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September 11, 2007

UCLA DA 823.01

**ADMINISTRATIVE VICE CHANCELLOR SAM J. MORABITO**

**Delegation of Authority – Maintenance and Construction Work Policy**

**References:** (a) UC Facilities Manual, Volume 1, Chapter 5, University Policies (see Maintenance and Construction Work Policy and Guidelines).

**Supersedes:** UCLA DA 5820.3 (Maintenance and Construction Work Policy) to Vice Chancellor Blackman and Administrative Vice Chancellor Schultze, dated 2/1/1987.

Effective as of the date above, I hereby delegate to you, in your area of responsibility, the authority to approve additions to, deletions, and modifications of existing campus structures whether performed by the Facilities Management or by an outside contractor as specified in the attached UC Maintenance and Construction Work Policy and Guidelines, which states in part:

“It is the policy of the University to accomplish new construction of structures and systems by placing such work under contract in the most economical manner to qualified outside firms, carefully supervising the work thus contracted or, in unusual cases approved by the Chancellor, by hiring employees on a temporary basis for periods not in excess of six months.”

This delegation is being reissued to reflect an organization change and there are no substantive changes to the delegation being superseded. Any redelegation of this authority shall be in writing with a copy to me and those listed below.

A handwritten signature in cursive script, appearing to read "Gene D. Block".

Gene D. Block  
Chancellor

Attachment

cc: Executive Vice Chancellor/Provost  
Executive Vice President – Business Operations  
General Counsel and Vice President for Legal Affairs  
Universitywide Policy Coordinator  
Contracts Administrator, Capital Programs  
Manager Administrative Policies & Delegations

## **MAINTENANCE AND CONSTRUCTION WORK**

Original Issue/Approval Date: June 1, 1972

Last Revision: December 2, 1977 (Guidelines revised November 1, 1993)

### **POLICY**

It is the policy of the University to accomplish new construction of structures and systems by placing such work under contract in the most economical manner to qualified outside firms, carefully supervising the work thus contracted or, in unusual cases approved by the Chancellor, by hiring employees on a temporary basis for periods not in excess of six months.

Maintenance work may be performed by regular employees of the University, but such work shall be performed only at wage rates which are established in accordance with accepted methods of establishing University rates for maintenance work. Maintenance work of a nonrecurring type should be placed under contract in order to avoid hiring additional University employees. Regular, continuing maintenance work also should be placed under contract if it can be accomplished efficiently and more economically than by having the work performed by employees.

### **BACKGROUND**

This policy was set forth in President Hitch's letter to the Chancellors et al., of June 1, 1972. It was revised on December 2, 1977, to conform to Senate Bill 963 and was reissued in a letter from James W. Hobson, Acting Special Assistant to the President, to the Chancellors et al., in December 1977. Cost figures in the accompanying guidelines have been periodically adjusted in the Facilities Manual to reflect current University guidelines established by the Office of the President.

### **GUIDELINES**

[Editor's Note: The following guidelines, last revised on November 1, 1993, are updated periodically by the Office of the President.]

The differences between construction and maintenance work other than repetitive, routine maintenance, repair of plant, general operations, and research will be determined by the following guidelines, established by the Senior Vice President Business and Finance. Use these guidelines to determine the difference between construction and maintenance and how the two are to be accomplished.

1. New construction of structures and systems costing \$20,000 or less which would require additional employees may either be placed under contract or performed by temporary employees hired for a period not to exceed six months. Such temporary employees may be paid wage rates based on construction industry rates.
2. New construction of structures and systems costing in excess of \$20,000 shall be placed under contract.
3. Additions to and deletions and modifications of existing structures and systems costing \$20,000 or less are considered maintenance work and may be performed by regular University employees paid at maintenance rates. It is assumed that no additional employees will be necessary to accomplish the work.
4. Additions to and deletions and modifications of existing structures and systems in excess of \$20,000 shall be placed under contract.
5. All grounds work projects shall be performed within the guidelines set forth above.

6. The combining or separating of projects should be made only when justified by demonstrable cost savings.
7. When there is no successful bidder for a contract, the work may be performed by regular University employees at maintenance rates of pay or by temporary employees at appropriate rates of pay.
8. New construction on experimental and diagnostic equipment with an unlimited cost may be performed by regular University employees if approved by the Chancellor or Laboratory Director but only if no additions to staff are required. Pay shall be at maintenance rates.
9. Projects for painting by University employees under above terms 1, 3, and 8 are limited to those costing \$10,000 or less.
10. In case of an emergency when structures are damaged by an act of God, earthquake, flood, storm, fire, landslide, public disturbance, vandalism, or failure and repair or remedial work is required immediately and is necessary to protect public health, safety, and welfare repair or remedial work of unlimited cost may be done by time and materials, by contract upon informal bids, by day labor under direction of the Chancellor or Laboratory Director, by University employees, or by a combination of University and outside employees.
11. The maintenance and construction work policy and these guidelines are intended to affect only the decision as to whether work should be accomplished by competitive bidding and award to an outside contractor or performed with in-house forces, and should not be construed as approval of any project which is not included in the approved University of California Capital Outlay Program.
12. Cost figures in these guidelines will be periodically reviewed to determine if there shall be adjustments to them.