

Facilities Contracting 2021 Year End Deadlines

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

PROJECT REQUEST FORM DEADLINES

- **Friday, February 19th, 2021** 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 workload restrictions).
- Project Requests must be submitted by **Friday, February 26th, 2021** or project will encumber FY22 funds *for projects <\$50k*
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, February 19th, 2021** *for projects from \$100K-\$250K.*
- Projects must already be in Design and scheduled to be in Fire Marshal review queue by **Friday, February 12th, 2021** *for projects > \$250K.*

BIDDING & ADVERTISING REQUESTS DEADLINES

Friday, February 26th, 2021 – *Contracting Officers must have FINAL bidding/advertising documents by 5PM (SEND REQUEST VIA EMAIL).*

CONTRACT AWARDING DEADLINES

Friday, May 14th, 2021 - *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 28th, 2021 - *Invoices/Pay Applications must be **in Contracting Officers' Workday queue** by 5PM*

***** NORMAL PROCESSING WILL RESUME JULY 1, 2021 *****