



## **Invitation to Tender for Installation of Solar Photovoltaic Panels for Powis Hall Market, Bailey Head, Oswestry, Shropshire SY11 1PZ.**

### **1. INTRODUCTION**

Oswestry Town Council is inviting proposals from suitably qualified companies to install Solar Photovoltaic Panels to the Powis Hall Market, for supply to both the hall and the Guildhall via a link connection.

The closing date for return proposals is 12 noon on 24<sup>th</sup> February 2021. Applications should be returned to Simon Cranmer at Oswestry Town Council and Jennifer Christian at Marches Energy Agency.

This project will be part funded under the Marches Renewable Energy (MarRe) Scheme. MarRE is an ERDF funded grant scheme, providing grants towards renewable energy projects in Herefordshire, Shropshire and Telford & Wrekin.

We have commissioned a weight loading survey of the market roof from an engineering company and will be able to share this in due course.

### **2. PROPOSAL**

Oswestry Town Council require the PV installation to meet the following:

- 110 kWp of PV Panels
- The panels will need to feed both the Powis Market Hall and the Guildhall in a way that all electricity can be consumed by both buildings. There will need to be a link connecting the two, so the system will need to be configured in a way that output can feed both.
- The price will need to include all ancillary equipment such as inverters, optimisers, export limiters, meters and upgrades to both consumer units if required. This is not an exhaustive list and there may be additional equipment needed for the installation.

### **3. TENDER FORMAT**

Suitably qualified companies are invited to tender with a proposal demonstrating the following detail for the proposed installation:

- Date of submission
- Project delivery details – including a full specification of works and installation timescales
- Array Description – for planning application including example image of similar array and indicative sketch plan.
- Total Installed Cost – (detailing VAT) – Including in the price the cost for scaffolding and access.
- Information relating to guarantee
- Framework of costs for repair and replacement that may fall outside of the warranty
- Payment Details
- Details of any discounts/ rebates
- Any special requirements
- Size - Expected annual energy generation, expected number of panels, total area to be covered, total kWp, the expected weight loading.
- Please provide advice on responsible decommissioning and disposal of PV Panels
- Please confirm your commitments to the UK's Modern Slavery Act.

You should include:

- Your full contact details, including contact name, address, and telephone number
- Purchasing Company details, including a contact name and registration number
- Supplier Company details
- Details of your MCS Certification
- Your Contract Terms & Conditions including payment details

### 3. AWARD CRITERIA

All the quotations submitted will be processed in the same way, through an evaluation scoring matrix. This follows a particular set of instructions and the same qualifying criteria to each application will be applied. The matrix is based on a point scoring system. The point scoring system will allocate points on the responses to the tender as per the below criteria weight.

The reliability award criteria will be quantified based on responses to the following items/questions:

1. Details of you financial standing
2. Evidence of your Employer's and Public liability insurance
3. What health and safety protocols do you have in place?

Eligible proposal will be considered against the above requested information and the following award criteria:

#### CRITERIA WEIGHT

Price -	70%
Reliability (formed by questions 1, 2 & 3) -	30%

Oswestry Town Council does not bind itself to accept the tender with the lowest stated price. Oswestry Town Council will not compensate the proposer for costs associated with the production of the tender document.

Oswestry Town Council will only proceed with the project if approved by Full Council and awarded the MarRE grant. We cannot compensate the proposer for costs associated with the production of the tender document should we not be able to proceed with the project.

#### **4. BUDGET PARAMETERS**

Oswestry Town Council requires the budget for this project to include all fees, travel, direct and indirect costs, expenses, and VAT.

#### **6. OFFICIAL AMENDMENTS**

Should it be necessary for Oswestry Town Council to amend the tender documentation or process in any way, prior to receipt of tenders, all bidders in receipt of documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

#### **7. FURTHER INFORMATION**

The appointed contractor will be expected to consider all information held on Oswestry Town Council as confidential.

If you require any clarification on the above, please do not hesitate to contact Simon Cranmer at Oswestry Town Council by email [simoncranmer@oswestry-tc.gov.uk](mailto:simoncranmer@oswestry-tc.gov.uk) or by telephone on 01694 680 222

The closing date for return of tender proposals is 12 noon on 24<sup>th</sup> February 2021.

Emailed proposals should be submitted in an attachment with 'Tender for PV installation' as the subject. This attachment will not be opened until after the closing date and time. It is the proposer's responsibility to ensure that Oswestry Town Council have received any emailed tenders by requesting an emailed acknowledgement.

The email should be sent to both:

1. Simon Cranmer (Ops Manager, OTC) [simoncranmer@oswestry-tc.gov.uk](mailto:simoncranmer@oswestry-tc.gov.uk)
2. Jennifer Christian (Marches Energy Agency) [jennifer@mea.org.uk](mailto:jennifer@mea.org.uk)

Proposals must comply with the requirements set out in the tender specification.

Proposals which fail to address these requirements will not be considered.

#### **8. TIMETABLE**

**KEY ACTIONS**

**DATE**

Issue Tender	13 <sup>th</sup> January 2021
Closing Date for Return of Tender	24 <sup>th</sup> February 2021
Interviews (potential)	w/c 8 <sup>th</sup> March 2021
Contract Award	TBC
Contract Commencement	TBC