INVITATION TO TENDER FOR:

THE PURCHASE AND INSTALLATION OF A PHOTOVOLTAIC SYSTEM AT TEIGN SCHOOL, KINGSTEIGNTON, DEVON

Invitation to tender. Document release date: 10th August 2015
Electronic Response date: 28th August 2015

Please note hard copy is required to arrive by post no later than
4th September 2015.

Address for return of documentation:

by email to Jamie Burnham, Iain Freeland and Fuad Al-Tawil
jamie@grass-roots.uk ; ifreeland@tast.org.uk ; fuadaltawil@yahoo.co.uk

plus hard copies to Fuad Al-Tawil
Deer Park Farm
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Newton Abbot
TQ12 4SJ

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Section 1. Background and conditions of the project

1.1 About the project

This is an invitation to design, supply, install and commission a photovoltaic system of ~50kWp on the roof of Teign School, Kingsteignton, Devon. The project is being managed by Teign Energy Communities Ltd. (TECs), a Community Benefit Society (CBS) in the process of being registered. The Teign School project is the first of a series of similar installations being developed by TECs.

As TECs may not be fully registered in time as a CBS, all contractual arrangements will therefore be conducted with Templer Academy Schools Trust (TAST), the owners of the building/site where the system is to be installed.

TECs has been set up to deliver a series of renewable energy projects throughout Teignbridge. Our concept is one in which TECs represents the umbrella organisation supporting the people of Teignbridge and stakeholders to deliver sustainable and viable Renewable Energy (RE) projects throughout the local authority district. TECs intends to raise capital through public share offers for vetted RE projects and own/operate these. Revenue would be generated from the sale of energy and RE subsidies where applicable, this would pay for share dividends, operating costs and a community fund.

In the immediate term, TECs plans an initial pilot installation (50kWp) with one of its stakeholders (TAST) as soon as this is feasible in 2015. Capital funds for this will be sought from selected investors associated with the site and TECs itself.

TECs has moved quickly from our initial intention to establish this initiative in November 2014. This has been possible through the generous support received from stakeholders and supporters including: Teignbridge District Council; Templer Schools Academy Trust; Teign Housing; Transition Newton Abbot CIC; the Avenue Church and Two Valleys Community Energy.

We have also received seed funding and support for the initiative from Devon County Council; Esmée Fairbairn Foundation; Regen S/W; Climate Positive Ltd.; Community for Renewables CIC and Co-operatives UK.

1.2 Contract requirements

The intention is to enter into a fixed price contract for the design, supply, installation, connection and commissioning of a ~50 kWp solar photovoltaic system on the roof of the sports hall at Teign School in Kingsteignton.

The contract will be for a pilot project. TECs expects to be initiating further projects in Teignbridge and a successful collaboration on this installation could lead to follow-on work as we hope to establish a small number of preferred installers.

1.3 Scope of supply

The fixed price contract will include:

- Initial site visit to inform design and pricing;
- System design and specification;
- Provision of scaffolding and safe working access where required;
- Provision of any lifting equipment or specialist machinery;
- supply and installation of the solar panels and all associated equipment necessary for the optimal supply of electricity from the solar panels to the existing three phase grid connection point at the sports hall;
- Grid connection and liason with WPD;
- Overall commissioning of the installation;
- Provision of MCS certificate, system schematics and paperwork for product/service warranties;
- Configuration/connection of monitoring software to include demonstration to school's 'Energy Champion' and hand over to facilities / estates manager and
- Estimates and recommendations for ongoing maintenance schedule/costs not covered by warranties.

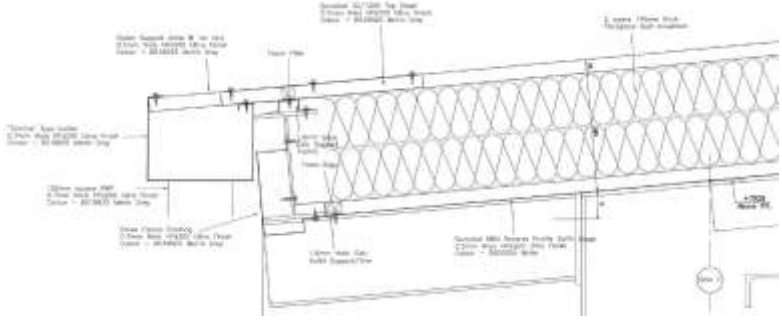
Further details of the requirements may be found in the following sections.

1.4 Project Details

TECs has carried out an initial assessment of the site, however it is the installers responsibility to make their own assessment. The following information is provided to assist the installer, TECs takes no responsibility for the accuracy of this.

