**City of Medford**

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Medford, OR 97501

(541) 774-2035 (Office)

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**Jackson County Fire District 3**

8383 Agate Road

White City, OR 97503-1075

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(541) 826-4566 (Fax)

www.jcfd3.com

**Request for Proposals**

**Cooperative Services Study**

**Detailed Timeline**

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| Draft RFP and Timeline to Agency Representatives and Committee Members | October 4, 2013 |
| Comment/Feedback Period | October 4 to October 9, 2013 |
| RFP Finalization – Submit Notice to Mail Tribune | October 11, 2013 |
| **RFP Advertised** *Media Sources: Mail Tribune, Daily Journal* *of Commerce, ORPIN, Agency Websites*  | October 20, 2013 |
| RFP Open Period | October 21 to November 12, 2013 |
| Question Period for Bidders *Questions directed to delegated Agency Rep’s* | October 21 – 27, 2013 |
| Submittal Deadline | November 12, 2013 at 2:00 p.m. |
| **Bid Opening** | **Tuesday, November 12, 2013 at 2:00 p.m.**  |
| RFP Review by Committee | November 12 – 15, 2013 *(Date and Time be Determined by Committee)* |
| Interviews of Top Bidders | Week of November 18, 2013 *(Date and Time to be Determined by Committee)* |
| Committee Recommendation of Successful Bidder | Determined sometime during week of November 18th or week of November 25th  |
| Notification of Intent to Award | November 27, 2013 |
| Bid Award | December 5, 2013 |
| Final Notification to Successful Bidder | December 5-6, 2013 |
| Notification to Non-Successful Bidders | December 6, 2013 |