



**Basingstoke Energy Services Co-operative**

*"For the benefit of our customers"*

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**ALTON**  
**TOWN COUNCIL**

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**Invitation to tender for renewable heating installation and  
improvement of building fabric at Alton Town Hall GU34**

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## 1 Introduction

Alton Town Council (**ATC**) aims to become carbon neutral well in advance of UK Government's proposed 2050 target. ATC has identified a number of key measures that could be undertaken at the Town Hall to significantly reduce the building's greenhouse gas emissions.

As part of this process, ATC is looking to:

- replace the existing gas fired heating system at the Town Hall, with a lower carbon alternative,
- improve the air tightness of the building,
- improve the level of loft insulation and
- install mechanical ventilation heat recovery units (MVHR) in the WCs to replace existing units.

The work has been broken down into two work packages. The Town Council has approved the following budgets for this work:

Package	Budgeted Cost ex VAT
1. Heat Pump, Loft Insulation, and draughtproofing	£21,000
2. Mechanical Ventilation with Heat Recovery	£1,500

These are seen as maximum amounts and the expectation is the work will be less than these budgets.

Ideally ATC wishes to appoint a single contractor to carry out both packages of work but will consider tender responses from contractors who wish to carry out one package only.

Although the building is two story the works are only required for the first floor and the ground floor entrance. The ground floor is mainly shop units and outside the scope of this tender. The building is currently heated by a gas fired boiler feeding radiators on the upper floor.

The intent is to remove the existing boiler and replace it with an internally installed heat pump with ducted intakes. This is to meet planning requirements and to maintain the street scene. However other solutions would be considered.

An air permeability test has already been carried out (a copy is attached at annex 1). The objective of the draughtproofing is to reduce permeability to approximately  $5\text{m}^3/\text{h}/\text{m}^2$  @50 Pa.

Applications for planning consent and DNO connection permission are already underway.

## 2 Scope of Work

The draft scope of work is described below but ATC welcomes comments from tenderers on enhancement to the scope and innovative solutions to improving the overall energy efficiency and carbon footprint of the building. The building is in a conservation area and ATC wish to maintain the current building outline and therefore want to avoid the installation of plant on external walls.

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However it is accepted that air intakes will need to be installed on the external wall of the Town Hall. Installation of roof mounted units will also be acceptable.

ATC requires the following work to be carried out:

1. Removal of existing gas fired boiler and associated plant.
2. Installation of an internal heat pump and associated works e.g. radiator upgrade, heating controls, ducting and TRVs.
3. Installation of a mechanical heat recovery units for the upper floor WCs of the building.
4. Installation of draughtproofing measures on doors, walls, windows and in ceilings as appropriate.
5. Installation of additional loft insulation over existing insulation (minimum 300mm thick).
6. Provision of necessary building control notifications.
7. Provision of adequate training and operation and maintenance manuals.

It is expected that all the works will be completed before 19<sup>th</sup> September 2021 (subject to confirmation of planning consents).

### 3 Tender response

Please respond to this ITT before 5pm 9<sup>th</sup> August 2021 by email to [townclerk@alton.gov.uk](mailto:townclerk@alton.gov.uk). It is expected that the successfully tender(s) will be informed on 19<sup>th</sup> August 2021.

All tenderers will be able to visit the Town Hall for a pre-tender meeting and survey. It is intended the surveys will take place on Monday 26<sup>th</sup> July 2021 and will be over a maximum of three sessions:

- 11-12 noon survey visit for heat pump installation,
- 12:00-1:00 survey visit loft insulation and draughtproofing,
- 1:00-2:00 survey visit for MVHR installation.

Tenders for the heat pump installation will have to be MCS accredited, and the installation will need to be in full compliance with MSC standards. All other tenderers will have to provide a valid SSIP certificate and registration number.

