

BROADSTAIRS
TOWN TEAM



Design, supply and installation of photovoltaic panels

at

Broadstairs Town Shed

Unit 3 Oakwood Industrial Estate

Dane Valley Road

St Peters, Broadstairs

Kent

CT10 3JL

INVITATION TO TENDER
PHOTOVOLTAIC PROJECT

Broadstairs Town Team
7 The Broadway, Broadstairs, Kent CT10 2AD
Tel: 07857 354330 Email: helen@broadstairstownshed.org.uk

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SECTION 1: TENDER PROCESS INSTRUCTIONS

1.1 Broadstairs Town Team

Broadstairs Town Team (BTT) is a registered charity and company limited by guarantee based in Broadstairs in East Kent. Broadstairs Town Shed (BTS) is the charity's flagship project delivering a woodworking, craft and wellbeing community offer.

Further information about Broadstairs Town Team, and its flagship project, Broadstairs Town Shed can be found at <http://www.broadstairstownteam.org.uk> and www.broadstairstowshed.org.uk

Broadstairs Town Team wishes to procure a contractor to complete an EICR and 3 phase load test, installation of photovoltaic panels, to maximise our solar efficiency, self-consumption electrical space and water heating, with the ability to retrofit battery storage.

This document sets out the requirements, timetable and process, and provides details of the information required to be submitted in order to be considered for the contract.

To arrange a site visit, please contact Broadstairs Town Shed on 07857 354330 and ask for Helen Robertson, Shed Coordinator.

1.2 Timescales

The photovoltaic installation will follow on from, and utilize the scaffolding for, a roof replacement scheduled between Spring to early Autumn of 2024. Access to The Shed, for the additional electrical work required, can be facilitated from April 2024.

1.3 Contract Award

Once Broadstairs Town Team has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

1.4 Tender Timetable

Completed tenders must be returned, along with all supporting documents to Karen Cleverdon, 7 The Broadway, Broadstairs, Kent CT102AD to be received **no later than 12.30pm on Monday 4th March 2024.**

Tender documents must be sealed in a plain envelope with '*Broadstairs Town Shed Photovoltaic Tender Response*' written clearly on the front. Tenderers should note that this timetable may be subject to change - any changes will be communicated to all known tenderers as soon as possible.

Activity	Date
Issue of Invitation to Tender	1 st February 2024
Receipt of any queries from prospective tenderers	20 th February 2024
Submissions of tenders	By 12.30 pm on Monday 4 th March 2024

Decision on award of contract by	15 th March 2024
Commencement of work	April 2024

1.5 Clarifications

Any queries or requests for clarification relating to this tender must be made by email to helen@broadstairstownshed.org.uk no later than 20th February 2024. Broadstairs Town Team will endeavour, so far as is practical, to respond to all clarifications as soon as possible.

1.6 Tender Evaluation

Tenders will be evaluated in accordance with the details specified in this document. Broadstairs Town Team does not bind itself to accept the lowest, or indeed any, of the tenders submitted.

1.7 Contract Terms

By submitting a tender, tenderers are agreeing to be bound by the terms of this tender document without further negotiation or amendment.

1.8 Broadstairs Town Team reserves the right to:

- Seek clarification or additional documents in respect of any tender submission.
- Disqualify any tender which has been deemed not to meet Broadstairs Town Team's requirements.
- Discount evasive, unclear tenders.
- Withdraw this tender at any time or to re-invite tenders on the same or any alternative basis.
- Choose not to award any contract as a result of the procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process depending on approvals, processes or any other reason.

1.9 Warranties and Disclaimers

While the information contained within this tender document is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.

Broadstairs Town Team will not accept any liability for its accuracy or completeness, nor with any express or implied warranty given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this tender including its Appendices and in respect of any other written or verbal communication transmitted or made available to any tenderer.

1.10 Costs

Broadstairs Town Team will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer or any third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by Broadstairs Town Team.

1.11 Confidentiality of Data

Broadstairs Town Team will ensure that the information and data provided by the tenderers is kept strictly confidential and only utilised for the assessment of this tender.

SECTION 2: REQUIREMENTS

2.1 Introduction

This section sets out the requirements of Broadstairs Town Team in terms of the delivery of the contract.

2.2 Safety, Health and Welfare

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations, in particular, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Hazardous Waste (England and Wales) Regulations 2005

The successful contractor will be required to satisfy Broadstairs Town Team as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Machinery should be operated by suitably qualified and experienced workers. Contractor staff should wear the required personal protective equipment (PPE) when required.

