Facilities Contracting
2020 Year End Deadlines

REVISED 1.31.2020

*** Dates subject to change upon the Controller's Office final schedule. ***

PROJECT REQUEST FORM DEADLINES

- **Friday, February 14th, 2020** is the FINAL day to receive projects for in-house design (any design projects received after this date may need to be outsourced due to current work load restrictions).
- Project Requests must be submitted by **Friday, February 21st, 2020** or project will encumber FY21 funds for projects <$50k
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, February 14th, 2020** for projects from $100K-$250K.
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, February 7th, 2020** for projects > $250K.

BIDDING & ADVERTISING REQUESTS DEADLINES

*Friday, February 28th, 2020 - Contracting Officers must have FINAL bidding/advertising documents by 5PM (SEND REQUEST VIA EMAIL).*

CONTRACT AWARDING DEADLINES

*Friday, May 15th, 2020 - Contracts and Change Orders MUST be in Contracting Officers' Workday queue by 5PM

***If bonds & Increase Riders are applicable, funds cannot be encumbered if they are not included in the contracting package. ***

INVOICES/PAY APPLICATIONS

*Friday, May 29th, 2020 – Invoices/Pay Applications MUST be in Contracting Officers' Workday queue by 5 PM.*

*** NORMAL PROCESSING WILL RESUME JULY 1, 2020 ***