

Timeline

Procurement of short term biomass fuel supply	When task needs to be completed
Undertake a survey of the biomass fuel market to evaluate different fuel types, delivery options and local, regional and national capacity to ensure security of our supply	January 2012
Agree the specification for biomass fuel that the council will tender for	February 2012
Prepare formal tender documentation.	By mid March 2012
Issue OJEU advert	Mid March 2012
6 week OJEU advertising period	Between mid March and the end of April
Evaluation of tender bids, testing of biomass samples, award of contract and 10 day stand still period	Between the start of May and mid June
Initial order of biomass placed	July 2012
First delivery of biomass to be received at sites	August 2012

Installation	When tasks need to be completed
Undertake surveys at each of the sites due to have a biomass boiler installed. This is with a view to: <ul style="list-style-type: none"> • Determining whether a standalone containerised biomass boiler can be installed or if alterations to the existing boiler / fuel storage area need to be undertaken. • Conclude the size of boiler required for each site. • Develop plans reflecting where the boiler will be placed and how it will integrate into the existing heating system. • Apply for planning permission (where appropriate). 	January and February 2012
Forward details of site surveys to Strategic Property Services term contractor who will implement the project.	March 2012
Term contractor to have procured and had delivered to the appropriate sites biomass boilers that are going to be installed where alterations are going to be made to existing boiler / fuel storage areas.	Mid July 2012
Term contractor to install boilers at sites where alterations are to be made to existing boiler / fuel storage areas.	From mid July to the end of August 2012 (school summer holidays)
Undertake ground works at sites where containerised biomass boilers are going to be located.	From mid July to the end of August 2012 (school summer holidays)
Containerised biomass boilers to be delivered and fitted.	October half term