Facility Maintenance Capital Improvement Project (CIP) Scope of Work (SOW) Cycle Timeline

Created: October 2014

	2014										
CIP	January	February	March April May June July	August	September	October	November	December			
,				Finalize CIP15							
	Upon faculty's return	Solicit for	Facilities Engineer	list with SOW		Submit	r Announ	so hids 8			
	from Christmas	CIP15	Administrator develops SOW	and	Present CIP15 to	CIP15 to					
CIP15	break, solicit	projects;	and the government's	government's	RPF & CGC	BOT for					
	recommendations for	deadline	estimated cost for CIP15	estimated cost	committees	review and	RF				
	CIP15.	February 14	estillated cost for CIP15	for Assistant		approval	Kr	·Q			
				Director							

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CIP	January	February	March	April	May	June	July	August	September	October	November	December
CIP15	Announce bids & R projects; Compile award bids or RFQ projects	☞ Begi projed ensure	cts;	Review	dates de	to	CIP15 completion deadline August 30	Review and close out (pay <u>ALL</u> outstanding invoices related to CIP15 projects)				
CIP16	Upon faculty's return from Christmas break, solicit recommendations for CIP16.	Solicit for CIP16 projects; deadline February 14	Admin and	istratod the g	governi			Finalize CIP16 list with SOW and government's estimated cost for Assistant Director	Present CIP16 to RPF & CGC committees	Submit CIP16 to BOT for review and approval	ℱAnnour RFQs; ℱ evaluate & or R	Compile, award bids

2016

CIP	January	February	March Ap	ril May	June	July	August	September	October	November	December
CIP16	**Announce bids & R projects; **Compile award bids or RFQ projects	, evaluate & s for CIP16	 [®]Begin and complete CIP16 projects; [®]Review dates to ensure timely completion of CIP16 projects 				CIP16 completion deadline August 30	Review and close out (pay ALL outstanding invoices related to CIP16 projects)			
CIP17	Upon faculty's return from Christmas break, solicit recommendations for CIP17.	Solicit for CIP17 projects; deadline February 14	Administi and th	lities Eng ator deve e govern ed cost f	elops Soment's		Finalize CIP17 list with SOW and government's estimated cost for Assistant Director	Present CIP17 to RPF & CGC committees	Submit CIP17 to BOT for review and approval	ℱAnnour RFQs; ℱ(evaluate & or R	Compile, award bids