3.1 Contractor Suitability

Contractors will be expected to evidence at least three reference sites where they have carried out work for similar sized buildings/organisations who are willing to provide a reference as to their satisfaction with the work.

Please provide examples of these in your tender return.

4.0 Maintenance

A Maintenance Agreement will be required to support the new Solar PV system.

The Maintenance Agreement between the contractor and the BSVH shall be for a term of 4 years after the expiration of the Defects Liability Period (DLP) of 12 months (therefore a total of 5 years).

- a. The Maintenance Agreement will relate to the Solar PV and battery equipment and the provision of an ongoing metering and monitoring package accessible to representatives of BSVH remotely

The commencement date of the Maintenance Agreement shall coincide with the formal acceptance of the system by the BSVH.

During this time, any defects of whatsoever nature shall be repaired/corrected free of any charge to the BSVH in accordance with the terms and conditions of the Maintenance Agreement to be concluded between the successful contractor and the BSVH. It will be based on the terms and conditions contained within this specification and more particularly described below. For avoidance of doubt, this will mean that all parts and labour in connection with the repair and maintenance of any part of this new Solar PV system will be inclusive of the capital costs submitted by the contractor for the installation of this system.

4.1 Warranty

The BSVH requires the whole Solar PV hardware and installation to be **warranted for a period of ten years** from the date of handover of the system. Any failures to the system will need to be rectified within that time period and all costs associated with repairing the defective parts will need to be absorbed by the successful contractor.

5.0 Electrical Works

All electrical works will be carried out in accordance with BS7671: 2018 Wiring Regulations 18th edition with a full NICEIC, Electrical Installation Certificate issued for each electrical installation.

6.0 General Conditions of Work

6.1 The contractor shall: -

- a) Carry out all works in accordance with the specification and appropriate British Standards and Health and Safety legislation
- b) Employ a competent site supervisor whilst the works are being carried out
- c) Be responsible for all measures necessary to safeguard the public and property
- d) Avoid damaging public services and liaise with Public Utility Companies where necessary
- e) Upon request of the Employer the contractor shall make available copies of his insurance policies and current receipts available to the Employer before commencing work
- f) Not carry out additional work without authorisation from the BSVH representative
- g) Not subcontract without the prior consent of the BSVH representative
- h) Not carry out any weekend working without the prior consent of the BSVH representative
- i) Be responsible for making good at his own cost any damage caused as a result of his own work
- j) On completion of the contract leave the site and surrounding roads clean and tidy from his own work

- k) Comply with all notices required by any statute, statutory instrument, rule, order or any regulation or bye-law applicable to the Works and shall pay all fees and charges in respect of any such compliance
- l) Ascertain for himself and make due allowance for all police regulations and restrictions affecting the use of the roads by his workpeople, vehicles and plant
- p) Be responsible for the safety and security of all relevant vehicles, equipment, machinery and tools whilst located at the Site
- q) Provide a NICEIC Electrical Installation Certificate for each electrical installation

6.2 The BSVH Shall: -

- a) Reserve the right to suspend or cancel the contract when the conditions and specifications are not being met by the contractor

7.0 Bill of Quantities – Capital Costs

Equipment/Item – Please provide details	Qty	Unit	Cost £
Provision of 5 year maintenance contract with an ongoing metering and monitoring package			
Provision of 10 year Warranty cover with all associated costs included			
Sub-Total (a) including VAT			£

7.1 Other Project Costs

Item	Qty	Unit	Rate	Cost £
Project Management	1			
Commissioning	1			
Documentation	1			
Sub-Total (b)				£
Total Install Cost: Totals sum (a) & (b) including VAT	£			

8.0 Capital Cost of System

Having examined this ITT and conducting a site visit (if necessary), specification, work schedules and Bill of Quantities together with any other particulars of the works, we offer to construct and complete the whole of the said works in conformity with the aforementioned documents for the sums below: -

CAPITAL COST OF CONTRACTOR SYSTEM INSTALLATION (a) & (b) £.....

The above costs shall include the Maintenance Agreement between the successful contractor and the BSVH and shall be for a term of 5 years which will include the defects liability period from the date of Acceptance of the System.

Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender price you may receive.

We agree that these prices shall remain open until 30th September 2024 from the date specified for receipt thereof.

Name of Person, Firm or Company tendering:

Signature: _____ Date: _____

Printed Name: _____ Position: _____

Address: _____

Telephone: _____