

BID #2	MEETING	WHO	COMPLETE	NOTES	TIME CONSTRAINTS
Thursday, February 5, 2026	Commission: Present bid packet & timeline. Set Public Hearing date. 5:30 pm	Dave/Encite		Can make minor changes to bid packet up to Public Hearing; note any changes at Public Hearing	Need bid docs 1 day before commission meeting to get on agenda
Friday, February 6, 2026	Provide Auditor Notice of Public Hearing for newspaper	Melissa		Gazette publishes legal notices on Wednesdays, Saturdays, and Sundays	Gazette needs by 10 am two days before publishing.
Friday, February 6, 2026	Provide Auditor full set of plans, specs, form of contract and estimated total cost for public viewing - PDF and hard copy	Encite/Melissa		Minor changes can be made up to Public Hearing	
Wednesday, February 11, 2026	Notice of Public Hearing published in newspaper (Gazette)	Auditor's Office		Gazette does not publish on Fridays or Mondays. To publish Sunday, Gazette needs notice by 10 am Friday.	Between 4-20 days before PH
Monday, February 23, 2026	Provide Auditor Notice to Bidders - for newspaper	Melissa			
Thursday, February 26, 2026	Public Hearing hosted by Commission. Approve Resolution on proposed plans, specifications, form of contract, and estimated total cost. Request bids	Dave		5:30 pm. JECC Policy board room, 4529 Melrose Avenue, Iowa City. Code 26.12 requires a Resolution.	
Friday, February 27, 2026	Provide Auditor most up to date (if any changed from hearing) full set of plans, specs, addendums - PDF and hard copy	Encite/Melissa			
Friday, February 27, 2026	Release for Bidding	-			
Friday, February 27, 2026	Send Notice to Bidders to MBI	Auditor's Office			
Friday, February 27, 2026	Post plans and notice on JC website	Auditor's Office		Need to request	
Sunday, March 1, 2026	Notice to Bidders published in newspaper (Gazette)	Auditor's Office		To publish Sunday, Gazette needs notice by 10 am Friday	Between 13-45 days before bids due
Monday, March 23, 2026	Receive Bids (read aloud) - 1 pm	Auditor's Office/Dave		Johnson County Administration Building, 1st floor, 913 S Dubuque St, Iowa City . Read bids immediately following bids due	Spring Break is March 16-20
Monday, March 23, 2026	Send questionnaire to lowest responsive, responsible bidder*	Dave/Melissa		They have 2 weeks to return	
Thursday, April 2, 2026	Commission: Present bid results and letter of recommendation. Approve Resolution awarding contract (contingent upon receiving satisfactory Quality Assurance Questionnaire)	Dave		Depends on when acceptable questionnaire is received. Code 26.10 requires resolution to award contract	Award within 30 days of receipt of bids
	Contract Execution / Pre-con Meeting			Contract executed within 14 days of notice of award	
	Construction commences				
	Substantial Completion			Within 8 months notice of award	