

**FIXED CAPITAL OUTLAY (FCO)  
CONTRACT PROCUREMENT SCHEDULE**

**DISTRICT OFFICE ROOF REPLACEMENT FCO CONTRACT  
FINANCIAL PROJECT NUMBER 43378215201  
DISTRICT CONTRACT NUMBER E7J09  
PROJECT MANAGER DARRON DERRICK  
As of 12/09/13**

DATE	TIME	DESCRIPTION OF ACTIVITY
10/15/13 10/16/13 10/21/13		ADVERTISE ON THE INTERNET (10/15/13), IN THE TAMPA BAY TIMES (10/16/13), AND VIA THE FLORIDA ADMINISTRATIVE REGISTER (10/21/13)
10/23/13		2 <sup>nd</sup> NEWSPAPER ADVERTISEMENT (AT LEAST 5 DAYS BEFORE PRE-BID MEETING) (10/23/13)
11/14/13	05:00 PM	RECEIVE AND EVALUATE THE PRE-QUALIFICATION EXPERIENCE QUESTIONNAIRE TO DETERMINE WHICH COMPANIES ARE ELIGIBLE TO SUBMIT BIDS ON THIS PROJECT
11/05/13	10:00 AM	MANDATORY PRE-BID CONFERENCE (AUDITORIUM)/MANDATORY ON-SITE VISIT
12/16/13	2:30 PM	BID OPENING MEETING (EXECUTIVE CONFERENCE ROOM)
12/18/13	10:00 AM	TECHNICAL BID REVIEW COMMITTEE MEETING (PRODUCTION CONFERENCE ROOM)
12/20/13	10:00 AM	SELECTION/AWARD COMMITTEE MEETING (EXECUTIVE CONFERENCE ROOM)
12/20/13	12:00 PM	POSTING BEGINS
12/26/13	12:00 PM	POSTING ENDS
12/26/13	12:01 PM	AWARD PACKAGE E-MAILED TO CONTRACTOR FOR SIGNATURE
01/06/14	5:00 PM	CONTRACTOR RETURNS SIGNED AWARD PACKAGE
01/08/14		CONTRACT EXECUTED