The contractor should inform Broadstairs Town Team of any unsafe feature or any matter of concern.

The contractor is to be responsible for the Health and Safety of their employees/sub-contractors and the public liability towards the general public. Evidence of licences and compliant health and safety training must be made available to Broadstairs Town Team.

The contractor is to keep a record of all risk assessments and to supply a copy to Broadstairs Town Team upon request.

The contractor is to ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.

The contractor is to ensure that the photovoltaic panels are installed by an MCS (Microgeneration Certificate Scheme) certified installer.

2.3 Insurance

The contractor is to put in place and maintain its own public and product liability insurance.

2.4 Accident Reporting

In the event of an accident, incident, potentially dangerous or dangerous occurrence, the contractor will inform Broadstairs Town Team within 48 hours of the occurrence.

2.5 Precautions to Prevent Nuisance

The contractor shall take all reasonable precautions to prevent nuisance from noise and disturbance during the work.

The contractor shall take all reasonable precautions during the work to prevent damage to property and shall be held responsible for any damage resulting from the work and shall make good such damage at its own expense.

2.6 Tools and Plant

The contractor shall provide all equipment and machinery necessary for the required work and will clear away on completion. Equipment and chemicals should always be used in the correct manner and for the correct purpose. Any equipment shall be satisfactorily maintained and records of maintenance shall be made available for inspection on request.

2.7 Pricing

Pricing set out in the tender response shall be final.

SECTION 3: THEFT/BREAKAGES AND DAMAGES

The contractor will be solely responsible for damage, breakages or theft by its employees/sub-contractors or agents.

SECTION 4 – QUALIFYING INFORMATION

Tenderers are required to complete the application and provide the following documentation:

- Certificate of Public & Product Liability Insurance of £10m indemnity
- Method Statement for each aspect of the work
- Copy of Health and Safety Policy
- Completed Risk Assessment Forms
- Certificates of competency/training for equipment operators (if applicable)
- Copies of site safety training certificates eg CITB card etc (if applicable)
- MOT test certificates and insurance policies for vehicles being used
- The completed contractor declaration (copy supplied)
- Copy of Waste Carriers Licence
- Any other information relevant to the safe completion of the work.

SECTION 5 – SCHEDULE OF WORKS

The following schedules of work including electrical inspection, the design, supply and installation of photovoltaic panels with self-consumption space and water heating.

The dimensions for the roof, over two elevations, is 439m².

