

ENQUIRIES TO: Jeremy Chalmers (9273 6517)  
Procurement Officer

OUR REF: SC2685-02 – Tender 560/18



**CITY OF VINCENT**

**ADDENDA 2 TO RFT 560/18  
DESIGN, SUPPLY & INSTALLATION OF ROOFTOP  
PHOTOVOLTAIC SYSTEMS FOR FOUR CITY OF  
VINCENT FACILITIES**

Please note the following additional information stemming from the Mandatory Site Inspection conducted on Thursday 18 October 2018 in relation to the above Request for Tender (RFT):

1. Additional information was provided at the Mandatory Site Inspection and is provided at Attachment 1 to this addenda notice.
2. Questions have been received from interested organisations at the mandatory site inspection, and the City's formal responses to those questions are specified at Attachment 2 to this addenda notice.

This addenda forms part of the RFT documentation. Prospective Tenderers are required to confirm in their Tender Response that the addenda has been received and allowance has been made for each addendum.

For further information, please contact me, as the contact officer who is also named on the cover page of the RFT.

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City of Vincent  
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25 October 2018



## Additional Information

## ATTACHMENT 1

### 1. Administration and Civic Centre

Please note the following additional information:

- There is no access to the roof from the front of the building.
- Roof access is safe and compliant with a gantry and tie downs.
- There is a footpath crossover angle at the front of the building making it unsuitable for heavy vehicles.
- Tenderers should be aware that the City of Vincent's Chief Executive Officer's Directorate is located near the roof access.
- Tenderers should be aware that the roundabout will impact on the size and type of crane that can be used. No fixed wheel cranes should be used at this site.
- The roof has a pitch of ~3 degrees from the horizontal and is oriented north.

### 2. City of Vincent Library

Please note the following additional information:

- Tenderers should be aware that a Community Centre and Community nurse operates directly adjacent to the Library.
- The Community Centre and Library is used from 8am to 7pm and there is a 24 hour gym located at the southern end of the complex.
- The roof access is noisy when walking across and care should be taken when stepping off the ladder as this is located directly above the Community nurse premises.
- Tenderers will need to include a robust traffic and pedestrian management plan in their responses.
- The preferred inverter location is on the roof due to the fact that alternative inverter location is inside the building located on the wall behind the distribution board. This would be in the vicinity of staff work stations, and is therefore regarded as a last resort. Please refer to the attached Solar PV Installation Aerial View for the preferred inverter location. Please note, Tenderers should consider this as general advice only and should make their own decisions relating to preferred locations.
- The roof has a pitch of ~3 degrees from the horizontal

### 3. Beatty Park Leisure Centre

Please note the following additional information:

- The Centre is open 5am to 9pm, 7 days a week with ebbs and flows of pedestrians and traffic throughout the day.
- The solar arrays are to be kept off the grandstand and curved part of the roof over the indoor swimming pool area (refer to the structural engineer's report for roofs with suitable loading capacity).
- The staff car park (located to the north of the gym) can be utilised by Tenderers as this will cause the least amount of interference / interruption with the public.
- The access to the northern roof is via crane. The crane is to be located in the staff carpark.
- The "flat" portions of the roof are tilted ~3 degrees from the horizontal, and the winged portion of the roof is tilted ~12 degrees from the horizontal.



#### 4. City of Vincent Works Depot

Please note the following additional information:

- There is adequate area available at the Depot site for machinery and cranes to be used.
- The roof material is Trimdek.
- The roof cladding is scheduled to be replaced. However the date of replacement has not yet been set and the solar PV system is to be installed before the roof material is replaced.
- The shed located at the Depot site cannot be used for installation of the solar system. No solar arrays are to be installed on the shed roof.
- The City has determined that due to the availability of roof space for the solar arrays the preferred option for the site would be to install two separate solar PV systems, with the inverters connected to two different distribution boards. However, Tenderers are able to propose connecting the inverter(s) to a single distribution board if they consider that to be a viable option.
- The roof pitch is ~3 degrees from the horizontal.



## Tender Question Responses

## ATTACHMENT 2

### 1. Administration and Civic Centre

Q. Where are the inverter locations?

A. The preferred location for installing the inverters is in the plant room, which is located in the same corridor and on the same side as the distribution board, on the other side of the toilets. Please refer to the attached Solar PV Installation Aerial View for the preferred inverter location. Please note, Tenderers should consider this as general advice only and should make their own decisions relating to preferred locations.

Q. What is the profile of the roof?

A. The roof material is Trimdek.

### 2. City of Vincent Library

Q. Does the City have its own traffic manager that can be utilised?

A. Yes, the City can provide either traffic management or can advise on traffic and pedestrian management.

Q. What is the slope and profile of the roof?

A. The roof pitch is ~3 degrees from the horizontal facing north. The roof material is Colourbond with Tek screws.

Q. Can a scissor lift be used at the library site?

A. Yes, Tenderers may use a scissor lift.

### 3. Beatty Park Leisure Centre

Q. What is the cable distance from the roof to the inverters?

A. Tenderers should make their own assessments of the required cable lengths, based on information provided and further information obtained during the site visit. If need be, Tenderers may arrange to make a second site visit in order to estimate cable lengths required for their proposed system designs.

Q. Where are the existing inverters located?

A. The three existing inverters are located in the electrical plant room, which is located at the north west end of the Centre.

### 4. City of Vincent Works Depot

Q. Will the replacement of the roof at the Depot impact the installation of the photovoltaic panels?

A. No. While the roofing material at the Depot will need to be replaced at some stage, the installation of the photovoltaic panels will not be delayed by the need to replace the roofing material at the site.



Figure 2 Existing electrical infrastructure and preferred inverter locations at the Administration & Civic Centre (top left), Beatty Park Leisure Centre (bottom left), the City of Vincent Library (top right) and the Works Depot (bottom right).

[Legend: ● DB ● Preferred DB for solar connection ● Preferred inverter location

BMSB = Building Main Switch Board; DB = Distribution Board; SMSB = Site Main Switch Board; WP = Western Power]