



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

Darren Tilley – Chief Executive & Town Clerk

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**BRAUNSTONE CIVIC CENTRE** Kingsway, Braunstone Town, Leicester LE3 2PP

Telephone: 0116 2899270 Fax: 0116 2824785 VAT Reg No. 114762482

## TENDERS INVITED

### **INSTALLATION OF ELECTRIC VEHICLE CHARGING POINTS AT BRAUNSTONE CIVIC CENTRE AND LIBRARY CAR PARK (LE3 2PP) AND THORPE ASTLEY COMMUNITY CENTRE CAR PARK(LE3 3RU)**

**TENDERS ARE INVITED** from suitable contractors for the installation of Electric Vehicle Charging points at Braunstone Civic Centre & Library\* Car Park, LE3 2PP, and Thorpe Astley Community Centre Car Park, LE3 3RU, including:

1. the number of charging points/sockets proposed at each location;
2. notifying and dealing with the DNO in relation to the proposed works;
3. associated electrical works in the plant rooms;
4. installation of cabling and engineering works;
5. details of the proposed modules/technology; and
6. details of any ongoing subscription and maintenance required.

\* connection to the Library electricity system is subject to a third party agreement.

The following is available to assist contractors tendering:

- Background to the project (attached), and
- Carbon Audit of Braunstone Town Council.

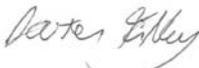
Documents are available on Braunstone Town Council's website

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) or by contacting the Officer of the Chief Executive & Town Clerk (details above).

**Valid tenders** must include details of 1-6 above along with the tender price and must be delivered enclosed in a plain, sealed envelope, endorsed "Tender – Electric Vehicle Charging Points" and addressed to the Office of the Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP, no later than: **4pm on Monday 22nd August 2022**

For further questions on the tender requirements and background information and reports, please contact the Office of the Chief Executive & Town Clerk, on 0116 289 9270 or [executiveofficer@braunstonetowncouncil.org.uk](mailto:executiveofficer@braunstonetowncouncil.org.uk)

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

  
**Signed:**  
Darren Tilley, Chief Executive & Town Clerk

**Dated: 11<sup>th</sup> July 2022**

## **Location**

Braunstone is the largest civil parish within the district of Blaby in Leicestershire, with a population around 17,000 with around 8,000 households.

The parish is urban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is a social housing estate with the same name. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley, which includes Thorpe Astley Park and Community Centre.

## **The Council**

The Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

*"We exist to ensure:*

- 1. that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
- 2. to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and*
- 3. to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

The Council was awarded Foundation status under the Local Council Awards Scheme in January 2014.

## **Background to the Project**

Braunstone Town Council adopted a Climate Change and Environmental Strategy on 23rd September 2021. Following this, the Council commissioned a carbon audit of its activities to provide both data on the Council's carbon footprint along with recommended actions to reduce the Council's carbon footprint.

The Carbon Audit was completed in February 2022 and the Council noted that the installation of Electric Vehicle Charging Points was a priority and was included in the Climate Change and Environmental Strategy Action Plan (June 2022).

### Electric Vehicle Charging points (EVCPs)

With current Government policy banning the sale of petrol and diesel vehicles from 2030 there will be a huge increase in the need for EVCPs. The Carbon Audit identified that installing EVCPs at the Council's premises could bring benefits for the Council, staff and potentially the wider local community.

Furthermore, by installing EVCPs to a building that hosts a solar PV array (a separate procurement and invitation to tender is being undertaken concurrently), it is possible that a proportion of the vehicle charging will be provided by carbon free solar generation during the day. The greater the excess amount of solar generation that is produced, after self-consumption by the building, the larger this proportion of carbon free electricity could be used to charge the vehicles.

### Tender for Electric Vehicle Charging Points

Tenders are being invited from suitable contractors for the installation of Electric Vehicle Charging points at Braunstone Civic Centre & Library Car Park and Thorpe Astley Community Centre Car Park. The contractor is asked to provide details of how many charging points/sockets they recommend are installed at each location. The Council is looking to optimise the number of charging points/sockets relative to the costs of installation, notifying and dealing with the DNO in relation to the proposed works, associated electrical works in the plant rooms, cabling and engineering works.

Tenders are also being invited for the installation of Solar PV Panels and Battery Storage at the same locations. Installation of solar PV Panels at Braunstone Town Library (part of the Braunstone Civic Centre site) will generate enough energy to make this building carbon neutral. Therefore, it is preferred that the electric vehicle charging points are connected to this building's electricity system. However, this is subject to a third party agreement. Please assess costs of connection to either Braunstone Civic Centre and Braunstone Town Library in the tender to avoid delays with the installation in the event that the third party agreement isn't reached for Braunstone Town Library.

Mossdale Meadows Pavilion, which features in the Carbon Audit, was surveyed and the Structural Loading Review identifies that it is likely to require re-roofing to accommodate Solar PV panels and the load may require roof supports to be strengthened. Therefore, installation of an electric vehicle charging point at this location is not included in the current procurement process and the roofing works required to accommodate the proposed solar PV panels is being considered as part of the review of the Capital Plan for 2023/2024.

### **Estimated Timescales**

Tenders received by 4pm on Monday 22nd August 2022 will be assessed by the Council's Management Team.

It is anticipated that recommendations on preferred suppliers, along with a plan to finance the works, will be determined by the Town Council's Policy & Resources Committee in September 2022.

At this stage it is anticipated that the installation works will be commissioned in October and completed prior to the end of the financial year (31st March 2023).

### **Supporting Documents**

*The following is available to assist contractors tendering:*

1. Carbon Audit of Braunstone Town Council.

*Other Background Documents:*

2. Climate Change & Environmental Strategy, and
3. Climate Change & Environmental Action Plan.