

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

(310) 985-2800

Date: April 19, 1994

To: Presidents

From: Barry Munitz
Chancellor *BM*

Subject: Public Works Contracts — Delegation of Authority — Executive Order No. 618

I am transmitting to you a copy of Executive Order No. 618 which supersedes previous Executive Order 479. This Executive Order increases the authority of Presidents, or their designees, to enter into public works contracts when the estimated cost does not exceed \$100,000.

The procedures for use of this authority are contained in the California State University Administrative Manual and are being updated to reflect the higher level of delegation. The delegations contained in this Executive Order may be rescinded on an individual campus basis by the Vice Chancellor, Business and Finance.

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

BM:rp

Attachment

Distribution: Vice Presidents for Administration/Business Affairs
Business Managers
Procurement and Support Services Officers
Directors of Plant Operations
Executive Deans
Chancellor's Office Staff
Trustees' Audit Staff
Chief Advancement Officers

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

Executive Order No.: 618

Title: Public Works Contracts—Delegation of Authority

Effective Date: April 19, 1994

Supersedes: Executive Order No. 479

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 to execute and implement the following contracts 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 approved state or nonstate funded minor capital outlay project for construction, alteration, remodel, or improvement of the campus if the estimated project cost does not exceed \$100,000. Agreements for projects when the estimated cost exceeds \$100,000 must be submitted to the Office of the Chancellor for review and approval.
- B. Agreements or other documents necessary to carry through any approved state funded special repair projects or nonstate funded "repair and replacement" projects for the cyclic repair of campus facilities and repair or replacement of Group I (built-in) equipment if the estimated cost does not exceed \$100,000. Agreements for projects when the estimated cost exceeds \$100,000 must be submitted to the Office of the Chancellor for review and approval.
- C. The performance of a public works project with day labor when the total amount of the day labor does not exceed \$20,000.

All projects funded by the systemwide Minor Capital Outlay or Special Repair programs, regardless of project cost, must be entered and maintained in the systemwide Special And Minors (SAM) database and are subject to an annual post-audit.

All service contracts in connection with a construction project must be approved by the Office of General Counsel (Public Contract Code, Section 10707).

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

Executive Order No. 618

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 Director of Physical Planning and Development.

This authority may be exercised 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 all other applicable laws, policies, and procedures of the Board of Trustees, the Chancellor and designees, including those policies and procedures in the California State University Administrative Manual. These delegations may be further conditioned or rescinded by the Vice Chancellor, Business and Finance, as may be necessary for legal, economic or policy reasons.



Barry Munitz, Chancellor

Dated: April 19, 1994