

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 *****