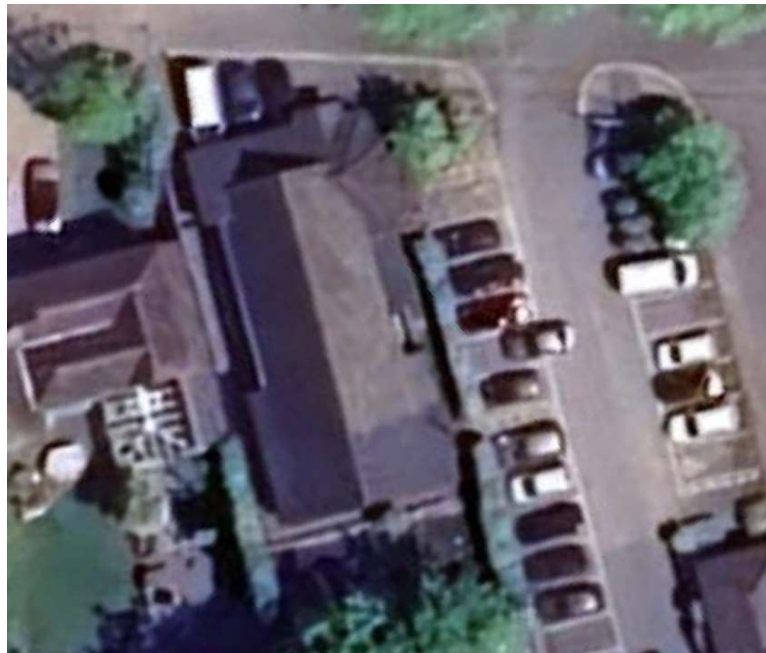


# **Installation of photo-voltaic solar panel system at the Parish Hall, Crowthorne, RG45 7BN**



Parish Hall roof from Google Earth ///drama.steer.store



**Invitation to tender Thursday 4<sup>th</sup> Dec 2025**

**Deadline for submissions Wednesday 14<sup>th</sup> January 2026**

# 1.0 Background

## 1.1 Parish Hall

Built in the 1950s with a number of extensions since, the pitched roofs face east and west. The hall has a regular hirer, Becca's Nursery, which uses the hall 07:00-18:00 every weekday. The adjacent car park is owned by Bracknell Forest Council and has a 90minute parking limit. Longer term parking and storage for contractors can be arranged.



Parish Hall from Heath Hill Road

## 1.2 Electricity usage

For the last two financial years the Parish Hall has been billed for approximately 8,000 units of electricity per annum. Please include payback time information using this figure when submitting your bid.

## 1.3 Consultation

CPC ran an online questionnaire in autumn 2021 and asked the public if the council should install solar panels on council buildings. Seventy six percent of respondents agreed that they should be installed while 11 percent disagreed.

Two local solar engineers were consulted on the system design. Their work specification is not exhaustive but stipulates the preferred requirements after extensive site visits.

## 1.4 Site visits

Bidders can contact [projects@crowthorne-pc.gov.uk](mailto:projects@crowthorne-pc.gov.uk) or call 01344 7710251 to arrange a group site visit on Fridays 12<sup>th</sup> and 19<sup>th</sup> December at 10:00. Access to site is unavailable at any other time.

## 2.0 The project

### 2.1 Project cost

This tender serves as a request for quotes, for council to assess.

### 2.2 Project vision

CPC would like to install solar PV panels on the Parish Hall to:

- Reduce the council's own emissions.
- Reduce electricity bills.
- Support the government's move to green energy and commitment to reach NetZero by 2050.

