

BRIEF: Tiree Community Business Ltd. – Energy Efficiency Measures for the Island Centre

Contents

Project Overview	1
Background	2
Scope of Works	2
Additional Considerations	4
Outputs and Milestones.....	4
Project Budget & Basis of Payment	4
Lead Contact for Client.....	4
Guidance on Submissions	5
ANNEX A	7

Project Overview

Tiree Community Business Ltd. (TCB) are seeking quotes from contractors for the installation of a number of renewable and energy efficiency measures at the Island Centre, a community-owned building in Crossapol on the Isle of Tiree.

The scope of this work is to install efficiency measures for the Island Centre, in line with the recommendations made in a recently conducted Energy Efficiency Assessment. These measures include:

- Installation of an air source heat pump-based heating system
- Installation of a roof-mounted solar PV array
- Installation of LED lighting
- Insulating the roof
- Insulating the walls

See Island Centre location, site map and building layout in Annex A.

Interested contractors should submit their quotes to jack@tireetrust.org.uk by **5pm Friday 14th July** . Please see the “Submissions Guidance” section for details on what should be included within a quote.

Please contact jack@tireetrust.org.uk if you have any additional questions.

Background

TCB is a charity whose objectives are to engage with the residents of Tiree to relieve poverty; advance education; promote training in skills; to facilitate recreation and leisure activity; and, to promote other charitable schemes for the benefit of the community.

TCB is the owner of the Island Centre, a community-owned building which is primarily used as office space. This project to retrofit the Island Centre is part of TCB's ambition to reduce energy bills for the Island Centre's occupants, and to reduce the emissions output of the Island Centre.

The specific measures included in the scope of works are included in line with recommendations made in a recent Energy Efficiency Assessment.

Scope of Works

TCB seek a contractor to take forward the design, planning (including securing any required planning permissions, building warrants, grid connections etc.) and installation of a number of energy efficiency measures to the Island Centre.

These measures are:

1. Installation of Air Source Heat Pump

To replace the existing electric storage heaters (21 x 2kW) and instant water heaters (x 6) with a new heating system and install a 12kW – 15kW air source heat pump to provide heating and hot water to the building.

As part of the scope of this work, contractors are required to:

- Consider the feasibility of the installation of an air source heat pump and new heating system, or alternative system (e.g air to air heat pump) .
- Make an assessment and recommendation on the optimum make, size, and placement of the heat pump.
- Make an assessment and recommendation on the most appropriate heating system to replace the current system.
- Be responsible for securing planning permission and a building warrant where required.

Where there are advantages to cost, efficiency, and maintenance; consideration could also be given to the installation of comparable systems (e.g. an air to air heat pump and air-based heating system as opposed to an air to water source heat pump and wet radiator system). TCB welcomes suggestions or recommendations from contractors.

2. Roof-Mounted Solar PV Array

To install a 10kWp roof-mounted Solar PV array.

As part of the scope of this work, contractors are required to:

- Consider the feasibility of the installation of a roof-mounted Solar PV array.
- Make an assessment and recommendation on the optimum location, array size, and layout of the Solar PV array.
- Be responsible for securing planning permission, a building warrant, and a grid connection where required.

Where there are advantages to cost, efficiency, and maintenance; consideration should also be given to a ground-mounted solar PV array. Installation of a ground-mounted solar PV array can be discussed with TCB. TCB welcomes suggestions or recommendations from contractors.

3. Installation of LED lighting

To replace the existing lighting (92 bulbs) in the Island Centre with LED equivalents. This could include LED tubes, LED panel, LED lamps, and LED filament bulbs.

The most suitable equivalent LED replacement bulb may differ between offices. As a guide, the bulb recommendations from the Energy Efficiency Assessment are outlined in the table below.

Table 1: Lighting Savings

Area	Current lighting	Number of lights	Annual Hours of Operation	Annual Cost ¹	Alternative	Annual Cost	Saving
Offices and Communal Areas	58 watt	2	2,080	£47	2 x 25 watt LED tubes	£20	£27
	18 watt	12 (3 x 4)	2,080	£88	3 x 36 watt LED panel	£44	£44
	28 watt 'D' tubes	5	2,080	£57	5 x 12 watt LED lamps	£24	£33
Tiree Community Development Trust	58 watt	20	520	£118	20 x 25 watt LED tubes	£51	£67
	14 watt	4	520	£6	4 x 10 watt LED filament bulbs	£4	£2
Scottish Government	18 watt	44 (11 x 4)	2,080	£322	11 x 36 watt LED panels	£161	£161
	58 watt	4	2,080	£94	4 x 12 watt LED lamps	£40	£54
	40 watt	1	2,080	£16	1 x 10 watt LED filament bulb	£4	£12
TOTAL				£748		£348	£400

4. Insulation of the Roof & Walls

There is currently no insulation in the roof or walls of the Island Centre.

