

October 5, 2020

**Schaumburg Township District Library**  
**Cleaning/Housekeeping Services Bid Project**  
*Proposed Project Schedule*

Field Investigation and Document Prep.....	Aug. & Sept., 2020
Preparation of Contract Documents.....	Aug. & Sept., 2020
Advertisement for Bid to Library – order placed in Daily Herald on.....	Oct. 5, 2020
Out to Bid (published in Daily Herald & documents on our website for 14 days.....)	Oct. 7, 2020
Mandatory Pre-Bid Meeting at Library .....	Oct. 16, 2020
Receipt and Opening of Bids .....	Oct. 28, 2020
Bid tabulation and review .....	Oct. 29 – Nov. 9, 2020
Give Contractor recommendation company to Annie by EOD .....	Nov. 9, 2020
Board Meeting: Project Approval.....	Nov. 16, 2020
Contract Preparations and Execution.....	November, 2020
Pre-Start of Services Meeting .....	Dec. 1, 2020
Cleaning/Housekeeping Services Start Date.....	Dec. 1, 2020