### 2.3 Timeline

Contract published on Contracts Finder government portal	Thursday 4 <sup>th</sup> December
Site visits	10:00 , Friday 12 <sup>th</sup> December 10:00, Friday 19 <sup>th</sup> December
Deadline for submissions (see Format of submissions 6.2)	noon, Wednesday 14 <sup>th</sup> January
Tender evaluation initiated	Thursday 15 <sup>th</sup> January
Council meeting to review the formal tender submissions and determine the award of the tender	Tuesday 3 <sup>rd</sup> February
Notice of awarded tender published Contracts Finder government portal with 8 day standstill period	Wednesday 4 <sup>th</sup> February
Contract awarded conditional of satisfactory RAMS	Monday 16 <sup>th</sup> February

### 2.4 Planning permission

CPC will send a pre-application to Bracknell Forest Council. The successful bidder will be required to work with the projects officer who will submit a planning application if advised to do so.

### 2.5 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 5 months from the date of submission.

Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last 5% will be settled.

For the full CPC Financial Regulations, see Appendix 1.

### 2.6 Inspection

The system must be MCS certificated with appropriate NICEIC certification arranged at the expense of the contractor.

### 3.0 Specification for Parish Hall pv system

The work specification is not exhaustive, but stipulates the preferred requirements.

CPC are not obliged to accept the lowest tender but are bound to assess 'best value'.

	Notes
<b>Electrical Distribution</b>	
<p>There is a main distribution board in the kitchen. This is a Merlin Gerin Three Phase 8 TP way board with a 125amp 4 pole incoming switch.</p> <p>The incoming supply appears to be 100amp three phase supply fuses on a three phase meter.</p> <p>It is envisaged that a 10mm 4 core PVC SWA sub-main can be connected to the main distribution board (may need to remove part of the kitchen cupboard). The SWA can run up into a false ceiling which should provide access over to the caretakers store. From this store it should be possible to exit through an external wall. The cable can run under the windows and into the rear wall of the boiler cupboard.</p> <p>There is sufficient capacity within the existing main distribution board to provide a 40amp TP+N supply to the proposed PV + Battery System. It is proposed to utilise an area within the boiler room to install the Solar inverter and battery units.</p>	
<b>Solar PV and Storage System Installation</b>	
<p>It is envisaged that the 10mm, 4 core PVC SWA cable installed from the main distribution board will supply a new 4 way, TP+N distribution board located on the external wall. This new board shall house the appropriate circuit protection to the proposed equipment and shall include a suitable surge protective device.</p> <p>Appropriate metal containment can be utilised to connect the new TP+N board to the various elements of PV and Storage System which will also be sited along the external wall.</p> <p>There is a very slight risk of water ingress into this room, the contractor should therefore ensure that all electrical, solar and battery equipment is at least 300mm off floor level. Where appropriate a wall mounting bracket should be used for each battery unit fitted. If this proves difficult, we suggest a unistrut galvanised channel frame is constructed to bear the weight of equipment off floor level.</p> <p>The boiler room will need additional ventilation, we recommend a PC sum of £500 is allowed for a 150mm fan to be wall mounted as shown in Figure II, below table. The fan to be controlled via a standard temperature thermostat to ensure the boiler area does not overheat. We are fairly sure this is allowable within a room containing a gas boiler but we would recommend professional advice is sought.</p>	
<b>DC Distribution</b>	