The panels will be installed on the recently constructed (in 2012) Sports Hall roof at Teign School, Chudleigh Rd, Kingsteignton, Newton Abbot, Devon, TQ12 3JG.

Roof covering is a 0.7mm thick, steel, trapezoidal, Euroclad 32/1000 sheet with roof lights running the length of the higher and lower edges.



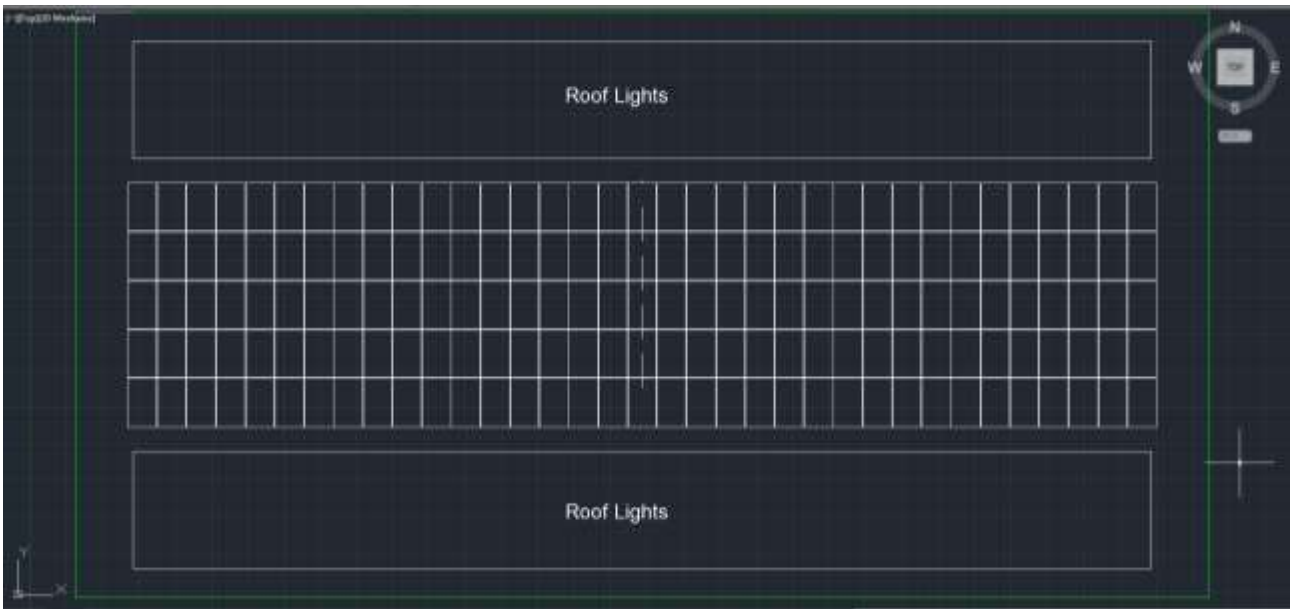
Full structural details are available on request. It is the installer's responsibility to confirm structural suitability of the roof before carrying out the installation.

Roof orientation is SW with a shallow pitch of approximately 6˚ from the horizontal. There is no shading. Bing maps will generate an image showing the sports hall below.

Roof dimensions are approximately 39m x 21m. Roof lights sit approx 5m in from both of the long edges of the roof leaving an area available for panels of approximately 35m by 10m.

Height from ground to gutter on the SW edge is approximately 9m. Access is best from the SW face where the ground is a flat tarmac surface.

An initial layout has been drawn up to check potential capacity. Allowing for a 1.5m gap from the edge of the panels to the end of the roof and a 0.8m gap from the roof lights to the panels we believe it is possible to fit 175 No. PV panels of dimension 1,650mm x 991mm allowing for a 20mm gap between each panel.



In order to achieve 50kWp installed capacity we need to have a minimum of 175No. 285W panels. The layout above is purely to be used as a guide, if you are able to design a more efficient or cost effective layout please submit a plan with your response.

Mono Crystalline panels are preferable but Polycrystalline panels will be considered if the system can be shown to be better value both in terms of installation cost but also in terms of energy generation and return from the FiT.

Inverters should be Solar Edge with Power Optimisers or similar. Must be G59/3 type tested and certified for connection to the UK grid. Any specified system must include detailed monitoring preferably on an individual panel level.

System design must adhere to MCS guidance docs MIS 3002

Scaffolding is to be included in the price. A minimum of one loading platform for safe delivery of panels and full edge protection is to be included where required.

The school will provide suitable storage for panels to be delivered to site during the installation period however any damage or theft will be the responsibility of the installer and must be covered by the insurance of the installer.

Some welfare facilities and access to electrical power may be available on site, please specify requirements if any.

