

Murley Moss Additional Solar – Design and Build

INVITATION TO TENDER



**Lake District
National Park**

Invitation to Tender for the provision of:

Solar Car Park Canopies and Roof Solar at Wayfaring House, Kendal

Date: 25 July 2025

Deadline for Submissions: 5:00pm 22 August 2025

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Tender Objectives

LDNPA invite contractors to submit tenders for the design and installation of solar car park canopies and roof solar panels. The tender is to be for:

- The final design
- Build and installation
- All associated costs in implementing the system

A previous tender and project has taken place for the initial design and scoping of the systems. Redacted versions of these reports are provided as annexes to this document (Annex 7 and Annex 8). Planning has been approved via a permitted development for the carpark canopies, and we are currently in the process of obtaining the same for the roof solar.

The contractor will be expected to submit a fixed fee proposal for the design and build and have capacity to deliver the full project by the end of March 2026. This is due to funding constraints on the project, there is no possibility to extend this deadline.

The LDNPA has a limited budget and needs to be able to demonstrate value for money in its expenditure through a fair and transparent procurement process. A weighted evaluation will be made on tender returns based 49% on cost (including initial outlay, maintenance costs and energy cost reductions), 11% on Social, economic and environmental consideration and 40% on quality of the proposed solution (as detailed in this document).

The estimated value of the contract is £170,000 (excl. VAT). Details of estimated value are given in good faith as a guide to assist you in submitting your Tender. It should not be interpreted as an undertaking to purchase any goods or services to any particular value and does not form part of the Contract.

The quality criteria include, but are not limited to, functionality, methodology and maintainability. Proposals may include 'off the shelf' products but must meet any specified minimum outputs.

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The tenderer must provide a proposal for both the roof and canopy solar systems, which must fit within permitted development planning rules. This is to be made clear in the costings documentation in the tender response and the Form of Tender (Annex 1).

Statement of Requirements

Wayfaring House, Kendal

Wayfaring House is the Lake District Park Authority's (LDNPA's) Head Quarters, located in Kendal. The main building also houses several tenants, however the car park area included within this document is for the use of LDNPA staff and visitors only.

There is currently a solar provision at Wayfaring house on 3 areas of roof. We are expecting that the solar within this tender will run a separate back office system.

The combined electrical systems would be used to power the whole of Wayfaring House, including areas rented to tenants, and several EV chargers to the side of the building, which run on two separate MPANs. We are not expecting the system to store electricity to be used when power is not being generated by the system.

The total electrical consumption at Wayfaring House was ~148 MWh in 2024, assumed net of the current generation. Please note that electricity generated was not necessarily consumed on site minute by minute, any additional generation would have gone back to the grid.

LDNPA invite contractors to tender for the design and build of the following:

- Solar canopies and roof panels to cover the area detailed in the location drawing below
- The size and specifications of the solar array should be large enough to maximise the generation and energy savings at wayfaring house and should include a method of calculating power usage and generation
- We do not require batteries for storage of additional solar capacity, and therefore will not consider this as part of the tender
- The design should include a method of tracking electrical generation and usage
- The design should also incorporate the method of electrical power transfer to Wayfaring House and its EV chargers and any electrical connections
- The structure should include clear height markings to minimise collisions from larger vehicles