<p>All strings of the PV array should be provided with a means of isolation at the inverter end of the circuit. Cabling to be contained on an appropriate cable tray within the boiler room and to exit the rear of the boiler room close to the boiler.</p> <p>Using an appropriate galvanised cable tray, the cabling should be directed externally up the brick wall to soffit level, from there it can be run within the roof fabric to a position at the roof array.</p>	
<b>Solar PV Array</b>	
<p>All items specified are relevant at the time of design and assumed to be available, all items specified must be checked for availability prior to the commencement of work.</p> <p>The array size will be 16.72kWp which will consist of forty-four JA Solar JAM60S20-380/MR photovoltaic modules fixed to Renusole VarioSole + mounting frame anchored by RenuSol Slate Solution Anchors with Genius Flashing. The modules will be placed twenty-two on the east and twenty-two on the west facing roofs.</p>	
<b>Solar Inverter</b>	
<p>The inverter will be a hybrid unit capable of DC input from the solar array and also capable of DC charging up to 15kWh of battery capacity, this unit should be a Huawei SUN2000-12KTL-M1 mounted in the boiler cupboard as previously described</p>	
<b>Battery Storage</b>	
<p>Battery storage will be DC coupled to the proposed Solar PV Inverter as listed above. Batteries will consist of a Huawei LUNA2000-5-S0 power unit with three LUNA2000-5-E0 5kWh batteries, making up a 15kWh* battery storage system capable of charging and discharge at a rate of 5kw.</p> <p><i>* Since this specification has been written council now feel that the project would benefit from greater battery storage. Please advise.</i></p>	
<b>Electrical Equipment and Cabling</b>	
<p>All electrical equipment used must meet with appropriate British Standards and be installed in accordance with manufacturers recommendations. Cabling should be installed in accordance with BS7671 and meet the appropriate British Standards.</p>	
<b>System Documentation and Registration</b>	
<p>This system falls under the ENA Engineering Recommendations G99 and G100 and should be designed in accordance with the appropriate sections of this document.</p> <p>DNO authorisation will be required before the commencement of this project and the DNO will require notification with appropriate documentation once the project is complete. The system must be MCS certificated with appropriate NICEIC certification issued for the electrical fixed wiring associated with this installation.</p>	
<b>Site Access and Safety</b>	
<p>There is appropriate parking adjacent to the property but long term parking permits will be required – liaise with CPC.</p>	

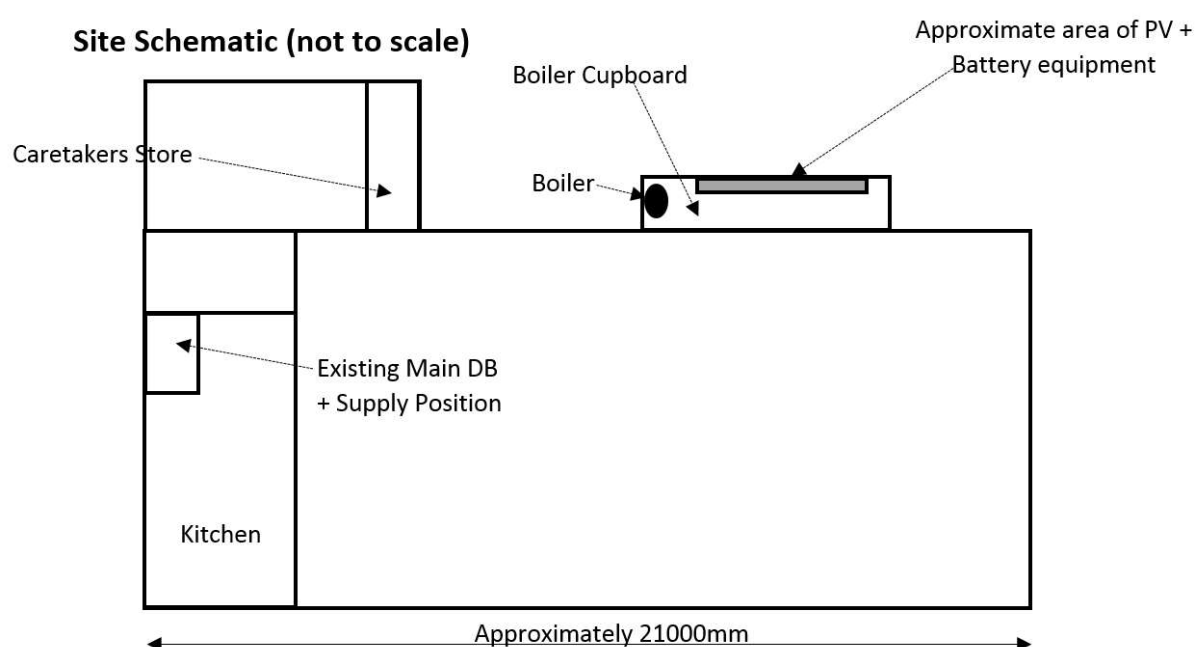
The successful bidder will directly manage their preferred scaffolding contractor to arrange scaffolding to suit their needs (probably, a scaffold to each roof with a platform at gutter height) and liaise with CPC to ensure all access and use of the site is safe and secure.

