

## 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.