December 2, 2011

MEMORANDUM TO: Jon Nance, PE
Division Engineers

FROM: Terry Gibson, PE

SUBJECT: Division Let Dates

Modifying the Division let dates to a set schedule was discussed at the Operations Staff meeting. Your staff, in coordination with the Central Contract Office, have provided feedback on the letting schedules, and the let days have been set as: Divisions 1, 6, 10 & 13: 1st Wednesday and 3rd Wednesday; Divisions 2, 5 & 9: 2nd Wednesday and 4th Wednesday; Divisions 3, 7 & 11: 1st Thursday and 3rd Thursday; and Divisions 4, 8, 12 & 14: 2nd Tuesday and 4th Tuesday. Central Contract Office Lettings will continue to be on the 3rd Tuesday and Structures Management will continue to use the 4th Thursday.

This is an attempt to minimize overlap in neighboring divisions, provide consistency for the contracting industry, and coordinate efforts with central lettings as well. As we discussed, the agreed upon dates will not preclude you from having special lettings for exceptional projects that arise.

These let dates will be effective beginning in January 2012.

Attachment

cc: Randy Garris, PE
Greg Perfetti, PE