TONBRIDGE & MALLING BOROUGH COUNCIL
GROUND MAINTENANCE CONTRACT – RE-TENDER TIMESCALE

		2012				2013												2014												2015
		September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January
1	Seek Member approval for retender. (Leisure & Arts Advisory Board)																													
2	Review current contract, establish levels of service and social, economic and environmental considerations.																													
3	Seek Member approval of levels of service and terms of contract. (Leisure & Arts Advisory Board).																													
4	Prepare tender documentation.																													
5	Prior Information Notice in the Official Journal of the EU.																													
6	Expressions of interest sought from contractors.																													
7	Contractor questionnaires sent out and returned.																													
8	Evaluation of Contractor questionnaires.																													
9	Member approval of select list. (Leisure & Arts Advisory Board)																													
10	Tender documentation to select list.																													
11	Tenders returned.																													
12	Tender Evaluation.																													
13	Seek Member approval to appoint successful contractor. (Leisure & Arts Advisory Board, Cabinet & Council).																													
14	Contract commences.																													

Annex 1