

Schedule of Events & Product Data

RFP: 14-15/21

Project Name: Web Based Email: Google Apps for Education

Schedule of Events

ITEM	ACTION	DUE DATE	Responsible Person
1.	Prepare Scope of Work	1/12/15	Michael D.
2.	Provide Drawings & Division 2 through xx Specifications		
3.	Submit Project Requirements	1/12/15	Michael D.
4.	Assign Bid No.	1/12/15	Marie Hampton
5.	Prepare Bid Package, division 0 & 01		
6.	Prepare Ad.	1/12/15	Marie Hampton
7.	Review Ad.	1/12/15	Marie Hampton
8.	Final Bid set & Bidders List		
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)	1/12/15	Marie Hampton
12.	Classified Ad-First Run (2 Ads-Seven calendar days separation required)	1/21/15	Marie Hampton
13.	Classified Ad-Second Run	1/28/15	Marie Hampton
14.	Reproduce and email/fax/mail bid to Bidders and Plan Rooms 1 – Full size set for plan Rm. 2 – ½ size sets for DGS		
15.	Post Bid to District's Website	1/15/15	Marie Hampton
16.	Mandatory / Non-Mandatory Job Walk xx <input type="checkbox"/> Mandatory <input type="checkbox"/> Non-Mandatory	2/4/15	Michael D./Marie Hampton
17.	Last day for RFI's submittals,	2/10/15	Marie Hampton
18.	Issue Addenda #'s 1 – x if necessary (72 hours before Bid Due required)	2/13/15	Michael D./ Marie Hampton
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	2/19/15	Marie Hampton
23.	RESULTS INTO COMPUTER and Distribute to interested parties	2/19/15	Marie Hampton
24.	Results to be sent		
25.	Bid Selection Determined –(Bid Opening)		
26.	Bid Protest Period (5 Days after notice to award DGS to notify Purchasing of date)		
27.	“Action Item” District’s Selected Bidder for Board Approval -		
28.	BOT Meeting / Approval (BOT meeting Status to be forwarded to Purchasing)		
29.	Prepare Individual Contracts (s) to be issued with the PURCHASE ORDER		

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: _____