Where necessary, access to the internal work area will be marked with appropriate barriers and signage to protect staff and members of the public.

All works must be preceded by an appropriate Method Statement and Risk Assessment which will be prepared with due diligence and must include a site visit.

As a nursery setting, 07:00-18:00, Becca's Nursery are keen to minimise disruption and safeguard their charges. Access to the kitchen is best on Friday mornings, 09:30-11:30.

**Figure I – Schematic diagram of the Parish Hall – not to scale**



### 3.1 Equipment maintenance

Please include any anticipated maintenance costs other than bi/annual cleaning.

### 3.2 Equipment warranty

It is presumed that solar panels will have a power warranty of 25 years and a product warranty of 15 years. Please confirm warranty period for solar panels and other equipment such as inverter and battery. Note that CPC require an insurance backed guarantee for labour.

## 4.0 Work considerations

### 4.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Materials and machinery should not be stored beneath tree canopies, again to minimise root compaction.

During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site.

The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole CPC estate against unauthorised persons, vehicles and encampments by ensuring the access points are locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

Toilets are available at the Morgan Centre, another council building, 300m from the Parish Hall.

#### **4.2 Removal of existing items and waste**

Any works undertaken by the contractor, resulting in waste will need removing from site, and the costs to form part of this tender.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

#### **4.3 Use of public buildings**

The successful company will need to work with CPC to ensure that the hirers of the buildings are aware of any disruption throughout installation.

## 5.0 Making the most of your bid

### 5.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Satisfactory references wrt installation	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Evidence of MCS and RECC membership	MET/NOT MET
Insurance backed guarantee for works	MET/NOT MET
Assurances to start work by 9th March and deliver by 11th May 2026	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential score
Value for money <ul style="list-style-type: none"> <li>Total project costs</li> <li>Projected maintenance costs (see 3.1)</li> <li>Warranties and guarantees (see 3.2)</li> </ul>	1	5
Ability to work on site around hall hirers and H and S guidelines <ul style="list-style-type: none"> <li>Member of Renewable Energy Consumer Code (RECC)</li> </ul>	1	5
Adherence to work specification (see 3.0)	1	5
Social value <ul style="list-style-type: none"> <li>Environmental statement</li> <li>Equality statement</li> <li>Any other social value factors</li> <li>Assurances to use local subcontractors</li> </ul>	1	5
Maximum possible score		20

Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations





## 5.2 Format of submission

The tenders must be submitted in line with provisions outlined in section 11 of the CPC Financial Regulations, see Appendix 1.

In short, the sealed tenders must be addressed to the CPC clerk, Melanie Saville, until the prescribed date for opening tenders (10am, Thursday 15<sup>th</sup> January).

Please make sure your delivered submission includes:	/ or x
A developed scheme to include: diagrams, individual component costs eg parts, scaffolding, installation, proposed installation dates	
State total cost and include payback time information using energy usage in Section 1.2	
Evidence to address the criteria listed in 6.1 Scoring and Evaluation Two satisfactory references wrt installation from the last 3 year	
Evidence of MCS and RECC membership	
Estimate of maintenance costs	
Individual equipment warranty details	
Recent set of the bidding company's audited accounts	
Details of any enforcement action under the Health and Safety legislation	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries, please ask - [projects@crowthorne-pc.org.uk](mailto:projects@crowthorne-pc.org.uk) or 01344 771 251.