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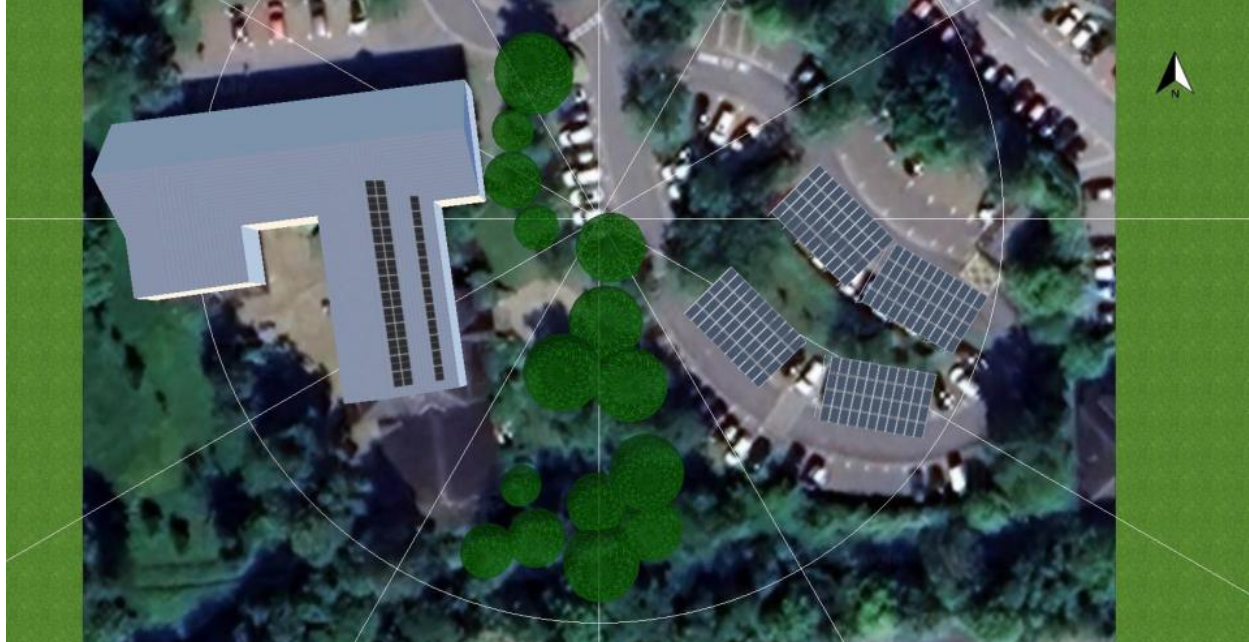
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- The design should take into account the impact on the surrounding site, and whether any changes need to be made, e.g. removal of trees. However, please note the loss of a tree would need to be taken into account when calculating the carbon savings and tree removal should be minimised where possible
- The structure, foundations and drainage should be designed to meet building regulations
- We would favour a method of installation that minimises the environmental impact, for example, we would favour screw piles over concrete footings
- The installer should satisfy themselves that the roof can support the intended design
- Ideally, the two solar collection areas included in the design should run on one back office system

Location Drawing – Wayfaring House



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Pre-commissioning testing, routine inspection and maintenance requirements

The tender shall provide details of any recommended pre-commissioning testing or installation requirements. Additionally, the tender should provide information regarding any periodic inspection or maintenance requirements to be undertaken during the lifetime of the proposed products. This should include the anticipated frequency of inspection or maintenance, along with estimated ongoing costs. There should be consideration of the ease of maintenance in the design, considering the need for elements such as optimizers that may require additional maintenance. The tenderer should list any time limited component parts along with anticipated frequency of renewal and replacement costs.

Tender Documents

The following documentation has been included:

- Invitation to Tender document (this document)
- Form of Tender (Annex 1)
- Equalities Declaration (Annex 2)
- Freedom of Information / Environmental Information Regulations Declaration (Annex 3)
- Declaration of Non-Canvassing and Non-Collusion (Annex 4)
- References (Annex 5)
- Organisational Information (Annex 6)
- Canopy Redacted Report (Annex 7)
- Roof Redacted Report (Annex 8)

It is a requirement of the tender that a site visit has taken place, to be confirmed in Annex 1 – Form of Tender. The site is open to the public and as such you are encouraged to visit the site unaccompanied at a time that suits you. If you would a meeting at the site with a member of the project team to look at the site or the internal electrics, please contact the procurement team using the procurement portal's messaging system on The Chest.

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Submission of the Tender Documents

To be considered a valid tender, your submission **must** include:

1. Completed form of tender, including commitment to complete by 31 March 2026 and confirmation of site visit (Annex 1)
2. Completed equalities declaration (Annex 2)
3. Completed freedom of information / environmental information regulations declaration (Annex 3)
4. Completed declaration of non-canvassing and non-collusion (Annex 4)
5. Completed references – these should demonstrate, where possible, a similar project on a similar site (Annex 5)
6. Completed organisational information (Annex 6)
7. A priced programme/schedule of works (a plan of works and the associated costs at each milestone of the delivery plan)
8. Brief CVs of the key personnel who will be undertaking the work. (for example, Contracts manager)
9. Details of your accounts, or equivalent, and evidence in relation to financial viability of your business
10. A schedule of day rates for design work for any mutually agreed variations to the contract

The tender should also include, and will be evaluated on the following:

1. Details of how you intend to work with LDNPA to produce and install a system that provides best value, within budget and meets our electrical requirements
2. Calculations of the expected annual energy saving and carbon reduction
3. Return on investment calculations, including maintenance costs and frequency
4. Details of methodology to be used
5. Consideration of slavery and other ethical issues within their operations and supply chain

Your submission should be a fixed price (excluding VAT) and a complete cost including any prelims etc. We also expect to see a priced schedule of works and provisional cost elements in your costing should be avoided, but if absolutely necessary, included with an explanation and a likely cost range.

