

Schedule of Events & Product Data
RFP NO. 14-15/09
Project Name: INSURANCE BROKER SERVICES

Schedule of Events

ITEM	ACTION	DUE DATE	Responsible Person
1.	Prepare Scope of Work	10/6/14	Jennifer S.
2.	Provide Drawings & Division 2 through xx Specifications		
3.	Submit Project Requirements		
4.	Assign Bid No.		Marie H.
5.	Prepare Bid Package, division 0 & 01		Marie H.
6.	Prepare Ad.		Marie H.
7.	Review Ad.		
8.	Final Bid set & Bidders List		Marie H.
9.	Review Final Bid Set & Bidders List		
10.	Provide final agreed upon SOE to Chan Eng (DGS)		
11.	LETTER TO NEWSPAPER (Newspaper required lead time 3-4 prior to being run in the paper)	10//13/14	Marie H.
12.	Classified Ad-First Run (2 Ads-Seven calendar days separation required)	10/15/14	Marie H.
13.	Classified Ad-Second Run	10/22/14	Marie H.
14.	Reproduce and email/fax/mail bid to Bidders and Plan Rooms 1 - Full size set for plan Rm. 2 - 1/2 size sets for DGS		
15.	Post Bid to District's Website		
16.	Mandatory / Non-Mandatory Job Walk XX <input type="checkbox"/> Mandatory <input type="checkbox"/> Non-Mandatory	10/29/14	Jennifer S/Marie H.
17.	Last day for RFI's submittals, Issue Addenda #'s 1 - x if necessary	11/3/14	Marie H.
18.	(72 hours before Bid Due required)	11/6/14	Marie H/Jennifer S.
19.	Statement of Qualifications 1st Submittal (If the bidder chooses to deliver the Statement of Qualifications during this period, The District will review and advise them whether or not they are acceptable as a responsible bidder.) (Not required for small projects.)		
20.	Statement of Qualifications - Comments (The District will review and advise them whether or not they are acceptable as responsible bidder. Allowing them to expand upon their Qualifications.) (Not required for small projects.)		
21.	Statement of Qualifications 2st Submittal - (All Bidder's must provide that there Statement of Qualifications. Even if submitted on the 1 st Submittal date.) (Not required for small projects.)		

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22.	Bid Due	11/12/14	Marie H.
23.	RESULTS INTO COMPUTER and Distribute to interested parties		Marie H.
24.	Results to be sent		
25.	Bid Selection Determined --(Bid Opening)		Jennifer S/Marie H.
26.	Bid Protest Period (5 Days after notice to award DGS to notify Purchasing of date)		Project Manager/ Buyer to be Notified
27.	"Action Item" District's Selected Bidder for Board Approval -		DGS / Chan Eng (DGS)/ Buyer to be Notified
28.	BOT Meeting / Approval (BOT meeting Status to be forwarded to Purchasing)		Project Manager/ Buyer to be Notified
29.	Prepare Individual Contracts (s) to be issued with the PURCHASE ORDER		Chan Eng (DGS)

Project Data

Project No. (Assigned by Finance)	
DSA approval required? (If yes provide DSA Application Number) <input type="checkbox"/> Yes <input type="checkbox"/> No	
California Contractor's License required for this project, A B, C, or other?	
The Engineering Estimate of Construction Costs:	
The Construction Period from "Notice to Proceed" is how many days?	
Liquidated Damages should be set at?	
Pre-Bid Meeting Location: Address:	
Who is the A&E (Architect & Engineer):	
Name:	_____
Address:	_____
Tel.	_____
Email:	_____
Facilities Project Manager:	
Name:	_____
Tel.	_____
Email:	_____