

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(213) 590-5501

**Date:** April 16, 1985  
**To:** Presidents  
**From:** William E. Vandament  
Provost and Vice Chancellor  
Academic Affairs  
**Subject:** Public Works Contracts — Project Service Contracts (California State University Contract Law)  
Delegation of Authority — Executive Order No. 456

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The attached Executive Order is being distributed to update the \$1,000 and \$5,000 delegations made in 1966 in Executive Order No. 30 concerning construction contracts and the use of day labor.

Auxiliary and Business Services will distribute forms and procedures for contracts which are entered by the campuses under The California State University Contract Law. Considerable effort by Chancellor's Office staff and campus representatives was directed to developing this material which is tailored for campus use in carrying out public works contracts.

Previously, most campus public works contracts were entered with forms and procedures applicable to other state agencies but adapted for our use. The new forms and procedures are unique to the CSU and designed to meet our specific needs.

In exercising this authority, Presidents shall seek to obtain bids from small and minority business firms capable of meeting specifications. Data must continue to be maintained for reporting periodically to the Office of the Chancellor on the volume and value of contractual services from these firms.

We appreciated the assistance from campus representatives on this project and look forward to working with you and your staff in successfully implementing this important area of CSU contractual authority.

In accordance with The California State University policy, the campus President has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

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Attachment

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**Distribution:** Vice Presidents for Administration/Business Affairs (with attachment)  
Business Managers (with attachment)  
Procurement & Support Services Officers (with attachment)  
Directors of Plant Operations (with attachment)  
Executive Deans (with attachment)  
Chancellor's Office Staff (with attachment)  
Mr. Carl Rogers (with attachment)  
Mr. Kenneth W. McClellan (with attachment)  
Mr. Gerald E. Beavers (with attachment)  
Mr. Harold E. Geiogue (with attachment)  
Trustees' Audit Staff (with attachment)  
Administration Information Center

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**Executive Order No.:** 456  
**Title:** Public Works Contracts — Project Service Contracts (California State University Contract Law) Delegation of Authority  
**Effective Date:** April 16, 1985  
**Supersedes:** Executive Order No. 30 (Items 1 and 2)

This Executive Order is issued pursuant to Sections 1, 2 and 4-d of Chapter III of the Standing Orders of the Board of Trustees of The California State University and by virtue of Section 10705 of the Public Contract Code.


Authority is hereby delegated to each President of a campus of The California State University to execute and implement the following on behalf of the Board of Trustees of The California State University under the provisions of The California State University Contract Law (Public Contract Code, Section 10700 *et seq.*) and subject to the conditions stated in this Executive Order:

- A. Agreements or other documents necessary to carry through any state or non-state funded capital outlay project for construction, alteration, remodel or improvement of the campus if the cost does not exceed \$25,000.
- B. Agreements or other documents necessary to carry through any approved state or non-state funded special repair projects for the cyclic repair of campus facilities and repair or replacement of Group I (built-in) equipment if the cost does not exceed \$25,000.
- C. Service contracts in connection with a construction project if the cost of the service does not exceed \$25,000.
- D. The performance of a public work project with day labor when the total amount of the day labor does not exceed \$20,000.

This authority may be further delegated by the President to campus designees subject to the conditions expressed herein.

Any work or project funded from an appropriation for "items to complete" on a major construction project is not included within the delegation of authority in this Executive Order. Such work or project may be delegated on an individual basis by the Assistant Vice Chancellor, Physical Planning and Development.

All contracts exceeding \$25,000 shall be submitted to Auxiliary and Business Services in the Office of the Chancellor for approval.

  
W. Ann Reynolds, Chancellor

Dated: April 16, 1985