Any assumptions made in your submission should be stated, along with what reasonable measures you have taken to test that the assumptions are correct.

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It will be the contractor's responsibility to ensure a good design, including suitable ground works. The contractor will be responsible for the design of all new structures and the linking of these to the existing structures and supplies.

The appointed contractor will be responsible for the appointment, overseeing, quality of work etc. of any sub-contractors that they use and the details of any sub-contractors to be used **must** be included within your tender return.

A site visit is essential to understand the logistics of working on this project as well as the site/ground conditions. The site is open to the public 7 days a week and can be visited on any day, but an accompanied visit will be possible by appointment only between 4 – 20 August 2025. To request an accompanied visit please use the messaging service on the procurement portal. **You must indicate on your tender response that you have attended the site before you submit your tender (statement contained within the Form of Tender Annex 1).**

The works will be agreed and managed using as standard JCT (2016) Design and Build contract. The exact terms of the contract will be subject to a separate agreement and will include an agreed payment schedule based on your tendered costed programme of works and any penalties, for example for late completion. You must indicate on your tender response that you can commit to completing all the works by the end of March 2026 (statement contained within the Form of Tender Annex 1).

All questions relating to this tender must be directed to the LDNPA using The Chest portal.

Before commencing a formal tender evaluation, documents provided by tenderers will be checked to ensure that they are complete – as listed above. 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, this may include inviting you to present to a panel at LDNPA.

Shortlisted tender submissions will be evaluated according to the Evaluation Criteria given later in this document.

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Tenders must be received by 5:00pm 22 August 2025. Tender documents received late, i.e. after the specified date and time, will not be considered.

How to Return the Tender

The tender is to be submitted in electronic format via the Chest procurement portal.

Please raise all queries related to the tender via the Chest messaging system.

Opening of Tenders

Tender documents will remain unopened until after the closing date, after which time they will all be passed to the originating department. All tenders submitted will be verified to ensure that the information requested has been provided before they are evaluated.

Timetable for this Tender

Date	Activity
25 July 2025	Publication of Tender Documentation and Tender Notice
5pm 22 August 2025	Tenders return deadline
w/c 25 August 2025	Tender evaluation and shortlisting
w/c 25 August 2025	Presentations or interviews with shortlisted consultants (if required)
w/c 25 August 2025	Notification to successful supplier and publication of Contract Award Notice
w/c 15 September 2025	Confirmation of Contract Award (after a minimum 8 working day standstill period)
31 March 2026	Design and Build fully complete
March – April 2026	Snagging

Award Criteria and Evaluation of Tenders

Any Contract awarded as a result of this procurement will be awarded on the basis of the offer that is the most advantageous to the Authority. The Award Criteria are:

- 49% cost;

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- 11% social, economic and environmental
- 40% quality

Scores are arrived at following the application of the Evaluation Criteria set out below to the Tenderer's Tender.

Once verified as complete the tenders will be considered based on the information they have submitted in their tender. The tenders will be evaluated upon the following criteria:

Evaluation Criteria	Subcategory weighting	Weighting
Price, to include: <ul style="list-style-type: none"> • Fixed fee proposal including breakdown of contractor prelims and priced schedule of works • Maintenance and recurring costs • Expected life of system / Return on Investment • Annual cost savings 		49%
Social, economic and environmental: <ul style="list-style-type: none"> • Social consideration • Local economic consideration • Environmental consideration, including, but not limited to: <ul style="list-style-type: none"> ○ CO2 savings ○ Consideration of local environment and surrounding trees ○ Consideration of supply chain ○ Consideration of materials used 	10%	11%
	10%	
	80%	
Quality of proposal / Experience: <ul style="list-style-type: none"> • Functionality • Methodology • Maintainability 	40%	40%
	40%	
	20%	
Maximum Possible Score		100%

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Scoring matrix

0	Fails to produce any evidence against requirements.
1	Predominantly limited evidence against requirements.
2	Shows evidence of some areas matching requirements but there are concerns that indicate significant development needs.
3	Majority of evidence meets requirements with some falling short but not significant. May have some 'over and above' elements.
4	Predominantly demonstrates evidence matching requirements, but with some 'over and above'.
5	Most 'over and above' evidence.

Questions on Tender Submissions

If tenderers have any questions they wish to ask the Authority, they must submit them via the Chest procurement portal. Any questions received will be made anonymous and responses sent to all tenderers.