Roof

To install 270mm roof insulation for the whole building.

TCB welcomes recommendations on the most appropriate type of insulation for the Island Centre.

Walls

To inject insulation foam (either mineral wool, polystyrene beads, or polyurethane foam) into all outside wall cavities. This includes drilling holes in the outside walls, injecting insulation through the holes, and then sealing them with cement.

Where there are advantages to cost, efficiency and environmental impact, consideration could also be given to using external wall insulation instead of wall cavity insulation. TCB welcomes suggestions or recommendations from contractors.

Additional Considerations

Contractors must have the necessary accreditations and qualifications to complete the works outlined. This must include Microgeneration Certification Scheme (MCS) accreditation.

Outputs and Milestones

The work should proceed in line with the timeframe agreed with the successful contractor.

Project Budget & Basis of Payment

Payment schedule to be agreed, but we anticipate this would be in stages paid in arrears based on the completion of agreed work.

We are aiming to keep the total project budget for this work to **£ 76,000 (inc. VAT)**.

Lead Contact for Client

The lead contact will be a representative of the TCB Board for the approval of works, etc.

For operational matters, a TCB Board representative or a delegated colleague will be the principle contact.

Guidance on Submissions

The information outlined below is required in all quotes to allow us to assess them:

About Your Company

Please describe the size and structure of your company.

Your Company's Past Experience

Please provide examples of previous work which is comparable in size and nature to this project. If applicable:

- Please indicate any past experience of working on projects in remote Scottish islands.
- Please indicate any past experience of working with community groups or charities.

Costs and Fees

Quotes should give a clear indication of the costs, including:

- Pricing schedule
- Total fee for the works

Fees should be inclusive of VAT. Rates and prices shall be deemed inclusive of all additional expenses howsoever incurred.

Timeline for Completing Works

Quotes should include:

- The date when the contractor anticipates they will start the works.
- An estimate of the number of days required to complete the works.
- An indicative timeline for completing the works.

Personnel

Details of any subcontractors you plan to have involved in the works should be provided. This should include a brief overview of their relevant experience and necessary qualifications.

Accreditations

Quotes should include evidence of relevant certification/accreditation. This must include:

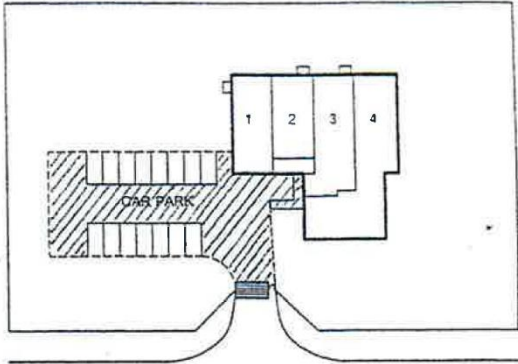
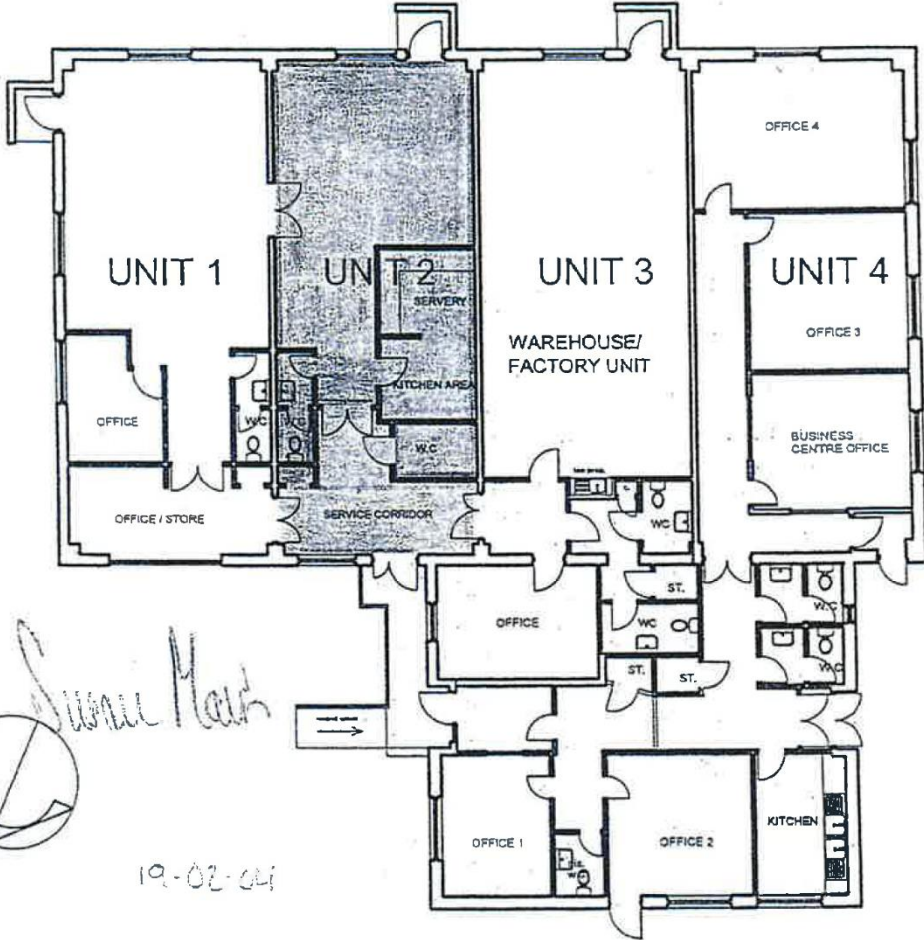
- Microgeneration Certification Scheme (MCS) Accreditation.

