



Purchasing Department

Box 7894

870-230-5117 Phone

870-230-5486 Fax

jonest@hsu.edu

Ladies and Gentlemen,

Please see the revised Schedule of Events below.

The Pre-Bid Meeting has been established for those that are interested in responding to the Request for Proposal – Facility Management (maintenance operations) #18-09.

Also, note that all other dates remain unchanged.

1.6 Schedule of Events

The schedule of events set out herein represents Henderson State University's best estimate of the schedule that will be followed. HSU reserves the right to adjust the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of RFP	02/19/18	
Deadline for written questions sent via email to the Point of Contact	02/28/18	5:00 p.m. CT
Contractors' Pre-Bid Meeting includes a short walking tour of facilities. Each prospective contractor is allowed three (3) persons maximum on tour and meeting. Photographs will be permitted during this walking tour.	One week prior to bid deadline	2:00 PM MARCH 15, 2018
Responses to written questions	03/7/18	5:00 p.m. CT
Proposals due/Close Date and Time	03/26/18	5:00 p.m. CT

Bid Presentation on campus (by invitation)	Week of 04/09/18	TBD
Final Evaluation (on or about)	04/16/18	
Notice of Intent to Award* [NOIA] (on or about)	04/16/18	
Negotiations with Identified Contractor completed	04/30/18	By the end of the Work Day (CST)
Contractor begins work (on or about)	07/01/18	N/A

Thank you for your interest.

Sincerely,

Tim L. Jones