

## **INVITATION TO TENDER**

### **Sustainable Transport in Cornwall (STiC)**

#### **STiC Lot 2 – Supply of Electrical Vehicle Chargepoint**

**August 2018**

## 1. Background and Context

Age UK Cornwall and The Isles of Scilly has successfully secured European Regional Development (ERDF) funding to contribute towards the purchase of 6 electric vehicles and 12 charging points, which are to be located in a mixture of community locations in Cornwall (such as village halls and GP practices). The main purpose of the vehicles is to help vulnerable people in the county to get to and from services, in particular hospital appointments and will be capable of carrying wheelchair users.

The management of the electrical vehicles from charging, insurance, to booking and finding a local driver will be run by Age UK Cornwall in the same way as its current *Transport Access People* (TAP) services works. TAP arranges door-to-door transport for people who have difficulty accessing other forms of public transport. It specialises in non-emergency healthcare appointments, trips to the library, memory cafes, meeting friends for lunch and shopping excursions. TAP perform an invaluable role in the community, providing individuals, organisations and groups the opportunity to find out what transport is available, identify the cost and to book and co-ordinate the service with ease. Last year through the TAP scheme Age UK Cornwall provided over 120,000 journeys.

Age UK Cornwall has worked in partnership with Cornwall Rural Community Charity (CRCC), an independent community development charity, to develop the STiC project and will be continuing to do so as it moves into the delivery phases. CRCC is leading on the project management and community engagement elements.

There are two separate tender opportunities associated with the STiC Project, which are:

- Lot 1 – Supply of 6 Electrical Vehicles
- Lot 2 – Installation of 12 Electrical Vehicle Chargepoints

This tender opportunity is for Lot 2.

## 2. Charging Infrastructure

### 2.1 Infrastructure Specification

The charging infrastructure supplied will be required at a number of community sites across Cornwall, such as community buildings, village halls and GP Practices. The chargers **will not** be available for public use due to the need to ensure both they and associated car parking space are available for use by the Age UK Cornwall patient transfer vehicles when required.

The general requirements for charging infrastructure are as follows:

- Type 2 (IEC 62196-2) Socket (no tethered leads)
- 12, 7-22kW Smart Chargers (note the majority are expected to be 7kWh chargers as few locations will have 3 phase electricity) located at the least 7 different locations.

- Wall mounted.
- Multi-modal communications: Ethernet, Wi-Fi, telecom (note- due to the varying strength of mobile phone signals in rural Cornwall the ability for the charger to communicate using systems other than this is critical)
- Charging to be initiated by a RFID card .

Site surveys at each location will be possible before final submission and a full list of all site locations is available from [steve@ageukcornwall.org.uk](mailto:steve@ageukcornwall.org.uk)

## 2.2 Reporting System (Back-Office)

- Central reporting of energy usage of individual charge points is required detailing:
  - Time of charge
  - RFID identity (if applicable)
  - Amount of electricity supplied (kWh)
  - Length of time vehicle plugged in
- Reports on individual charge points will be required over a defined period.
- In addition, a local report of electricity supplied will be required at each location.
- Access to public charging network

## 2.3 Service, Maintenance and Repair

- Back-office reporting system should provide real time fault reporting to charge point operator
- Response times where issues are found:
  - Within 6 hours where chargepoint faults **do not** require an engineer to visit the chargepoint location
  - Within 24 hours where chargepoint faults **do** require an engineer to visit the chargepoint location
- Overall the expected chargepoint 'Up Time' should exceed 98%

## 2.4 Other

Where the chargepoint supplier operates their own public charging network then optional pricing for the use of this network as emergency/top-up charging should be provided.

## 3. Additional Items

In addition to the chargepoints the following items are to be supplied:

- 12 Marked Parking Bays (one for each chargepoint)
- Parking Bay Signage to highlight the space(s) is only for authorised electrical vehicles for each of the 12 bays.
- Coded Safe Boxes for electrical vehicles ignition keys at each community location (minimum of 7, maximum 12)

## **4. Tendering Details**

### **4.1 STiC Lot 1**

There is currently a linked tender (STiC Lot 1) which is for contractors to provide 6 electric vehicles. Applicants are not restricted to applying to deliver one or both tenders, however, each tender application must be submitted independently of the other and will be evaluated on an individual application basis. Therefore please be aware while not dependent on each other they are complementary to one another, if awarded independently it is critical to the success of the project outcomes that both suppliers will be required to collaborate to achieve the best results for the programme.