ANNEX A

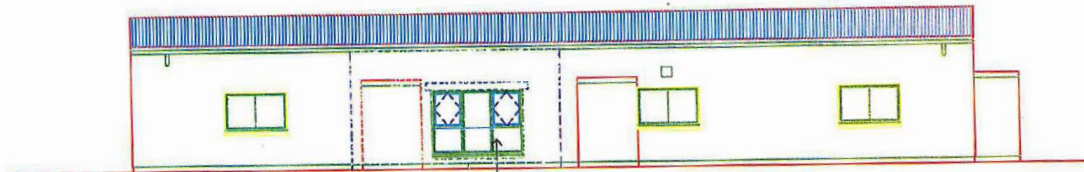
Site Location – Crossapol, Isle of Tiree, PA77 6UP



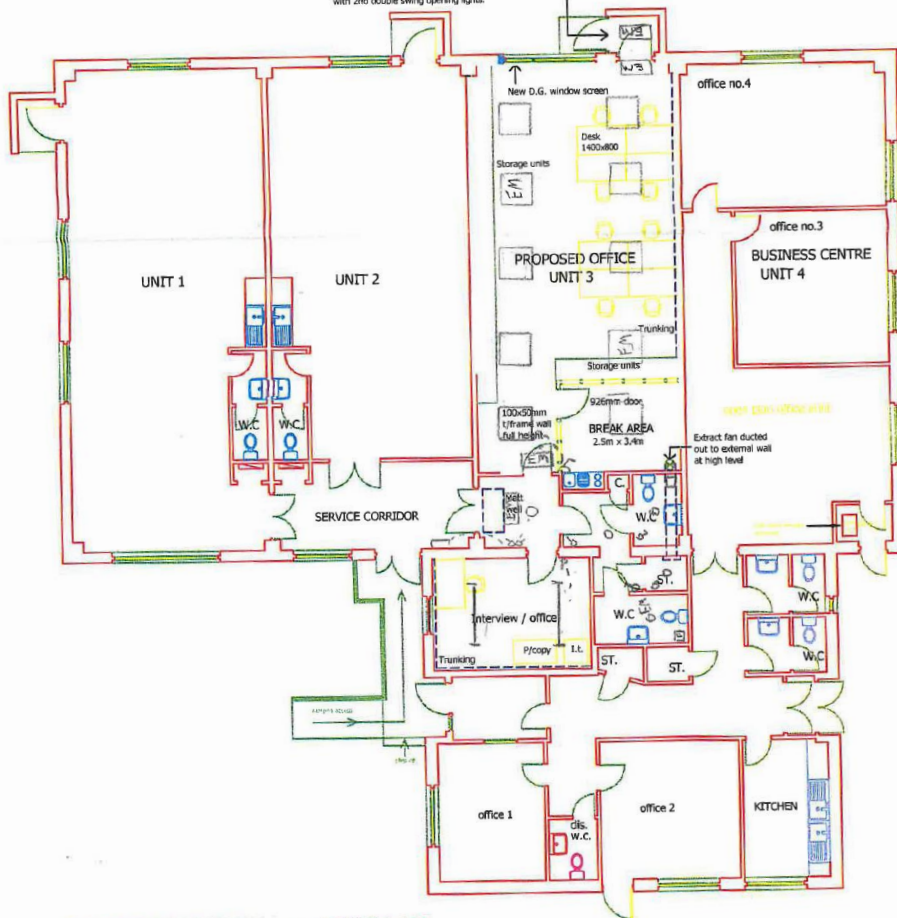
Site Plan



SITE PLAN SCALE 1:1000



SOUTH ELEVATION PROPOSED



FLOOR PLAN AS PROPOSED SCALE 1:100