TECs have raised a WPD application for connection at the school which has been accepted in principle with no upgrades required. It will be the responsibility of the installer to provide finalised specification, schematics, type test certification documents to WPD to finalise agreement details before the installation is carried out.

The installer is responsible for confirming whether or not a G59 Relay is required and for including within the price where required.

A 1/2 hourly export meter is required to monitor both the school's consumption of generated PV electricity as well as any export energy. This must be included within the scope of work, your suggestions on different options and whether smart meters could be used, is welcome.

1.5 Tender process and project timetable

A minumum of four preferred tenderers will be selected. The four preferred tenderers will be asked to visit Teign school on the date agreed in the window identified below. At this site visit, the tenderers will be given access (as so far as is practical) to the roof and will be expected to ensure that they go away with sufficient information to provide to TECs a final fixed-price quotation from the whole of the scope of supply including cabling and connection.

A final tenderer will then be selected.

The tendering timetable will be as follows:

1.	Request for tender documents issued	10 August **2015**
2.	Visit to site – tenderers will arrange to visit Teign school to enable them to gather sufficient information to respond to this invitation to tender	Preferably on the 24th August, but other dates may be possible
3.	Tenders returned to TECs – the tenderer will supply a compliant tender including a fixed price for the entire scope of supply specified in this invitation to tender	e-mail: 28th August hard copy: 4th September
4.	Preferred tenderers notified –tenderers will be selected on the basis of the tender assessment criteria noted in this invitation to tender	21st September
7.	Contracting process	week commencing 21st September 2015
8.	Installation window - school holiday	22nd October - 2nd November 2015

If TECs determines (in its sole discretion) that the finalisation of the contract is taking too long then it may switch to the best runner-up tender.

TECs' aim is for the solar panels to be installed during the school's autumn mid-term break 22nd October - 2nd November 2015.

1.6 Contact details

The following is a list of people, their project roles and contact details associated with this project, please contact the appropriate person direct.

Jamie Burnham (TECs): Overall technical responsibility ; 07415819305 ; jamie@grass-roots.uk

Fuad Al-Tawil (TECs): Overall administrative responsibility ; 01626 87 2721; fuadaltawil@yahoo.co.uk

Iain Freeland (TECs & TAST): Contractual/Legal responsibilities; 07816 343453 ; ifreeland@tast.org.uk

1.7 Tender assessment criteria

For a tender to be assessed, the tenderer must:

- complete all of the information requested in the format provided (supplementary material may also be submitted);
- have successfully installed a PV scheme of 50kWp or larger (reference required) and
- Provide evidence of Public liability insurance and Professional Indemnity Insurance.

Compliant tenders will be assessed on the basis of the information provided by the tenderer, placing emphasis on the following criteria at the levels indicated:

- Price - 30%
- Guaranteed installation date - 30%
- Ability to provide/use local service - 20%
- Added value, in particular quality of warranties - 20%

1.8 Tender conditions

The tenderer agrees to comply with the following tender conditions:

1 The tenderer and all equipment installed must be certificated by the Microgeneration Certification Scheme (MCS) to ensure compliance with the Feed-in Tariff legislation.

2 The tenderer must notify in writing if any of the submitted tender information changes or if the tenderer becomes aware that information provided to TECs is inaccurate, incomplete or misleading.

3 The Tenderer will promptly assist TECs in providing documentation to support any planning/grid connection application necessary for the project.

4 The installation will comply in all respects with the specifications and performance information set out in the tender.

5 The tenderer must not hold itself out as an agent of TECs or make any representations that would lead people to believe that TECs guarantees the products and/or services offered by the tenderer.

6 If any claim is brought by Teign School or other third party against TECs and the claim is caused by any act or activities of the tenderer (or its subcontractors) under or in connection with the installation or any other act, omission, misrepresentation or negligence on the part of the tenderer (or its subcontractors), then the tenderer must indemnify TECs from and against all costs, expenses (including, but not limited to, legal and other professional fees and expenses) losses, damages and other liabilities (of whatever nature, whether contractual, delictual or otherwise) suffered or incurred by TECs,

7 The tenderer must gain TECs' prior written agreement to any publicity in connection with this contract.

By signing below the tenderer agrees to be bound by the Tender and confirms that the information set out in its submitted tender documentation document is true and accurate in all respects:

.....

for and on behalf of [*insert tenderer name*]

Name: .....

Position: .....

Date: .....

