**Lake District National Park Authority**

**Invitation to Tender (ITT)**

**The supply and installation of 9 electric vehicle charge points for The Lake District National Park Authority**

**Deadline for Submissions**

**29th November 2019**

# INFORMATION AND INSTRUCTIONS TO TENDERERS

### Introduction and background to the project

The Lake District National Park Authority (LDPNA) are looking to install 9 Electric Vehicle (EV) charge points at three of our sites.

Site 1: Head Office. Murley Moss, Oxenholme Road, Kendal, LA9 7RL

Requirement: 5 x 50kw rapid chargers

Site 2: Northern Office, Old Station Yard, Threlkeld, Keswick, CA12 4TT

Requirement: 2 50kw rapid chargers

Site 3: Southern Office, Saunderpot Depot, Land Ends, Haverthwaite, LA12 8AB

Requirements: 2 x 7kw chargers

LDNPA is looking to update its fleet vehicles to electric vehicles and install EV charging infrastructure at our offices. We are looking to purchase the EV chargers outright and are not looking for a company to subsidise or loan us EV chargers.

We are looking for a supplier to provide us with the EV charging equipment, working with our electricity network supplier, Electricity Northwest Limited (ENWL) on the implementation of the necessary upgrades to our incoming electricity supply. Following initial discussions with, ENWL, we are aware that upgrades to the existing electrical infrastructure are required at our Head Office and the Northern Office and that two new substations are required. We have obtained formal quotes for this work and would expect our supplier to follow ENWL guidance to implement new charging points in a way that seamlessly connects our properties and chargers to these new substations.

**Timetable for this project**

Our timetable for this project is:

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 29th November 2019 | Tenders return deadline |
| 2-4th December 2019 | Tender evaluation |
| 9-10th December 2019 | Contractor Interviews (if required) |
| 11th December 2019 | Notification to successful supplier |
| 23rd December 2019 | Contract Award (after 10 working day cooling off period) |
| 31st March 2020 | Completion of works and handover to client |

**Gateway Criteria for Suppliers**

This tender opportunity seeks to appoint contractors with proven experience and skills in the provision of EV chargers and electricity network upgrades. There are therefore a number of essential requirements that must be met by contractors taking part in this tender process. These gateway criteria are listed below. It is essential that contractors are able to answer ‘Yes’ to all of the following questions and are able to evidence their response when asked to do so. Some questions require additional information, which should also be provided below. If you are unable to answer ‘Yes’ to these questions and to evidence your response, we will be unable to consider your tender submission and you should not proceed with the submission of a costed tender.

**Second section – Gate Criteria**

|  |  |  |
| --- | --- | --- |
| **Essential** pre-qualifying requirements | | **Answer Yes or No. No answers will prevent further participation in this tender.** |
| Do you have experience of delivering EV chargers including rapid chargers?  Please provide further details of up to 3 such contracts in the past 5 years in the references appendix. | |  |
| Do you have experience of working with local electricity network suppliers? |  | |
| Do you have experience in working with the installation of new substations to accommodate your EV charging equipment, including connecting to the supply and any alterations/upgrades required to private networks? |  | |
| Are you able to deliver and fully comply with all the dates set out in the time table show above? |  | |
| Do you provide remote network software for the chargers? |  | |

### Tender Specification

You are required to supply and install in full working order the following:

Site 1: Head Office. Murley Moss, Oxenholme Road, Kendal, LA9 7RL

Requirement: 5 x 50kw rapid chargers

Site 2: Northern Office, Old Station Yard, Threlkeld, Keswick, CA12 4TT

Requirement: 2 50kw rapid chargers

Site 3: Southern Office, Saunderpot Depot, Land Ends, Haverthwaite, LA12 8AB

Requirements: 2 x 7kw chargers

All EV charging infrastructure should be installed and working as of 31st March 2020.

Upon appointment, the successful supplier should carry out any surveys and design work involved with the new EV chargers and satisfy themselves with the electricity supply upgrade applications submitted to ENWL for our Head Office and Northern Office.

They should include for any site clearance works and preparing the area (plinths/base etc) for both the EV chargers themselves and the proposed substations to be constructed by ENWL. At Murley Moss it is proposed that the new substation will be location where the existing bin store is located, you should therefore include for demolition of the bin store wall and making good the land ready for ENWL.

