

HOUSING MAINTENANCE CONTRACTS PROCUREMENT		ANNEXE 2
LEGAL PROCEDURE AND TIMETABLE FOR CONTRACT/S AWARD		
TENDER CLARIFICATIONS	12.9.11 to 30.9.11	
Finish reviewing financial submissions	16.9.11	
Email contractors with clarification queries	16.9.11	
Response from contractors by	21.9.11	
Meetings with contractors if not satisfied with responses	22.9.11 to 30.9.11	
EXECUTIVE	4.10.11	
NOTIFICATION TO CONTRACTORS	5.10.11	
Ten day (minimum) standstill (last day must be a working day) period from and to	5.10.11 to 17.10.11	
Respond to contractor enquiries about scoring/outcomes	5.10.11 to 17.10.11	
Receive challenges/enquiries acceptances/refusals from contractors	5.10.11 to 17.10.11	
EXECUTIVE REPORT OF 4.10.11 TO COUNCIL	11.10.11	
LEASEHOLDER CONSULTATION	5.10.11 to 4.11.11	30 days consultation period
PRE-CONTRACT MEETINGS	24.10.11 to 4.11.11	Provisional (subject to any challenge)
CONTRACT AWARD	7.11.11	Provisional (subject to any challenge)