Year End Project Deadlines

REVISED 12.10.18

*Project Request Deadlines posted below have been adjusted this year to accommodate the campus-wide implementation of Workday on July 1, 2019.*

*** Dates subject to change upon Workday’s final schedule. ***

**PROJECT REQUEST DEADLINES**

- **Friday, February 8th, 2019** 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 15th, 2019** or project will encumber FY19 funds for projects <$50k
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, March 22, 2019** for projects from $100K-$250K.
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, March 1, 2019** for projects > $250K.

**BIDDING & ADVERTISING REQUESTS DEADLINES**

*Contracting Officers must have solicitation request package by 5PM by the below listed deadlines (send via email).*

- **Friday, February 01, 2019** for QBS solicitations (2-step process, 8-weeks minimum for full completion)
- **Friday, February 08, 2019** for Projects over $250K (advertise 30 calendar days)
- **Friday, February 15, 2019** for Projects $100K-$250K (advertise 15 calendar days)
- **Friday, February 22, 2019** for Projects $50K-$100K (letter bid invitation / 1-week advertisement)

**CONTRACT AWARDING DEADLINES**

*Contracting package must be in ImageNow by 5PM by the below listed deadlines.*

- **Friday, May 03, 2019** – Final day to award to NEW/NON-ESTABLISHED vendors (registration required)
- **Friday, May 10, 2019** – Final day to award to ESTABLISHED vendors
- **Friday, May 17, 2019** – Final day for Amendments/Change Orders to open contracts

***If bonds/riders are applicable, funds cannot be encumbered if they are not included in the contracting package. ***

**INVOICES/PAY APPLICATIONS**

- **Friday, May 03, 2019 by 5PM** – Project Managers must approve/stamp date invoices & pay apps by this date/time for payment processing

*** NORMAL PROCESSING WILL RESUME JULY 1, 2019 ***