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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE SENIOR VICE PRESIDENT—  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
300 Lakeside Drive  
Oakland, California 94612-3550

December 20, 1995

## FACILITIES MANUAL HOLDERS

### Re: Guidelines for substantial Changes Orders to Construction Contracts

I am writing to clarify and waive certain provisions of the University of California Facilities Manual. These provisions are quoted below and are located in Volume 5, Part II, Chapter 3.2.7. "Guidelines for Substantial Change Orders."

The above specified provision states, in part, that:

**If the cost of a change in the scope of work to be accomplished by a change order or series of change orders exceeds \$50,000 . . . the work may not be performed by change order unless it can be convincingly demonstrated that no advantage would be gained by conducting an advertised bid for the work.**

This provision should be clarified to the extent that it is the responsibility of the appropriate Campus Official to maintain a permanent record of the facts and conditions which justify not conducting an advertised bid for the work.

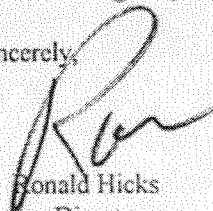
The above specified provision also states that:

**A proposed additive substantial change order and the adequacy of the justification for using a change order instead of competitively bidding the work must be discussed with the Office of the President and Office of the General Counsel for advise and approval.**

This provision is waived to the extent that approval of the change order and the adequacy of the justification by the Office of the President and the Office of the General Counsel is not required.

The language in this section of the Manual will be revised at some time in the near future. If you would like to discuss these changes, please call me at (510) 987-9132 or E-mail [Ronald.Hicks@ucop.edu](mailto:Ronald.Hicks@ucop.edu).

Sincerely,

  
C. Ronald Hicks  
Acting Director  
Facilities Management & Construction

GAA:

cc: Assistant Vice President Bocchicchio  
Deputy General Counsel Morrison  
Deputy Associate Vice President Conly  
FM&C Staff