
INITIAL MEETING 1 – JULY 2020

- Set Goals
- Set Budget
- Review presentation of preliminary ideas
- Review plan and furniture locations

MEETING 2 – AUGUST 2020

- Review plan and furniture locations update
- Review furniture options
- Overview of finishes
- Budget check

MEETING 3 – SEPTEMBER 2020

- Sit test samples, if necessary
- Decide on furniture and locations
- Selection of finishes
- Budget check

BOARD PRESENTATION AND APPROVAL –SEPTEMBER 22, 2020

- Sit test samples, if necessary
- Decide on furniture and locations
- Selection of finishes
- Budget check

BIDDING PROCEDURE DATES

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|------------------------------------|--------------------------------------|
| • Documents completed/Out for bid | October 1, 2020 |
| • Receive and open bids | October 20, 2020 |
| • Review Alternate Products | October 27, 2020 |
| • Letter of Recommendation | October 27, 2020 |
| • Award Furniture Contracts | November 2, 2020 |
| • Write Contracts | November 3-6, 2020 |
| • Product order | November 9, 2020, week of |
| • Furniture Installation, Phase I | February 22, 2021 -February 26, 2021 |
| • Furniture Installation, Phase II | September 27-October 1, 2021 |