

GM Contract Re-Procurement Annex 2 - Timeframe for use of Procurement Framework

	Grounds Maintenance Retender	2023												2024												2025
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
1.	Grounds Maintenance Officer Study Group meeting.					x																				
2.	Grounds Maintenance Officer Study Group meeting.							x																		
3.	Seek Member recommendation to Cabinet for approval of the strategic approach to procurement and guidance on specification savings at Communities and Environment Scrutiny Select Committee.							x																		
4	Review current contract documentation, establish proposed level of service and social environmental considerations in liaison with Council Officer Study Group.							x	x	x																
4.	Remeasure contract for revised contract specification and bills of quantity.								x	x	x															
5.	Grounds Maintenance Officer Study Group meeting.									x																
6.	Seek Cabinet approval for item 3 above.									x																
7.	Seek Member recommendation to Cabinet for approval of levels of service, specification amendments and terms of contract at Communities and Environment Scrutiny Select Committee on 21 st September.									x																

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8.	Preparation of contract tender documentation.									X	X	X	X	X	X												
9.	Seek Cabinet approval for item 7 above on 3 rd October.										X																
10.	Grounds Maintenance Officer Study Group meeting.										X																
11.	Grounds Maintenance Officer Study Group meeting.											X															
12.	Grounds Maintenance Officer Study Group meeting.												X														
13.	Grounds Maintenance Officer Study Group meeting.													X													
14.	Grounds Maintenance Officer Study Group meeting.														X												
15.	Commencement of tender within framework.														X												
16.	Grounds Maintenance Officer Study Group meeting.															X											
17.	Tenders returned															X											
18.	Tender evaluation															X	X										
19.	Grounds Maintenance Officer Study Group meeting.																X										
20.	Grounds Maintenance Officer Study Group meeting.																	X									
21.	Seek Member recommendation to Cabinet for approval of successful contracts at Communities and Environment Scrutiny Select Committee on 22 nd May.																	X									

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22.	Seek Cabinet approval for item 10 above on 4 th June.																		X								
23.	Seek full Council approval for Item 11 above on 9 th July.																			X							
24.	Contractor mobilisation/lead in time																			X	X	X	X	X	X		
25.	Contract commences																									X	

Complete		In Progress	
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