

February 27, 2017

Olivia Yang
Associate Vice President
Facilities Services
Washington State University
Commons 110C
Pullman, WA 99164-3611

Dear Ms. Yang:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to administer and execute the following contracts on behalf of Washington State University that are related to your duties as the Associate Vice President for Facilities Services, provided that all University policies and procedures and applicable laws in effect at the time of signature have been followed, and that you have completed all training required by the Contracts Office, Purchasing Services, and the Washington Department of Enterprise Services:

- Construction and/or Public Works contracts related to capital facilities up to a limit of \$750,000 per instrument.
- Change orders for construction contracts up to \$500,000 per instrument, with no cumulative limit.
- Approval of all construction contract completions, without limitation.
- Approval of time extensions for construction contracts, without limit as to the amount of time in the extension.
- Consultant contracts related to capital facilities up to a limit of \$750,000 per instrument.
- Amendments to consultant contracts up to a limit of \$500,000 per instrument, with a cumulative limit of a total of \$750,000 for the base agreement plus any amendments.
- For projects that have an estimated total cost (that is, the ultimate overall costs of the entire project) of five (5) million dollars or less and which are funded solely by state appropriated capital sources: The authority to approve and execute contracts relating to the selection and appointment of architects, engineers, planners, and other professional consultants; to approve and adopt conceptual,

schematic and preliminary (design development) plans; to approve working drawings; to call for bids; to establish project budgets; to advertise and receive bids; to award and execute construction contracts for new buildings, additions, alterations, improvement, and repairs; to reject any or all bids; and to rebid projects where determined to be appropriate. For projects funded in whole or in part by sources other than state appropriated capital sources, the \$1.0 million threshold specified in the letter of delegation of contractual authority to the Vice President for Finance and Administration applies.

- Template agreements limited to those set forth below, which have been preapproved by the Office of Finance and Administration and the Office of the Attorney General, and provided the agreement is in regards to activities within the scope of authority of the Real Estate Office and the value of the transaction is \$10,000 or less. Any changes to a preapproved template must be submitted to the Office of Finance and Administration and the Office of the Attorney General for review and approval.
 - Template Farm Lease Agreements
 - Template Residential Rental Agreements
 - Template Crop Sales and Forward Grain Sales Agreements

As applicable, any agreement for goods or services exceeding the statutory "Direct Buy Limit" (currently \$10,000 but subject to change) must be competitively awarded or sole source justified through Purchasing Services.

This delegation of authority includes the obligation to manage and administer the contracts in accordance with the terms therein and to seek guidance on any particularly sensitive or difficult cases as appropriate, depending on the circumstances. This delegation of authority is effective immediately and will remain in effect as long as you hold the responsibilities associated with the Associate Vice President for Facilities Services, or until revoked by me. By exercising this authority you acknowledge that you have attended the required training and understand the scope and limitations of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,



Kirk H. Schulz
President

cc: Attorney General's Office
Finance and Administration
Purchasing Services