

# 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 \*\*\***