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Tender

## **BSH/ENR/Provision of Retrofit Assessment, Coordination and EPC Surveys of properties in Bristol, North Somerset and Bath and North East Somerset**

Bristol City Council

F02: Contract notice

Notice identifier: 2021/S 000-025520

Procurement identifier (OCID): ocds-h6vhtk-02eb1d

Published 12 October 2021, 5:44pm

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

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

Bristol City Council

Bristol City Council, P O Box 3176

BRISTOL

BS3 9FS

#### **Contact**

Ms Lucy Ford

#### **Email**

[lucy.ford2@bristol.gov.uk](mailto:lucy.ford2@bristol.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKK11 - Bristol, City of

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://procontract.due-north.com/Advert/Index?advertId=03a18bb4-4016-ec11-810e-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=03a18bb4-4016-ec11-810e-005056b64545>

**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**

BSH/ENR/Provision of Retrofit Assessment, Coordination and EPC Surveys of properties in Bristol, North Somerset and Bath and North East Somerset

Reference number

DN569826

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

- 71000000 - Architectural, construction, engineering and inspection services

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

Services

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

Bristol City Council requires the services of a contractor for the provision of Energy Performance Certificates (EPCs), Retrofit Assessments and Retrofit Coordination. These services will support a range of energy efficiency projects in domestic properties across Bristol, with some work within the administrative areas of North Somerset Council and Bath and North East Somerset Council.

Through the application of Energy Company Obligation (ECO) funding, new heating systems are being installed alongside loft and cavity wall insulation using a fabric first approach. This project requires both pre-installation and post-installation EPCs to be completed, along with the services of a Retrofit Assessor and Retrofit Coordinator to continue delivering the Warm Homes Fund in accordance with PAS2035 requirements.

The Council has reviewed and upgraded its payment processes with a view to achieving greater efficiency in paying its suppliers and as such improving its relationship with them. As a result, the Council is now able to offer a Supplier Incentive Scheme. Further details are set out in the tender documents.

Under this contract the contractor and their supply chain will be required to actively participate in the achievement of the Contracting Authority's social, economic and environmental objectives. Accordingly, contract documents may relate to social, economic

and environmental considerations.

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

Value excluding VAT: £300,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKK11 - Bristol, City of

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

Under this contract, the roles of Retrofit Assessor and Retrofit Coordinator may be fulfilled by the same person or two different people per property. However, to ensure the best outcomes for the customer, no installations will take place under this EPC, Retrofit Assessment and Retrofit Coordination Contract.

Services to be Provided, but not Limited to

- Pre-install Warm Homes Fund and ECO EPCs
- Pre-install LAD EPCs, and post-install EPCs across all projects
- Retrofit assessments for the Warm Homes Fund and ECO
- Create improvement option evaluation
- Develop medium term plan
- Sign off on retrofit design
- On-site quality checks
- TrustMark lodgements
- Post install monitoring and evaluation outcome

- Use Core Logic software (PAS Hub) to upload documents and request Installer amendments as applicable throughout the process
- Any other key responsibilities within the PAS2035 process to ensure compliance

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The contract period is for one year with the option to extend for a further year.

#### **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 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 November 2021

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: 6 (from the date stated for receipt of tender)

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

Date

12 November 2021

Local time

12:00pm

Place

Tender submissions will be unsealed electronically via the ProContract portal.

Information about authorised persons and opening procedure

Submissions will be unsealed by an officer of the Strategic Procurement and Supplier Relations Service.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Bristol District Registry of the High Court

Grey Friars, Lewins Mead

Bristol

BS1 2NR

Country

United Kingdom