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Tender

## **NAC/5019 Servicing & Maintenance of Non-Domestic Solar Photovoltaic Systems & Provision of a Remote Solar PV Monitoring System**

North Ayrshire Council

F02: Contract notice

Notice identifier: 2022/S 000-006616

Procurement identifier (OCID): ocds-h6vhtk-032072

Published 10 March 2022, 4:17pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

#### **Contact**

Al Foster

#### **Email**

[Procurement@north-ayrshire.gov.uk](mailto:Procurement@north-ayrshire.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00337](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

NAC/5019 Servicing & Maintenance of Non-Domestic Solar Photovoltaic Systems & Provision of a Remote Solar PV Monitoring System

Reference number

NAC/5019

#### **II.1.2) Main CPV code**

- 71314000 - Energy and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

North Ayrshire Council (NAC) requires a servicing and maintenance contract for solar photovoltaic installations throughout the non-domestic estate and provision of a remote monitoring system for generation meters. Initial maintenance/servicing visits are to be carried out by Summer 2022 with subsequent servicing visits scheduled annually. This should maintain efficiency and compliance with safety guidance, reduce the operating costs for each site, while ensuring maximum benefit is achieved through the Feed in Tariff programme.

The contract will be split into 2 Lots as follows:

Lot 1 - Servicing & Maintenance of Solar PV Systems

Lot 2 – Provision of Solar PV Monitoring System

Bidders may submit tenders for either one or both lots.

Bidders applying for Lot 1 must be Microgeneration Certification Scheme (MCS) Certified.

The contract duration will be for 3 years with an option to extend up to 24 months. Contract start is anticipated to commence May/June 2022.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 - Servicing & Maintenance of Solar PV Systems

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 09331200 - Solar photovoltaic modules
- 09330000 - Solar energy
- 09331000 - Solar panels
- 09332000 - Solar installation
- 50800000 - Miscellaneous repair and maintenance services
- 50700000 - Repair and maintenance services of building installations

#### **II.2.3) Place of performance**

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

#### **II.2.4) Description of the procurement**

Annual servicing and maintenance of all NAC's non-domestic solar PV installations (31 nos).

Annual servicing and maintenance should maximise the lifespan and safe operation of the solar PV installation, resulting in reduced building operating costs and ensuring the

Council continues to benefit from the Feed in Tariff (FIT) scheme. Safety issues should also be identified to reduce risk of injury, fire, damage to equipment or the building fabric.

Reactive maintenance is also required, with faults discovered at either the annual servicing visit, or by Council staff throughout the year.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend up to 24 months at the sole discretion of NAC and subject to satisfactory performance and funding

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2) Description**

#### **II.2.1) Title**

Lot 2 – Provision of Solar PV Monitoring System

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 71313450 - Environmental monitoring for construction
- 90711500 - Environmental monitoring other than for construction
- 09330000 - Solar energy
- 09331000 - Solar panels
- 09331200 - Solar photovoltaic modules
- 31712347 - Power or solar diodes
- 71314000 - Energy and related services

### **II.2.3) Place of performance**

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

### **II.2.4) Description of the procurement**

Remote monitoring of 31 x Solar PV meters is required.

The council requires the solar PV meter readings across all installations to be remotely monitored and data collected on a secure platform. This will allow council officers the ability to review generation trends more easily, submit readings to utility providers and to assist in identifying faults to limit the downtime of the system.

Remote meter monitoring for 27 x Solar PV installations was previously carried out through Logic Energy Ltd. Bidders can reinstate the Logic Energy system, as well as add the 4 additional sites to the Logic system or install a new logger and monitoring facility across all sites, ensuring the continual FIT/RHI eligibility.

Transmitted data must be accessible on secure platform for nominated council officers to analyse and download.

### **II.2.5) Award criteria**

Quality criterion - Name: quality / Weighting: 30

Price - Weighting: 70

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend up to 24 months at the sole discretion of NAC and subject to satisfactory performance and funding.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Where it is required, within a bidder's country of establishment they must confirm which

authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders will be required to have a minimum yearly “specific” turnover for each Lot as follows:

Lot 1 - 80k GBP for the last 3 years in the business area covered by the contract.

Lot 2 - 20k GBP for the last 3 years in the business area covered by the contract.

If applying for both Lots 1 and 2 - 100k GBP for the last 3 years in the business area covered by the contract.

Turnover must be provided separately for each year i.e. 20/21 XXk GBP, 19/20 XXk GBP, 18/19 XXk GBP

North Ayrshire Council reserve the right to review the bidders financial information including information from credit reference agencies at tender stage and throughout the life of the contract, and seek clarifications if necessary. If clarifications are not satisfactory the bidder may be excluded from the tender process.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10million GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance 1million GBP

Product Liability Insurance 1million GBP



Third-Party Motor Vehicle Insurance Required for the duration of the contract

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide a minimum of 2 examples of services carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice. The services must be of a similar value, size and scope.

Unsatisfactory experience will result in exclusion from the tender process.

The minimum annual project value NAC will accept as an example is 30k GBP per annum for Lot 1 and 5k GBP per annum for Lot 2.

Bidders must also provide two satisfactory references for the same two contracts on the reference templates provided. References should be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Note: If bidders are applying for both Lots 1 & 2 you must submit 2 experience examples and respective references for each Lot you are submitting a bid for.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2C.1.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

12 April 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

12 April 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

Microgeneration Certification Scheme (MCS)

1. Bidders must be MCS accredited and hold a valid MCS certificate, see attachment at SPD question 4D.1.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment at SPD question 4D.2.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20834.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits will be required on a voluntary basis for:

1. Fair Work: promotion of job opportunities within North Ayrshire; employability targets for specific priority groups.
2. Upskilling (including curriculum development): work experience placements; taster sessions; training opportunities; work within education establishments.
3. Entrepreneurial, Inclusive and Sustainable Economy: monitoring spend within North Ayrshire; with micro, small and medium enterprises; and the Third Sector.
4. Wish List: delivery of community and Third Sector requests for support from the NAC Community Benefit Wish List.  
(<http://northayrshire.community/community-benefits-wishlist-application-form/>)

(SC Ref:685382)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>