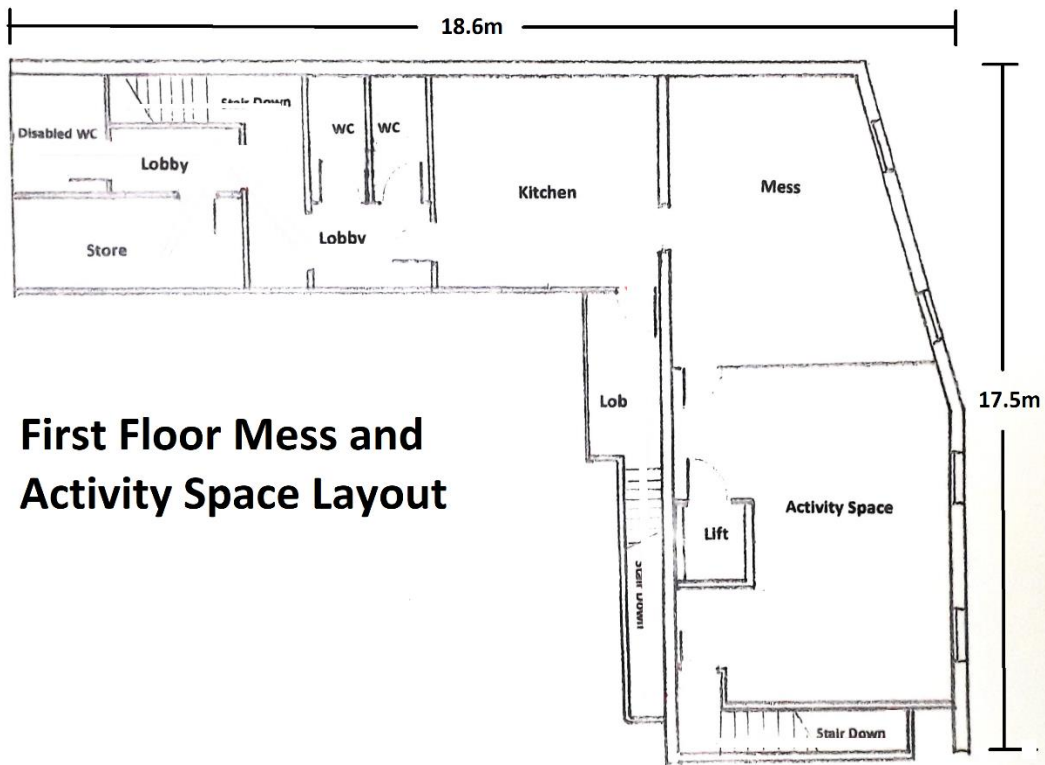
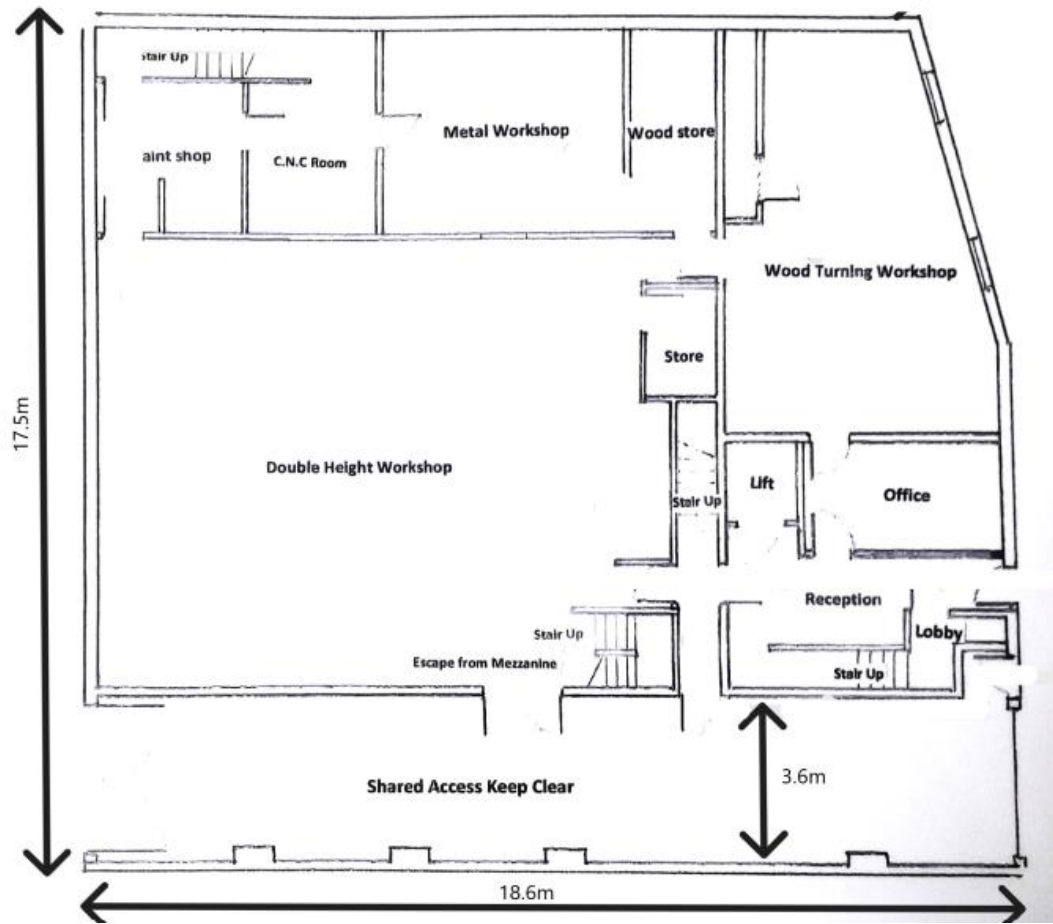
5.1 Electrical Schedule

Item No	Quantity	Description	Cost Per	Total
1	Item	Completion an EICR, of approximately 40 circuits, and three phase load test.	1	£
2	Item	Self-consumption electrical space and water heating installed to upstairs mess and activity areas.	1	£
3	Item	On completion of the works ensure that all plant, waste and general debris caused by the works are cleared from site in a timely manner.	1	£
			Total	£

