

Seaton Valley Council

A Community Council

Floral Planting & Maintenance Contract 2026–2028

Anticipated Timetable

Reference: SVC-FP-001A-2026

TENDER TIMETABLE

Publication date: Monday 15 December 2025

1. Tender Published

 Monday 15 December 2025

Tender published on Contracts Finder, Council website, and social media.

This ensures maximum visibility before the holiday closure period.

2. Clarification Window

Opens: 15 December 2025

Closes: Friday 17 January 2026 (12:00 noon)


This extended window accounts for:

- Christmas shutdowns
- Limited staff availability
- The need to give bidders a fair opportunity to review enhanced documents

SVCC to issue all clarification responses by:

 Thursday 22 January 2026

3. Tender Submission Deadline


 Monday 27 January 2026 (12:00 noon)

This provides:

- A total window of 43 days (very fair for a re-advertisement),
- Two full working weeks post-holiday for contractors to finalise submissions.

This is compliant and encourages more participation.


4. Officer Validation Period

 28–31 January 2026

Tasks:

- Check completeness
 - Allocate sub-lots
 - Prepare scoring packs for F&GP
 - Identify any inconsistencies requiring follow-up
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5. F&GP Committee Evaluation

 Wednesday 12 February 2026

At this meeting:

- Moderation panel completes scoring
- Sub-lot recommendations are formed
- Final recommendation is agreed for Full Council

(Officers then draft the Full Council report.)

6. Report Finalisation & Supporting Documents


 13–26 February 2026

Includes:

- Procurement compliance note
- Evaluation summary
- Financial implications
- Risk considerations
- Officer recommendation


This aligns with agenda deadlines for March Full Council.

7. Full Council Award Decision

 Tuesday 11 March 2026


Formal ratification of F&GP's recommendation.

8. Award Notifications

 Monday 16 March 2026

Below-threshold procurement = no mandatory standstill, but notifying promptly supports transparency and good practice.

9. Mobilisation Period

 Completed no later than 31 March 2026

Activities include:

- Contract signing
- RAMS and insurance validation
- Site walk-throughs
- Phasing decisions (100% / 75% / 50%)
- Plant ordering
- Scheduling spring works

10. Contract Start

 Wednesday 1 April 2026

11. ★ Summary Table

Stage	Date
Tender published	15 Dec 2025
Clarifications close	17 Jan 2026 (12:00 noon)
Clarification responses issued	22 Jan
Submission deadline	27 Jan (12.00 noon)
Officer validation	28–31 Jan
F&GP evaluation	12 Feb
Reports finalised	13–26 Feb
Full Council decision	11 March
Award letters	16 March
Mobilisation	By 31 March
Contract start	1 April

12. ✓ Evaluation Process

Bids will be evaluated in accordance with the criteria and weightings provided. All submissions must address these criteria clearly and directly.