

	<i>Meeting (No)</i>	Community & Environment (2)
	<i>Date</i>	11 August 2026
	<i>Document</i>	<i>Ref No</i>
	CONTRACT FOR THE PROVISION AND MAINTENANCE OF FLORAL ARRANGMENTS	CE2/17b

PROPOSED PROCESS AND TIMESCALE

C&E Committee to approve specification	11 August 2026
Chief Officer to advertise contract details on the GOV.UK Contract Finder website and arrange for any relevant local advertising.	By 31 August 2026
C&E Manager to send invitations to quote to any identified potential local/regional contractors.	By 31 August 2026
Closing date for receipt of quotations	30 September 2026
C&E Committee to consider all quotations received and make a recommendation to Council.	6 October 2026
Council to approve both the appointment of the contractor and the contract cost.	20 October 2026
C&E Manager to respond to all applicants and give notice to existing contractor if appropriate.	30 October 2026
Chief Officer to upload outcome to GOV.UK Contract Finder	30 October 2026
C&E Committee to consider and finalise contract.	2 February 2027
Chief Officer to arrange signing of new contract.	31 March 2027
New contract commences	1 October 2027