

### Ad, Bid, and Award

KEY NUMBER / PROJECT NUMBER	CR1703	CB1302	CB1303	CB1805	P2001					
FACILITY NAME	OLD SALEM	BREWSTER	BERLIN	1ST AVE	OVERLAY					
<b>Advertise</b>										
<b>Advertisement Date</b>	2/31/20	3/13/20	3/6/20	3/27/20						
Make copies of plans and Specs for front desk	1/27/20	3/13/20	3/5/20	3/27/20						
Post Plans and Specs to website on Ad date	1/31/20	3/13/20	3/6/20	3/27/20						
Post Addendum to website	--	4/3/20	3/25 27 30	4/14 17 20						
Receive Affidavits of Publication (DJC)	2/4/20	3/19/20	3/9/20	4/7/20						
Receive Affidavits of Publication (ADH)	2/14/20	3/23/20	3/12/20	4/6/20						
<b>Bid Opening</b>										
<b>Bid Opening Date</b>	2/25/20	4/7/20	3/31/20	4/21/20						
Make copies of bid opening tabulations	3/2/20	4/7/20	3/31/20	4/20/20						
Submit OCR Form 734-2848 (day of bid opening)	--	4/8/20	--	4/21/20						
Bid Tab Posted to Website	3/2/20	4/7/20	3/31/20	4/21/20						
Send Post-Bid Final Estimate Financial (Tabulation of Bids) to LAL	--	4/8/20	--	4/29/20						
Send Letters of Intent to Award	3/2/20	4/7/20	3/31/20	4/21/20						
Download Project Wages Rates (Day of Bid Opening)	2/25/20	N/A	3/31/20	4/21/20						
Submit Bidders' DBE Commitment and Utilization Form 734-2785	--	N/A	--	N/A						
Submit DBE Committed Breakdown and Cert. Form 734-2531	--	4/15/20	--	N/A						
Receive SSUR Form 734-2721 (within 10 day bid open)	--	4/15/20	--	4/30/20						
Submit SSUR Form 734-2721 to LAL & OCR (within 10 day bid open)	--	4/8/20	--	4/30/20						
Request recommend to award (OM)	3/2/20		3/31/20	4/21/20						
<b>Award</b>										
<b>(Preliminary Engineering Phase becomes Construction Phase on Date of Award)</b>										
<b>Contract Awarded by Commissioners (7 day protest)</b>	3/10/20	4/15/20	4/7/20	4/28/20						
Send Contract to Contractor (send W-9 and Retainage Letter)	3/4/20	4/10/20	4/2/20	4/24/20						
Send award letter (contractor, LAL, OCR)	3/10/20	4/15/20	4/9/20	4/29/20						
Submit OCR Form 734-2849 (with award letter)	--	4/15/20	--	4/29/20						
Receive OCR Precon Packet (within 3 days of award letter)	--	4/15/20	--	--						
Send Contractor/Subs OCR Precon Packet (and approved Form 734-2531 if >0)	--	4/17/20	--	6/2/20						
Send PAE to ODOT for review and Authorization	--	4/17/20	--	4/29/20						
PAE Authorized	--	4/27/20	--	6/18/20						
DACAP form sent 7 days before notice to proceed Form 734-2857	--	4/20/20	--							
Receive signed Contracts	3/13/20	4/15/20	4/8/20	5/5/20						
Receive W-9 Form	3/13/20	4/15/20	4/8/20	5/5/20						
Receive Retainage Letter	3/13/20	4/15/20	4/8/20	5/6/20						
Request appropriate account type for retainage (Roadmaster)	3/25/20	4/16/20	4/9/20	5/7/20						
Request contract to be Executed (OM)	3/18/20	4/16/20	4/20/20	5/7/20						
Send Contractor Executed Contract	4/3/20	4/30/20	4/29/20	6/23/20						
Send Notice to Proceed with executed Contract	4/3/20	4/29/20	4/29/20	6/23/20						
Send Award Packet & 8 Copies of plans/specs to Const. LAL	--	--	--	--						
Fill out Responsible bidder determination on CCB website	3/25/20	4/29/20	4/29/20	6/23/20						
Submit WH-81 to Sandy	3/25/20	4/29/20	4/29/20	6/23/20						
Submit WH-39 to Sandy	3/25/20	4/29/20	4/29/20	6/23/20						
Receive receipt of Boli payment	4/2/20	5/6/20	5/6/20							
Submit Ad, Bid, Award Checklist to LAL	--	5/13/20	--							