Each tender should contain the following:

1. A schedule of the works proposed.
2. Price and proposed payment schedule.
3. A short statement (max 150 words) on how you will meet quality standards.
4. A short statement (max 150 words) demonstrating your approach to health and safety and an outline risk and methods statement.
5. A short statement (max 150 words) outlining any innovative you plan to take to deliver the proposed works.
6. A short statement (max 150 words) outlining your experience of similar work. A corporate brochure would be adequate as a response to this section.
7. A short statement (max 150 words) outlining your organisation approach to sustainability and reducing your own carbon footprint. Evidence of meeting industry standards such as PAS 2030 would be adequate as a response to this section.

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8. A timetable showing the programme of proposed work and the expected completion date.

## 4 Tender scoring

ATC wishes to appoint the best qualified tender. A total of 100 marks is available to be awarded to each tender response. ATC proposes to award the works to the tender(s) the with the highest overall mark. To this end each tender response will be evaluated against the following criteria:

- Price – 35% of the overall evaluation will be on the basis of the price tendered. The lowest priced tender will be awarded 35 marks. All other tenders will be marked pro-rata to this. I.e a tender that is 120% more expensive than the lowest priced tender will be award  $1/1.2 = 83.3\%$  of the marks.
- Quality – 15% of the overall evaluation will be on the basis of proposed quality. The overall quality of the response will be evaluated. The top rank tenderer will be awarded 15 marks. All other bidders will be rank-ordered below this. The marks will be allocated according to the following formula  $\text{Marks} = 15 - (15/\text{number of bidders} \times (\text{rank}-1))$
- Health and Safety – 15% of the overall evaluation will be on the basis of the approach to exceeding H&S requirements. Each tender response should include an outline risk and methods statement for the work. The top rank tenderer will be awarded 15 marks. All other bidders will be rank-ordered below this. The marks will be allocated according to the following formula  $\text{Marks} = 15 - (15/\text{number of bidders} \times (\text{rank}-1))$ .
- Innovation, Sustainability and experience – each of these sections is 10% of the total. The tender responses will be rank-ordered. The top rank tenderer will be awarded 10 marks. All other bidders will be rank-ordered below this. The marks will be allocated according to the following formula  $\text{Marks} = 10 - (10/\text{number of bidders} \times (\text{rank}-1))$
- Delivery - 5%. The last date for completing the works is 19<sup>th</sup> September. 5% of the total marks will be available to the tenderer that can commit to this or earlier dates.

## 5 Response address

Please submit your response by email in pdf format to Mrs Leah Coney Town Clerk before 5pm 9<sup>th</sup> August 2021 by email to [townclerk@alton.gov.uk](mailto:townclerk@alton.gov.uk). Please title the subject of the email “Response to decarbonisation tender”. It is expected that the successfully tender(s) will be informed on 19<sup>th</sup> August 2021.

Questions and clarifications

Please address any questions to Roberts Lapsevskis at [roberts@bes.coop](mailto:roberts@bes.coop).

## 6 Attachments

Please find attached.

1. An outline plan of the building.
2. Display Energy Certificate.

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3. Asbestos survey.
  4. Electrical schematic.
  5. Air Permeability test certificate.

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## Annex – General Information

Building Access and working times – The building will be open from 8am to 4pm Monday to Friday access outside of these times will be via key sign out.

Welfare facilities. A toilet and wash basin will be provided to the contractor for their sole use.

Parking arrangements. Public Car Park nearby (within 100m).

Delivery arrangements. Up to the front door every day except Tuesday when access road is closed for street market.

Storage is available within building for smaller items.

Public access. The building is currently closed to the public and can remain closed during the works. Staff and councillors will require access – council meetings can be relocated from the chamber for the duration of the works if required.

Power downs and Permits to work. We will need to advise our IT/Comms/Server company of any powering down in advance. The tenderer will need to ensure a system of safe working is in place.

Third party agreement/tenants. There are tenants in the units below but access is separate.

ATC Terms and Conditions. There is a standard goods and services contract for works above £5,000.