Section 2. Information required

2.1 Tender information requirements

Scenario for Solar PV	One	Two
PV size required (kWp)	50	-
A. Brief Design Description		
A.1 Overall description		
A.2 Panel brand, model, quantity and description (including country of manufacture, number and dimensions of panels and warranty details)		
A.3 Inverter brand, model, quantity and description (including country of manufacture and warranty details)		
A.4 Racking system brand, model and description (including country of manufacture and warranty details)		
B. System Performance		
B.1 The closest system size you can provide (kWp)		
B.2 The required roof area for the PV panel (m^2)		
B.3 Forecast annual electricity generation (kWh)		
B.4 Basis of the forecast annual electricity generation		
B.5 Please describe the system design and location of major components which ensures optimal performance and ease of maintenance/repair.		

C. Price		
C.1 Fixed price for delivery of full turnkey installation as described in sections 1.3 and 1.4 of this document		
C.2 Price of call out not covered by warranties		
C.3 Breakdown of fixed prices to include Parts/Materials, Labour, Scaffolding & Ancillary		
D. Inverter/Panel replacement		
Please describe the warranty arrangement, detailing circumstances not covered by the warranties described in A. above. Please include estimated prices (at current rates) to replace the inverter and/or a panel.		
E. Maintenance and ongoing support		
Please outline any proposals you may have to provide maintenance and support services, the level of service you would consider prudent (if any) and how you would price this.		

2.2 Local knowledge and impact

a)	**Has your company worked in or around Teignbridge before? If so, please give details.**
b)	**Is the installation team local?**
c)	**Please advise your estimated time on site and how you intend to minimise environmental impact in delivering this work.**

2.3 Warranties & Guarantees

a)	As well as providing details on warranties for the major components, please provide similar details of your workmanship/installation warranties and any insurance backed guarantees for these.
b)	Please advise any arrangements you may propose on how you would address issues associated with the system not meeting the performance figures specified in B.3 above. Describe how you would monitor this performance and what action you would take to remedy issues associated with system design, specification, installation, components and electrical connections.

2.4 Company Information

Organisations can also partner to compete for a bid. In this case, please provide below the details of the lead bidder and how this organisation will ensure a high standard of installation is achieved with its tenderer partners/subcontractors.

a. Address Details:

Company name:			
Address:			
Town:		**Postcode:**	
Registered Office (if different from above):			
Phone:		**Fax:**	
Easy-access contact (i.e. local office, 24/7 hotline)		**Website:**	
Person to contact regarding this tender:			
Position:			
Direct line:		**Mobile:**	
E-mail:			

b. Company Details:

Legal status (e. g. Sole Trader, Partnership, Private Limited Company, Public Limited Company or other):			
Details of any outstanding claims or litigation against the Company:			
Declaration of complaints raised under Clearskies, MCS and/or REAL against the company, partners or subcontractors used by the company. If any, please provide details on corrective action/outcome/status.			
VAT registration number:		**Date established or registered:**	
Name of Parent Company or details of Group Structure Include details of other organisations when bid is on behalf of a group of organisations**:**			
Number of staff (direct employment):			

c. Accreditation and quality assurance

MCS (or equivalent) certification number(s):	
Renewal audit date for MCS certification:	
Do you intend on renewing your MCS (or equivalent) certification for another year beyond your current certification period?	YES ☐ NO ☐
Please indicate how you make sure that all aspects of the building regulations are followed during an installation including structure, fire, hygiene, conservation of energy, electrical safety and any others that might apply and how you make sure that completion certificates are accepted by the appropriate local authority.	
List any additional quality assurance standards that you will strictly follow within the installation process:	
State the names of any associations or guarantee schemes of which the company is a member of and any company awards:	
Give details on how quality is achieved/checked if using subcontractors, if applicable	

d. Technical scope

How long has your organisation been installing solar PV systems of equivalent size and what is its total installed capacity?	
What is your specialist area and what are the other services you provide?	
Can you provide one or more case studies and a reference site of ~50kW as a demonstration of your previous experience?	YES, documents enclosed ☐ NO ☐

2.5 Check list of documents to include in the tender

Please provide the following documents in addition to your quote/completed questionnaire and the signed declaration on page 6:

- ❒ Contractual terms and conditions including payment terms
- ❒ Full details of warranties
- ❒ MCS certification (or equivalent) document
- ❒ Case Study and reference contact details
- ❒ Copy of standard quote
- ❒ Copies of P.I and P.L Insurance certificates
- ❒ Proposed System Layout
- ❒ Health and Safety Policy / Procedure (CDM)
- ❒ On-site welfare and power requirements

PLEASE REMEMBER TO COMPLETE AND SIGN THE DECLARATION ON PAGE 6 AND INCLUDE THIS WITH YOUR RETURNED TENDER DOCUMENTATION. SUBMITTED SIGNATURES MUST BE ORIGINALS IN HARD COPY.