

2010-11 Cooperative Purchase Program Timeline

June 2, 2010	Program Ends - Vendors no longer required to honor prices
August 9, 2010	Letters sent to Vendors inviting them to participate Online Agency Registration & Ordering Begins
September 13, 2010	Online Agency Registration & Ordering Ends Park and Recreation Agencies will not be able to make any changes to orders after this date
September 27, 2010	Place legal notice in Daily Herald
October 4, 2010	Specifications mailed to Vendors with labeling information, bidding information packet, and list of participating Park & Recreation Agencies
November 17, 2010	<u>Bid Opening at 9:30am at the Schaumburg Park District Administrative Building, 235 E Beech Drive, Schaumburg IL 60193</u> Committee Chairs and IPRA requests Vendors attend this meeting Reminder letters sent to Park & Recreation Agencies regarding Bid Acceptance Meeting
January 5, 2011	Vendor Samples Due (if applicable) to Schaumburg Park District Maintenance Facility, 601 Morse Ave, Schaumburg IL 60193 – mark “IPRA Samples” and direct to the attention of Doc Markgraf
January 12, 2011	<u>Committee Meeting to award bids at Schaumburg Park District Maintenance Facility, 601 Morse Ave, Schaumburg IL 60193</u> Recreation & Maintenance 9am-3pm
Jan 31-Feb 4, 2011	Bids by Item Report, Agency Report, Vote & Reject Items Emailed to Participants Important that you review & bring these reports with you to the Bid Acceptance Meeting!
February 9, 2011	<u>Bid Acceptance Meeting at 10:00am at Schaumburg Park District Maintenance Facility, 601 Morse Ave, Schaumburg IL 60193</u> Mark your calendars! Important for all Park & Recreation Agency Representatives to attend!
February 18, 2011	Winning Bid notifications sent to Vendors
March 4, 2011	Purchase orders due in duplicate to IPRA Deadline for Vendors to pick up samples
March 7-11, 2011	Purchase Orders sorted, logged and mailed to Vendors
April 29, 2011	Specification change/add requests due to IPRA
May 13, 2011	Specification change/add requests due to Co-Chairs
June 3, 2011	Program Ends – Vendors no longer required to honor prices

Please add these dates to your calendar!