Submissions should be marked 'Solar Panel installation tender – CONFIDENTIAL' and posted to The Clerk, Crowthorne Parish Council, Morgan Centre, Wellington Roads, Crowthorne, RG 45 7LD to arrive by noon, Wednesday 14<sup>th</sup> January.

# Appendix 1

## Relevant provisions from Crowthorne Parish Council's Financial Regulations – adopted June 2024

### 5. Procurement

- 5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £30,000 including VAT, the Clerk shall either seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8 For contracts greater than £5,000 excluding VAT the Clerk or Finance Officer shall seek at least 3 fixed-price quotes;
- 5.9 Where the value is between £500 and £5,000 excluding VAT, the Clerk or Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers, or use a regular supplier/contractor who has previously been engaged by Council.
- 5.10 For smaller purchases, the Clerk or Finance Officer shall try to achieve value for money.
- 5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.
- 5.12 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below, in which case the requirement to obtain competitive prices in these regulations need not apply, and the Clerk or Finance Officer are duly authorised to determine and approve the work/contract and report to Council at the next meeting:
  - i. specialist services, such as legal or other suitably qualified professionals;

- ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
  - v. for the supply of gas, electricity, water, sewerage, broadband and telephone services and the like;
  - vi. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting)
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 1.14** The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 1.15** Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk under delegated authority, on revenue items up to the amount included for that class of expenditure in the approved budget.
  - the Clerk, under delegated authority, for any items below £2500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Vice Chair of Council in the Chair's absence, for any items between £2500 and £5000 excluding VAT.
  - In respect of grants the Administration Working Group or a dedicated sub group shall review applications, recommend expenditure/awards within any limits set by council and ensure compliance with the Council's Grant Awarding Policy and statutory powers. The Administration Working Group's recommendations must be taken to council for approval/resolution and must not exceed the budget sum approved for grant payments. Subject to these provisions the Clerk is authorised to pay any grants duly approved. Occasionally unspent grant funding may remain and ad hoc approval for small community grants up to £250 may be authorised by the Clerk in consort with either the Chair or Vice Chair, any such approval shall be reported to Council at its next meeting.
  - the council for all items over £5,000;
- 1.1** Such authorisation must be supported by a purchase order, minute (in the case of council or committee decisions), or other auditable evidence trail, which in the case delegated powers purchases, emergency or urgent matters could be a signed telephone note or an email.
- 1.2** No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 1.2.1** No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or where the budget and earmarked reserve, or budget and vired budget cover the expenditure, except in an emergency.

**1.3** In cases of serious risk to the delivery of council services or to public safety/health and safety on council premises, the Clerk, or Finance Officer in the Clerk's absence, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk or Finance Officer shall report such action to the Chair, or Vice Chair in the Chair's absence, as soon as possible, and to the council as soon as practicable thereafter.

**1.4** No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the officer, committee or council with authority to authorise the expenditure is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

**1.5** A purchase order, letter or email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate due to de minimis principles or petty cash type purchases. Copies of orders shall be retained, along with evidence of receipt of goods.

**1.6** Any ordering system can be misused and access to them shall be controlled by the RFO and Finance Officer.

## **Appendix 1 of Crowthorne Parish Council's Financial Regulations adopted June 2024 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. Council should be aware that for large, technical projects, it may be best to require tender by post in order that the person or organisation tendering provides hard copies of all tender document, plans and associated papers.
- 3) Where a postal process is used, each tendering firm shall seal and clearly mark their envelope 'Tender for [ ]'. The tender is to remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use the Clerk's email address and emails containing a tender must be headed 'Tender for [ ]' to ensure that nobody inadvertently opens and accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the relevant standing order of Council and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Where the tender opportunity has been advertised on the Government's Contract Finder Portal a notice confirming the decision to award or not to award a contract as the case may be shall be uploaded to the portal within the timeframes required for public inspection.