The supplier should include for all work involved with connecting and upgrade/alteration work required to our private network, including meter upgrades and connections with our electricity supplier. Ensuring compliance with industry standards and safe working practices.

The supplier should include for all work involved with connecting to ENWL substations and ensure they/or their subcontractors are compliant with all ENWL working guidelines and practices. The supplier will be responsible for liaising direct with ENWL on the client’s behalf.

The supplier should also indicate the type of EV chargers they are proposing to use and provide details of their network management software

Although the chargers are to be primarily used for our own fleet vehicles, the supplier should indicate potential options available to us should we decide to share our infrastructure with the public. This should include details of how payment could be taken from members of the public and any membership schemes they operate.

The supplier should provide a breakdown of their quotation to include costs for the following items:

1. Design and survey works
2. Liaising with ENWL and any other parties throughout the project
3. Civils work to prepare for installation of two new substations
4. Civils work to connect our supply to new substations
5. Any upgrade works to our supply
6. Cost per individual charger unit
7. Connection of charger units from our supply
8. Ongoing costs
9. Details of warranty

### Submission of the tender documents

**What you need to do**

Your submission should include:

1. Confirmation of your company’s ability to deliver the project within the scope required.

* A Project management methodology is to be completed to assure us that you can deliver the project at the quality levels expected within the timescales specified.
* A Project timescale must be enclosed with Tender documents.
* A statement on any constraints in delivering the project and how you plan to overcome these.

1. Technical specification of the EV chargers to be used.
2. Details of your fee proposal to meet the required specification. This must include an itemised breakdown of the proposed fee as detailed above. The full bid price must be completed in the last section of this document. Any additional ‘hidden’ costs that might be incurred should also be noted.
3. Responses to Appendixes A-D

**Tenders should be uploaded to The Chest by 1200 on 29 November 2019**

Tender documents received late, i.e. after the specified date and time, will not be considered.

**How to return the tender**

The tender must be uploaded to ‘The Chest’ and must be a Word document and saved as: your company, tender and the month (for example the file name for acme consultancy would be: - ACME ITT MAY). Please do not submit any other brochures or supporting documentation at this stage unless specifically asked for. If we receive additional documentation, if your tender is not saved correctly, or if it is saved in the wrong format we may not be able to review and evaluate your tender.

We will not consider any documentation that is late. We often receive documents uploaded onto The Chest that are on the borderline. We would encourage you to submit our tender well in advance of the deadline. It is important to remember it takes time to upload documents onto The Chest, if you encounter technical difficulties, please contact Due North (The Chest software provider) who will be able to offer assistance.

These measures ensure there is consistency in the way that questions are presented, making the process fair for all applicants.

**Opening of tenders**

Tender documents will remain unopened until after the closing date, after which time they will be opened at one time, with witnesses, by independent officers of the Authority. All tenders submitted will be verified to ensure that the information requested has been provided. Once tender documents have been opened and signed they are then passed to the originating department for evaluation.

**Contact and information**

If you have any questions that you wish to ask the LDNPA, you must submit them via The Chest. Where responses give information that could be advantageous to all tendering the answer will be made available to all parties.

### Evaluation of tenders

Before commencing a formal tender evaluation, documents provided by tenderers will be checked to ensure that they are complete. At this stage, any non-compliant tenders will be rejected by the Authority. Tender responses which are deemed to meet the eligibility requirements will be shortlisted and we may invite tenderers for a second stage interview. Shortlisted tender submissions will be evaluated according to the Evaluation Criteria given later in this document.

Each tender will be evaluated and competitively marked by a team of LDNPA staff.

**Evaluation criteria**

All tenders received will be considered based on the information they have submitted in their tender. The tenders will be evaluated upon the following criteria;

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Potential Score** | **Weighting** | **Max Score** |
| Compliance with tender brief | 1-5 | 2 | 10 |
| Relevant experience | 1-5 | 3 | 15 |
| Cost | 1-5 | 10 | 50 |
| Methodology and competency to deliver the project | 1-5 | 3 | 15 |
| Health & Safety controls beyond minimum requirement | 1-5 | 2 | 10 |
| **Maximum Possible Score** | | | **100** |

**Award of tender**

The Authority will decide to whom the contract shall be awarded based on the evaluation criteria outline above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

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### TENDER INFORMATION

**Confidentiality**

### The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

**Freedom of Information**

### The Authority is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly all information submitted to the Authority may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**Anti-Fraud and Corruption Policy**

### The Authority has an Anti-Fraud and Corruption Strategy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), forms part of this Strategy which provides a mechanism for staff to report suspected wrong doings confidentially.  In the event of such an issue, an investigation would be carried out and action taken as necessary.