Contact and Information

For feedback on the outcome of your submission after you have submitted it via the Chest, please contact Richard Horner; Richard.horner@lakedistrict.gov.uk or Katy Eldridge; katy.eldridge@lakedistrict.gov.uk.

All other questions relating to your tender must be submitted using the messaging system on the Chest.

Award of Tender

The Authority will decide to whom the contract shall be awarded based on the evaluation criteria above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole, parts or none of the tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

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ADDITIONAL 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 and the UK GDPR and the DPA 2018 Acts. 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.

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Central Digital Platform

Tenderers that wish to participate in this procurement are responsible for ensuring that the Central Digital Platform contains complete, accurate and up-to-date information about their organisation and any associated persons who are relevant for the purposes of this procurement. Tenderers must notify the Authority immediately if they are unable to provide accurate and up-to-date information via the Central Digital Platform.

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.

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.

Authority's rights to modify the procurement

The Authority reserves the right at any time to:

- Seek clarification in respect of any part of a Tenderer's submission.
- Request Tenderers to submit, supplement, clarify or complete relevant information or documentation where it appears to be incomplete, erroneous or missing.
- Disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its Tender, expression of interest or the tender process.
- Reject a Tender that is abnormally low.
- Withdraw this ITT at any time, or re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract, or Lot where relevant, as a result of the current procurement process or to abandon that process.
- Issue changes, modifications or additional information (including to the Timetable) relating to the procurement, including to this ITT.

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- Alter the Timetable as it sees fit, including the right to award different Lots at different times where relevant.
- Rewind or re-run any part of this procurement on the same or an alternative basis.

Prices

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

VAT

All prices and/or rates shall be exclusive of VAT.

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.

Supplier warranties

In submitting a Tender and generally taking part in this procurement, the Tenderer warrants, represents and undertakes to the Authority that:

- It understands and has complied with the conditions set out in this ITT.
- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Tenderer, its staff or agents in connection with or arising out of the procurement are true, complete and accurate in all respects, both as at the date communicated and as at the date of the submission of the Tender.
- It has made its own investigations and undertaken its own research and due diligence, and has satisfied itself in respect of all matters (whether actual or contingent) relating to the invitation and has not relied on any information, representation or assumption which may have been made by or on behalf of the Authority (with the exception of any information which is expressly warranted by the Authority).

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- It has full power and authority to submit a Tender and to perform the obligations in relation to the contract and will, if requested, promptly produce evidence of such to the Authority.

Tenderers should note that the potential consequences of providing incomplete, inaccurate or misleading information include that:

- The Authority may exclude the Tenderer from participating in this procurement.
- The Tenderer may be excluded from bidding for contracts under paragraph 13 of Schedule 7 to the PA 2023.
- The Authority may rescind any resulting contract under the Misrepresentation Act 1967 and may sue the Tenderer for damages.
- If fraud or fraudulent intent can be proved, the Tenderer may be prosecuted and convicted of the offence of fraud by false representation under section 2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both). If there is a conviction, then the Tenderer may be excluded from bidding for contracts under paragraph 15 of Schedule 6 to the PA 2023 and may be added to the debarment list.

Quality of Goods / Services

Tenderers must possess relevant professional qualifications and experience.

Conflict of Interest

Tenderers are responsible for ensuring that no direct or indirect conflicts of interest exist (whether personal, financial or otherwise) between the Tenderer, its employees and advisers, and the Authority, its employees and advisers that may give the Tenderer an unfair advantage. Tenderers must notify the Authority immediately of any conflicts of interest whether potential, actual or perceived.

The Authority reserves the right to:

- Exclude a Tenderer that fails to notify the Authority of a perceived, actual or potential conflict of interest, or where an actual conflict of interest exists that puts the Tenderer at an unavoidable unfair advantage vis a vis other Tenderers.
- Exclude a Tenderer that fails to take reasonably requested steps specified by the Authority to mitigate any conflict of interest, including entry into a conflict of interest agreement.

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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.

Direct Award of similar goods or services

The Authority reserves the right to award future contracts of similar goods or services obtained as a result of this ITT in accordance with paragraph 8 of Schedule 5 of PA23.

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.

Ownership

The intellectual property rights rests with the Authority, not the tenderer.

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Annex 1 - FORM OF TENDER

CLIENT: LAKE DISTRICT NATIONAL PARK AUTHORITY

I/We having read the Employer’s Requirements delivered to me/us and having examined the information therein, do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the works described for the total sum of £.....
(in words)

In addition, I/We propose a Contract Period of years from the date of Contract. I/We confirm I/we have the availability and commit to complete the works by 31 March 2026.

