

Procedure for TMD to tender and shortlist candidates for appointment as lead contractor for Phase III.

RECOMMENDATION: Council agrees that:

- That the Town Council delegates the tender process to TMD
- TMD to abide by the legislation under the Procurement Act and the Town Council's own Financial Regulations
- Tenders will be returned to TMD – not the Town Clerk as stipulated in Financial Regulations Appendix A
- Electronic applications will be accepted on this occasion but will not be opened until the formal evaluation procedure starts. A special email box will be set up by TMD for this purpose.
- (Hard copies can be accepted but it is unlikely applicants will use this method)
- TMD to advise on the scoring analysis and evaluation matrix
- A shortlist of potential contractors to be drawn up by TMD
- Final interviews and decision making to be undertaken by the Town Council and TMD.