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 ***