MEMORANDUM

TO: John Hale, Director
    Physical Facilities

FROM: Shari A. Shuman, Vice President of Administration and Finance

SUBJECT: Construction Change Orders; Owner Direct Purchase

Effective this date, pursuant to the authority vested in me by the University President on February 9, 2012 to approve change orders for construction projects including architectural and engineering projects ("construction projects") on behalf of the University of North Florida Board of Trustees, I hereby further delegate said authority to you as the Director of Physical Facilities, provided that your approval authority shall not exceed:

1. for any single change order: $50,000;
2. for the aggregate amount of change orders on a construction project, the awarded construction price for which does not exceed $5,000,000: 10% of the awarded construction price; and
3. for the aggregate amount of change orders on a construction project, the awarded construction price for which exceeds $5,000,000: 5% of the awarded construction price.

I further delegate to you authority to approve negative change orders regardless of amount, including without limitation change orders relating to the Owner Direct Purchase Program and the administrative closeout of construction projects.

Additionally, I delegate to you authority to certify the inclusion of Owner Direct Purchase products in construction, renovation and improvement projects, as may be required by law, rule or regulation.

This delegation supersedes the previous delegation by me to you dated January 2, 2011 relating to construction change orders, including negative change orders. This delegation shall remain in effect until revoked by me in writing and shall not be further delegated.

Thank you for agreeing to accept this responsibility.