**Costs and expenses**

### The Authority will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The Authority does not bind itself to accept any of the tenders as a result of the tendering process including the lowest tender.

**Preparation of Tenders**

### For the preparation of their tender and entering into a contract with the Authority, tenderers must ensure that they have all the information required and must satisfy them of the correct interpretation of terminology used in these documents.

### Queries on the Tenders and site visits

If any points in these tender documents are considered by the tenderer as unclear, the tenderer should address their queries via the Chest. Their query will be responded to via The Chest and the answer sent to all tenderers, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract.

**Alterations**

### None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

**Prices**

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

**Validity of tenders**

### Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

**Sub-contractors**

### The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

**Quality of works**

### Tenderers must possess relevant professional qualifications and experience.

**Conflict of Interest**

### The Authority requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

**Treatment of tender**

### The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Authority and the tenderer.

**Debriefing**

### All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing.

**The Authority’s use of Contract Outputs**

### The Authority may wish to publicly quote the Contract Outputs such as any policies, figures, training materials, risk assessments etc. Tenders are requested to confirm that the Authority may (at the Authority’s own discretion) do so without restriction.

**APPENDIX A**

**COMPANY INFORMATION**

Please provide the following information.

1. Name, address and Registered Number of the company.
2. Names and addresses of any sub-contractors to be engaged on the project.
3. Details of the company’s Professional Indemnity Insurance cover.
4. A summary of the company’s approach to Health and Safety.
5. A copy of the company’s sustainability policy.

**APPENDIX B**

**COMPANY C.V.s.**

Please provide the following information:

1. Examples of relevant projects undertaken to include:
   1. Costs
   2. References (please complete and return Appendix D)
   3. Evidential material
   4. Successful completed project documents
2. CVs of the Project Team who will undertake the work

**APPENDIX C**

**DECLARATION OF NON-COLLUSION**

To: Lake District National Park Authority

The essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not and will not (either personally or by anyone on my/our behalf):-

1. Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.
2. Communicate to anyone, other than the person calling for this tenders, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).
3. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.
4. Canvass or solicit any member, officer or other employee of the Authority in connection with the award of this or any other Authority contract or tender.
5. Offer, give or agree to give any inducement or reward in respect of this or any other Authority contract or tender.

|  |  |
| --- | --- |
| Signed (as in Tenders) duly authorised to sign | ………………………………………………………………………… |
| For and behalf of | ………………………………………….…………………………….. |
| Date | ………………………………………….…………………………….. |

**APPENDIX D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience and references** | | | |
| Please provide details of up to three contracts public or private, in the last three years that are relevant to the Authority’s requirement. (The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them). | | | |
|  |  | Contract 1 | Contract 2 | Contract 3 |
|  | Customer Organisation (name):  Website (if available) |  |  |  |
|  | Customer contact name, phone number and email |  |  |  |
|  | Date contract awarded: |  |  |  |
|  | Date contract completed: |  |  |  |
|  | Brief description of contract (max 100 words) |  |  |  |
|  | Value: |  |  |  |
| If you cannot provide at least one reference, please briefly explain why (100 words max) | | | | |

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| --- | --- | --- |
|  | **Professional and business standing** | |
| Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)? | |
|  | Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | Yes / No |
|  | A conviction (or convictions ) for a criminal offence related to business or professional conduct | Yes / No |
|  | Legal or administrative finding of commission of an act of grave misconduct in the course of business | Yes / No |
|  | Failure to fulfil obligations related to payment of social security contributions | Yes / No |
|  | Failure to fulfil obligations related to the payment of taxes | Yes / No |
|  | Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | Yes / No |
|  | Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law | Yes / No |
|  | If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. | |
|  | |

**FORM OF TENDER**

**Project Title:**

**Project Reference:**

Name of Tenderer: ……………………………………………………………….

Address of Tenderer: ……………………………………………………………….

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…………………………………………………(Tenderer to insert name) hereby

submit our lump sum tender price of

£…………………………………..

(Tenderer to insert price) all in accordance with the submitted tender and corresponding documentation and terms and conditions contained therein.

Tenderer signature: ………………………………………………………………

Print Name: ………………………………………………………………

Position held: …………………………………………………………