5.2 Photovoltaic Panels Schedule – design, supply and installation

Item No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection. Include for all works necessary to comply with current legislation requirements.	1	£
2	Item	Provide all necessary plant, equipment and materials to fit and commission new photovoltaic panels to the entire southerly facing elevations, excluding areas of roof lights. The new panels to be compatible with the new roof covering, include all necessary cables and connection to the existing mains supply. All works to comply with current building regulations and NICEIC (National Inspection Council for Electrical Installation Contracting) requirements. Approximately, 18.4kWh package.	1	£
3	Item	All works and materials are to be covered by a manufacturer's guarantee for the materials and an insurance backed guarantee for the workmanship for a minimum of five years.	1	£
4	Item	On completion of the works ensure that all plant, waste and general debris caused by the removal works are cleared from site in a timely manner.	1	£
5	Item	Include all details of the proposed materials and fixing systems within the quote.	1	£
6	Item	Provide manufacturer's details of the proposed photovoltaic system, to include expected output and pay-back term.		
7	Item	Provide costing for the provision of bird protection.		
			Total	£

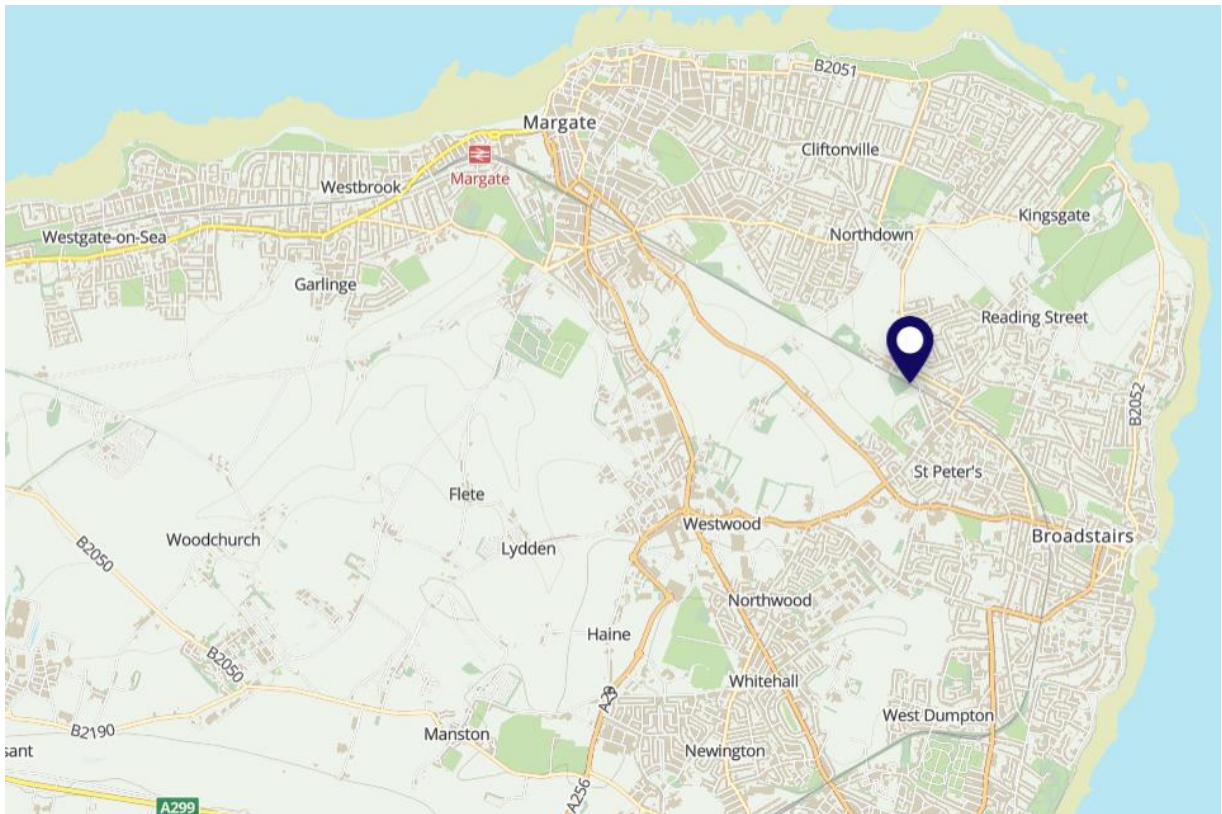
SECTION 6 – GROUND FLOOR SPACE DEPICTING ROOF AREA



