



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Chief Executive & Town Clerk

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

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TENDERS INVITED

INSTALLATION OF SOLAR PV PANELS AND BATTERY STORAGE AT BRAUNSTONE CIVIC CENTRE AND LIBRARY (LE3 2PP) AND AT THORPE ASTLEY COMMUNITY CENTRE (LE3 3RU)

TENDERS ARE INVITED from suitable contractors for the installation of Solar PV Panels and Battery Storage at Braunstone Civic Centre and Library* and at Thorpe Astley Community Centre including:

1. proposed installation designs; including fixings to the roof and roof support structures;
2. estimated system production and consumption (similar to the reports enclosed);
3. estimated savings;
4. estimated lifespan; and
5. ongoing maintenance requirements and estimated costs.

** installation at the Library is subject to a third party agreement (please break down in tender).*

The following is available to assist contractors tendering:

- *Background to the project (attached),*
- *Carbon Audit of Braunstone Town Council,*
- *Solar Audit of the Council's buildings, and*
- *Structural Loading Review Report.*

Documents are available on Braunstone Town Council's website

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

Valid tenders must include details of 1-5 above along with the tender price and must be delivered enclosed in a plain, sealed envelope, endorsed "Tender – Solar PV Panels" 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

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.

Darren Tilley
Signed:

Darren Tilley, Chief Executive & Town Clerk

Dated: 11th 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 PV Panels was a priority and was included in the Climate Change and Environmental Strategy Action Plan (June 2022).

The Carbon Audit estimated that the installation of solar PV panels and battery storage would reduce the Council's carbon footprint by approximately 18% and make significant savings with energy costs set to rise significantly.

Solar PV Panels and associated Battery Storage Audit and Surveys

As part of the Carbon Audit, a survey of the Council's buildings was conducted which looked at the potential of installing solar PV on the roofs of the buildings. Specific attention was taken to:

- Overall property design
- Property usage (and therefore energy usage) and patterns of usage
- Orientation, angle, and size of the roofing areas
- The design of the roofing areas, and state of repair
- Shading issues
- Property and roof access
- The type of electricity supply
- Location of the switchboard within the properties

The survey confirmed that all the properties are suitable for the addition of solar PV. All the properties are supplied by a three-phase connection, and have electricity plant rooms, or areas adjacent that would be suitable for housing the solar inverters and other electrical equipment required with the installation of solar PV.

A 'SolarEdge Designer' software program was used to model each property for the solar PV arrays. The annual electricity use of the buildings was also entered into the software and broken down into day and night use where available. This, combined with an approximation of the energy usage patterns (i.e., times of day/week) and the cost of electricity enables the program to calculate current electricity costs and potential cost savings. A copy of the report generated is enclosed with the tender pack.

Structural loading surveys of the roof condition of the recommended locations for the installation of solar PV panels has also been undertaken.

The survey is based on drawings and information about the buildings, roof makeups and the PV panels proposed by the Carbon Audit. A copy of the report is enclosed with the tender pack.

The report concludes that the PV panel loads can be supported on the roof structures of the Braunstone Civic Centre and Library, and Thorpe Astley Community Centre. However, Mossdale Meadows Pavilion is likely to require re-roofing, and these loads may require roof supports to be strengthened.

Regarding the frames and fixings, the report gives an indication of the design principles, but not specifics of fixing locations. The report is an initial assessment and once tenders are received, PRP (the company that carried out the initial review)

are able to carry out a structural survey of the existing roof structures to ensure they are as anticipated and in good condition. Alternatively the contractor can include this work within the tender price (please indicate in the tender submission whether inspection of the roof structures is included).

Tender for Solar PV Panels and associated Battery Storage

Tenders are being invited from suitable contractors for the installation of Solar PV Panels and Battery Storage at Braunstone Civic Centre and at Thorpe Astley Community Centre. Subject to a third party agreement, tenders are also being invited for the installation of Solar PV Panels and Battery Storage at Braunstone Town Library (part of the Braunstone Civic Centre site). Please separate Braunstone Civic Centre and Braunstone Town Library in the tender break down to avoid delays with the installation at Braunstone Civic Centre and Thorpe Astley Community Centre 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, this element is not included in the current procurement process and the roofing works required 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 structural loading engineer who will provide an assessment and technical advice on the quality and deliverability of the tenders.

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,
2. Solar Audit of the Council's buildings, and
3. Structural Loading Review Report.

Other Background Documents:

4. Climate Change & Environmental Strategy, and
5. Climate Change & Environmental Action Plan.