

Taunton Town Council  
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## Document Name: Procurement Timeline – Taunton Town Council Office Fit Out

Date	Activity	Notes
Monday the 13 <sup>th</sup> of May 2024 – 4pm	Tender to go live on Contracts Finder and Taunton Town Council website	
24 <sup>th</sup> of May 2024 at 5pm	Deadline to submit any questions or clarification requests to the project team	Please contact Megan Linham / <a href="mailto:projects@taunton-tc.gov.uk">projects@taunton-tc.gov.uk</a> . The project team will come back to you by the 3 <sup>rd</sup> of June 2024.
23 <sup>rd</sup> and 29 <sup>th</sup> of May 2024	The project team will be available for a site visit – please contact the project team to arrange a time.	Site visits are subject to the landlord's agreement. Site visits must be booked in advance by contacting Megan Linham / <a href="mailto:projects@taunton-tc.gov.uk">projects@taunton-tc.gov.uk</a>
Wednesday the 5 <sup>th</sup> of June 2024 – 4pm	Deadline for submissions	Further information can be found in the Project Information Document. Any late submissions will not be considered.
Thursday the 6 <sup>th</sup> of June 2024	Tender bids reviewed and evaluated	Further information can be found in the Project Information Document.
Tuesday the 11 <sup>th</sup> of June 2024 at 6pm	Recommended bid to be put forward to Full Council. Supplier advised to join the Full Council meeting to present plans.	Further information can be found in the Project Information Document.
Wednesday the 12 <sup>th</sup> of June 2024	Contract awarded, subject to full council approval on the 11 <sup>th</sup>	Further information can be found in the Project Information Document
By Monday the 24 <sup>th</sup> of June 2024	Work to commence onsite	Estimated build time of 6 to 8 weeks
By Monday the 19 <sup>th</sup> of August 2024	All work to be complete and Taunton Town Council to move in	

Note, this is an indicative timeline and is subject to the landlord allowing early access for the work to commence. The proposed schedule for the procurement process is shown, however the dates should be regarded as indicative at this stage as Taunton Town Council reserves the right to extend and/or amend the timetable as needed. Any major changes will be discussed with potential tenderers.