

2009



Annual Calendar

January

1	Director Evaluations Due
7	Annual Custodial Program Post Card
14	ESU Contracts With Coop Due
20	AB Bid Closes
20	Coop Bids and Bid Bonds Due from Vendors
26	Announce Paper Awards & Finalize
26-28	Bid Review and Awarding
27	<i>Board of Control Meeting 1, Ainsworth</i>
27	Paper Awards Announced & Finalized
30	<i>Preliminary Bid Awards Announced</i>

February

4	Paper Catalog Available to Schools
1/30-4th	Vendor Awards Review (Non-paper Sections)
6	Bid Awards Finalized
9	Return Bid Bonds to Non-Winning Vendors

March

4	ESU-2009 Coop Catalog Available for School Ordering
6	Paper Orders Due to NE Coop
13	Purchase Orders for Paper Sent to Vendors
18	Custodial Committee Meeting
27	Custodial Bid Available to Bidders
31	Performance Bond for Paper buy due from Vendor

April

7	New Food Contracts Sent to Schools
21	Custodial Bids Due
28	Custodial Awards announced

May

4	Reminder Sent to ESU's for Paper Payment Due Date
4	Unit Composite "Annual Buy" Orders Due to NE Coop by 4:00 p.m.
13	Paper Delivery Due
22	Verified "Annual Buy" PO's Sent to Vendors
27	Coop Coordinator Meetings

June

1	ESU Payment for Paper Due
1	First Day of Delivery of Coop Merchandise
1	Deadline for Receipt of Coop Performance Bonds
17	Paper Buy Invoices Payable

July

1	Bid Bonds Returned
1	Reminder Sent to ESU for 1/2 payment due date of August 1st
28	<i>Board of Control Meeting 2, Kearney</i>

August

3	Billing Cycle (60 days) Begins Shipped Merchandise, completed PO's between July 15 and August 1st. (Delivery Deadline)
3	Final Date For All Deliveries
3	New Food Program Begins
3	ESU 1st Half Annual Buy Payments Due
19	Annual Buy-1st Payment Due Vendors Date for completed P.O.'s by June 30th.

September

1	2% Penalty on Deliveres After This Date
9	Annual Buy-2nd Payment Due Vendor Date for completed P.O.'s by July 15th.
10	2nd 50% Payment from ESU's Due Coop for Delivered Material
15	Undelivered merchandise in default after this date

October

1	Coop Invoices Payable for completed PO's between July 16 and Aug 1st
9	Send 2nd Food Program Audit to Pegler
15	Annual Buy "Specification Review"

November

10	Review Extensions of Applicable Programs
17	<i>Board of Control Meeting 3, Omaha</i>

December

1	Send Coop Contracts to ESU Administrators
1	Send Legal Notice-Annual Buy
11	Renewal and non-renewal letters sent to AEPA Vendors
11	Contract Custodial Vendors to send New Custodial Price Lists
11	2010 "Annual Buy" Bid Available On-Line