### **4.2 Project/activity Publicity**

This project requires all forms of communication to reflect the source of funding for the activity, which in turn informs the participants of the support they are receiving from the funding partners. To this end you will ensure that all communications display the funding body logos, the format and content will need to be agreed with Age UK Cornwall.

### **4.3 Document Retention**

EU regulations require this project retains all records and ensure all original documents relating to activity associated with this contract are retained in line with ERDF guidelines and remain at all times the intellectual property of Age UK Cornwall on behalf of the European Regional Development Fund (ERDF).

### **4.4 Indemnity and Insurance**

Without prejudice to its obligations under this Condition, the Supplier shall effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the Suppliers obligations and liabilities under this Condition, including but not limited to:

- professional indemnity insurance if applicable;
- public liability insurance with a limit of liability of not less than £5 million;
- employers liability insurance with a limit as appropriate;
- for any one occurrence or series of occurrences arising out of any one event.

### **4.5 Environmental Issues**

We are committed to sustainable development and the promotion of good environmental management. It is expected that the successful Tenderer will be committed to a process of improvement with regards to environmental issues. **If successful you will be required to provide evidence of your environmental sustainability policies/practices to ensure compliance with this.**

## 5. Tender Submission and Decision processes

### 5.1 Tender Process

- All correspondence will be managed electronically throughout the procurement.
- Any queries should be sent to [steve@ageukcornwall.org.uk](mailto:steve@ageukcornwall.org.uk)
- Following the deadline, completed tender submissions will be assessed by a panel acting with the authority of Age UK Cornwall. It will evaluate each bid against the specification requirement and record this through use of a score/evaluation sheet.
- The successful tenderer will be the tenderer with the highest overall score.
- This procurement is weighted with price being 60% and quality being 40%.
- All costings provided should be inclusive of VAT (where this element applies)
- Each tenderer will receive notification of being successful or unsuccessful.
- Feedback regarding the result of the tender will be available to tenderers on request following notification of award.
- The deadline for tender responses is **5pm, 19th September 2018** (please see timetable below for more information).
- Tenders should be submitted electronically in Adobe Acrobat format to [steve@ageukcornwall.org.uk](mailto:steve@ageukcornwall.org.uk) clearly, and only, marked with the Subject Heading of the email 'Tender SiTC Lot 2'

### 5.2 Timetable (subject to tenders received and pre contract discussions):

- Deadline for clarification queries – 31 August 2018
- Deadline for submission of tenders – 19th September 2018 (5pm)
- Notification of award of tender – 26<sup>th</sup> September 2018
- Start of work – 1<sup>st</sup> October 2018
- Completion of first 4 chargepoints by 31<sup>st</sup> October 2018
- Completion of chargepoints 5 & 6 by 30<sup>th</sup> November 2018
- Completion of chargepoints 7 & 8 by 31<sup>st</sup> December 2018
- Completion of chargepoints 9 & 10 by 31<sup>st</sup> January 2019
- Completion of chargepoints 11 & 12 by 28<sup>th</sup> February 2019
- Completion of work – 28<sup>th</sup> February 2019

### 5.3 Scoring

Following the deadline, completed tender submissions will be assessed by a panel acting with the authority of Age UK Cornwall using the following criteria:

#### Price (60%) to include:

- Ability to deliver within the timescales and budget.
- Understanding of the timescales and the budget.

#### Quality (40%) to include:

- Quality of the approach to the work.
- Evidence of a balanced and consistent method of work.

- Clarity and credibility of the proposal.
- Demonstration of the skills and knowledge to manage or deliver activity.

#### **5.4 Payment**

- It is intended to pay in instalments on submission of invoices on completion of work at each individual chargepoint site (including VAT, if applicable).