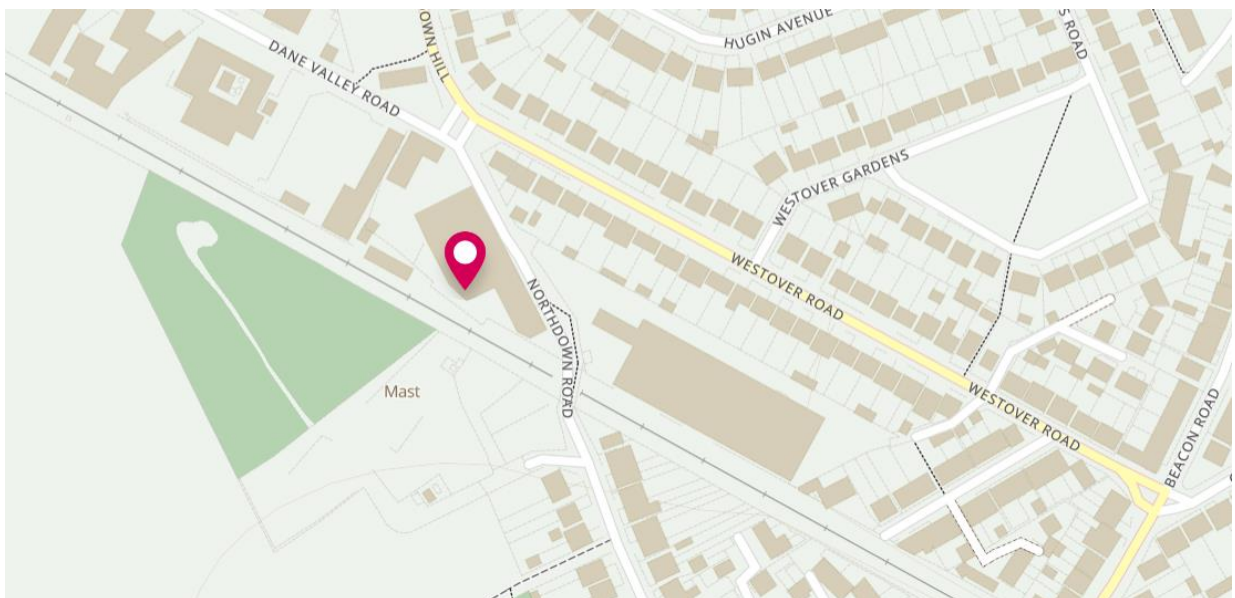
First Floor Mess and Activity Space Layout