I/We confirm that I/we visited the site prior to submitting this tender application. I/We attended the site on.....

I/We confirm we have included a breakdown of costs as specified in the Invitation to Tender.

I/We do hereby confirm that this is a Firm Price Tender, subject to no fluctuation other than by Government Directive or statutory alteration.

I/We confirm that the above price makes no inclusion for Value Added Tax which will be charged at the prevailing rate when accounts are presented.

**Signed for and on behalf
of the Tenderer:**
Name:
Position:
Company:
Address/Registered Office:
Dated:

Tenders are to be returned via the Chest procurement portal, no later than 5:00pm on 22 August 2025.

The Client will not be bound to accept the lowest or any tender.

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Annex 2 – EQUALITIES DECLARATION

I/We hereby confirm that I/we comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to the Equalities Act 2010 as may be amended from time to time.

**Signed for and on behalf
of the Tenderer:**

Name:

Position:

Dated:

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.....
.....
.....

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Annex 3 – FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION REGULATIONS DECLARATION

The Authority is required to comply with the provisions of the Freedom of Information Act 2000 (“FOIA”) and must, additionally, comply with the Environmental Information Regulations 2004 (“EIR”). This means that all information held by the Authority has the potential to be disclosed to a member of the public requesting it. Disclosure may be limited if an exemption may apply. Typical exemptions which might apply are as follows:-

- (1) Information that constitutes a trade secret.
- (2) Information the disclosure of which would, or would be likely to prejudice the commercial interests of any person, including the Authority.
- (3) Commercial information, which can be kept confidential for an agreed period following which, you acknowledge it will be released if a request for it is received. FOIA defines commercial information as a trade secret, or information, the disclosure of which would prejudice the commercial interests of either party.

Therefore, in submitting your tender, quote or proposal to the Authority, you are asked to clearly identify which of the information you have provided you desire to be kept confidential as exempt information. Please also specify the period of confidentiality, which you reasonably consider should be applicable to that information. The Authority may or may not be able to comply with this request.

You should also be aware that any information you consider to be commercially confidential, may at a later date cease to constitute exempt information, or it may subsequently prove to be in the public interest to disclose such information. Also, please note that any decision on non-disclosure of information could later be overridden by the Authority’s obligations to disclose under the FOIA / EIR.

**Signed for and on behalf
of the Tenderer:**

Name:

Position:

Dated:

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Annex 4 – DECLARATION OF NON-CANVASING AND NON-COLLUSION

I/We hereby certify that I/We have not canvassed or solicited any Member or Employee of the Authority in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any Member or Employee of the Authority in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

I/We certify that this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- (a) Offer or give or agree to give any employee or member of the Authority any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.
- (b) Communicated to any person the amount or approximate amount of the proposed Tender other than in confidence to the person described in the Instructions to Tenderers.
- (c) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

**Signed for and on behalf
of the Tenderer:**

Name:

Position:

Dated:

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Annex 5 – REFERENCES

Potential suppliers are required to submit details of at least two organisations with which contracts are, or have been held **for the provision of similar works**. This is so that references may be obtained. If you are currently supplying to other Authorities or similar organisations, please include these. The Authority will wish to obtain an email/telephone reference for the successful tenderer prior to the award of the contract.

Reference 1

Organisation Name		Details/Comments
Contact Name		
Address		
Telephone Number		
E Mail address		
Estimated contract sum: £		

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Annex 5 – REFERENCES

Reference 2

Organisation Name		Details/Comments
Contact Name		
Address		
Telephone Number		
E Mail address		
Estimated contract sum: £		

PLEASE NOTE THAT ALL INFORMATION WILL BE TREATED IN THE STRICTEST
CONFIDENCE AND WILL BE USED PURELY AS A MEANS OF OBTAINING
REFERENCES.

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Annex 6 – ORGANISATIONAL INFORMATION

1	Name of organisation in whose name the tender would be submitted	
2	Contact Name for enquiries about this bid	
3	Contact position (title of position in organisation)	
4	Address	
5	Telephone Number	
6	Fax Number (if applicable)	
7	E Mail address	
8	Website address	
9	Company registration number (if applicable)	
10	Date of registration (if applicable)	
11	Registration address (if different to the above)	
12	VAT registration number	
13	Name of parent Company, if applicable	
14	Company registration number of parent company, if applicable	