

2009-10 Cooperative Purchase Program Timeline

May 27, 2009	Program Ends - Vendors no longer required to honor prices
August 10, 2009	Letters sent to Vendors inviting them to participate Online Agency Registration & Ordering Begins
September 14, 2009	Online Agency Registration & Ordering Ends Park and Recreation Agencies will not be able to make any changes to orders after this date
September 28, 2009	Place legal notice in Daily Herald
October 5, 2009	Specifications mailed to Vendors with labeling information, bidding information packet, and list of participating Park & Recreation Agencies
November 18, 2009	<u>Bid Opening at 9:30am at the Illinois Park & Recreation Association</u> 1815 S. Meyers Road, Oakbrook Terrace IL 60181 Committee Chairs and IPRA requests Vendors attend this meeting Reminder letters sent to Park & Recreation Agencies regarding Bid Acceptance Meeting
January 6, 2010	Vendor Samples Due (if applicable) to Roselle Park District
January 13, 2010	<u>Committee Meeting to award bids at Roselle Park District</u> 555 W. Bryn Mawr, Roselle IL 60172 Recreation & Maintenance 9am-3pm
February 1-5, 2010	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 10, 2010	<u>Bid Acceptance Meeting at 10:00am at Roselle Park District</u> 555 W. Bryn Mawr, Roselle IL 60172 Mark your calendars! Important for all Park & Recreation Agency Representatives to attend!
February 19, 2010	Winning Bid notifications sent to Vendors
March 5, 2010	Purchase orders due in duplicate to IPRA Deadline for Vendors to pick up samples
March 8-12, 2010	Purchase Orders sorted, logged and mailed to Vendors
April 28, 2010	Specification change/add requests due to IPRA
May 12, 2010	Specification change/add requests due to Co-Chairs
June 2, 2010	Program Ends – Vendors no longer required to honor prices

Please add these dates to your calendar!