SECTION 7 – LOCATION, SITE PLAN

7.1 Location



7.2 Site Plan



SECTION 8 – PHOTOGRAPHS

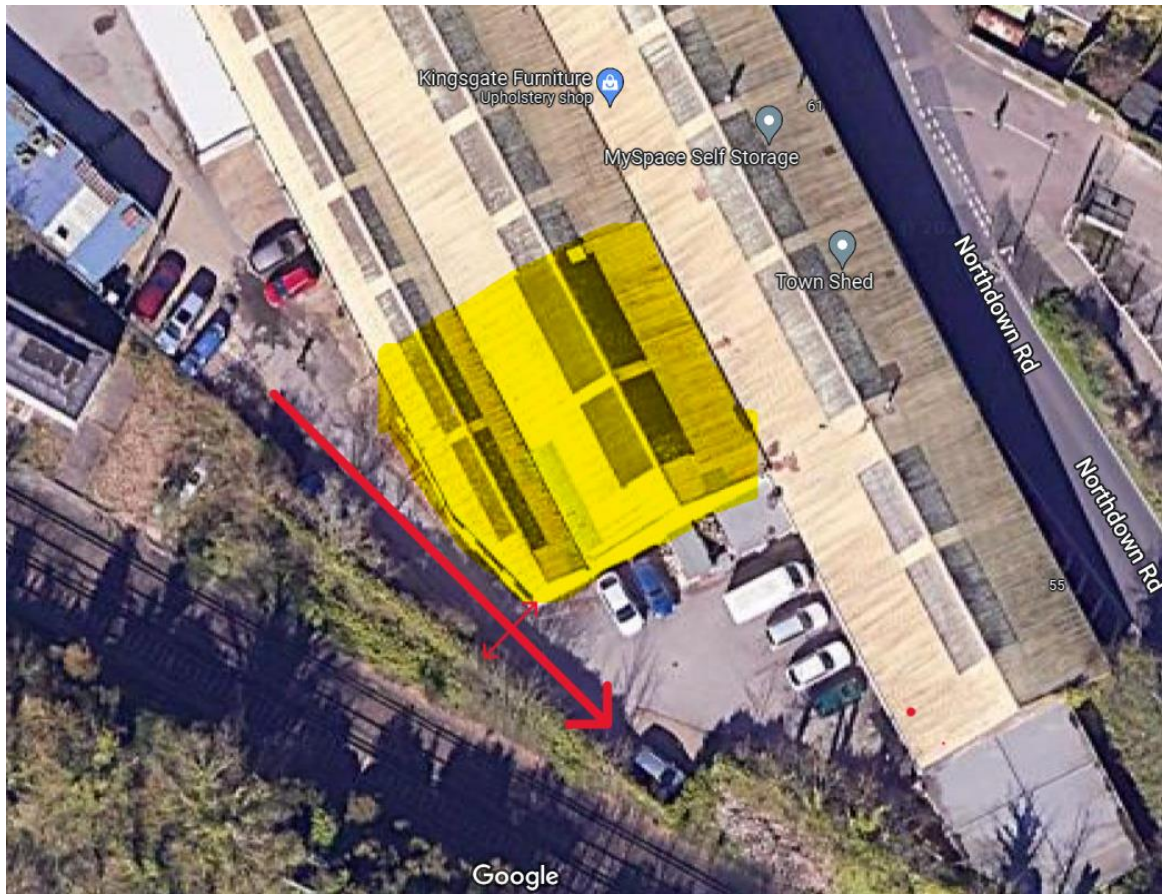
8.1 Broadstairs Town Shed – roof profile outlined in red



8.2 Broadstairs Town Shed – roof lights and structure



8.3 Broadstairs Town Shed - red arrow highlighting vehicular access to be maintained and scaffold pinch point



8.4 Broadstairs Town Shed – Ground View



9. APPLICATION FOR TENDER

Name of business	
Contact name	
Address	
Telephone number	
Email address	
Website address (if applicable)	
Company registration number (if applicable)	
Address of registered company (if different from above)	
VAT Registration number (if applicable)	
Total Price Quoted for work, as detailed in the specification	

Health and Safety/Insurance

The following documents must be supplied:

Item no.	Document	Enclosed ✓
1	Certificate of Public & Product Liability Insurance of £10m indemnity	
2	Method Statement for each aspect of the work	
3	Copy of your written Health and Safety Policy	
4	Completed Risk Assessment Forms	
5	Certificates of competency/training/accreditation	
6	Copies of site safety training certificates eg CITB card etc	
8	Details of hazardous substances being brought onto site	
9	The completed Declaration (copy supplied)	
10	Copy of Waste Carriers Licence	
11	References	
12	Any other information relevant to the safe completion of this project	

Please complete and return this form to:

Karen Cleverdon, 7 The Broadway, Broadstairs, Kent CT102AD

10. DECLARATION STATEMENT

- We accept the provisions of the Invitation to Tender and offer to provide required electrical works, supply and fit photovoltaic panels at Broadstairs Town Shed, St Peters, Kent, in accordance with the prices, terms and conditions stated herein.
- We have checked our Tender before submission as amendments to, or withdrawals of, the Tender submitted if received by Broadstairs Town Team after the time specified for receipt of tender, may not be considered.
- We undertake, and it shall be a condition of any Contract that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any other person.
- We understand that no variations in, or acceptance of, any Invitation to Tender or Tender shall be binding unless agreed in writing.
- The Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.
- Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall not constitute a binding agreement between us.
- We undertake that any of our employees/sub-contractors or agents providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.
- We understand, and it is agreed, that Broadstairs Town Team shall retain the right to reject any/all Tenders in whole or in part and it is furthermore agreed that Broadstairs Town Team shall be under no obligation to select the lowest or any other Tender.
- We understand that Broadstairs Town Team reserves the right to alter or cancel any requirements stated in the contract at any time during the period of the contract.
- We have taken all the necessary steps to inform ourselves regarding this requirement and we understand and agree that Broadstairs Town Team shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Email:	
Signed:	
Dated:	