

**SEQUENCE OF EVENTS  
IFB# 2016-0229-HD/RM  
RENOVATIONS FOR PUBLIC HOUSING UNITS**

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issuance of IFB (Advertise)	Purchasing	Feb. 28 & 29, 2016
2. Pre-Bid Conference	Purchasing/Bidders/ Department	<b>March 10, 2016</b> <i>11:00 am – Valle Vista Housing Site Conference Room, 6B Las Lomas, Santa Fe</i>
3. Acknowledgement of Receipt Form	Bidders	March 10, 2016 5:00 pm
4. Deadline to Submit Additional Questions	Bidders	March 15, 2016
5. Response to Written Questions	Purchasing/Department	March 18, 2016
6. <b>BID Opening</b> <b>2:00 pm MST</b>	<b>Purchasing/Bidders/ Department</b>	<b>March 30, 2016</b> <i>2:00 pm – Finance Conference Room (142 W. Palace, 2<sup>nd</sup> Fl., Santa Fe</i>
7. Selection of Lowest Bidder	Purchasing/Department	March 30, 2016
8. Verification of Licensure, Workforce Solutions Registration, PRC Standing	Purchasing	April 4, 2016
9. Request Schedule of Values	Bidder	April 4, 2016
10. Receive Schedule of Values for Review	Department	April 7, 2016
11. Send to Legal for Contract	Purchasing	April 7, 2016
12. Contract Award (BCC)	Purchasing	April 2016