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| Revised 6/3/21 UNIVERSITY OF VIRGINIA Capital Construction and Renovations  Office of Contract Administration |
|  CONTRACT APPROVAL SHEET | Page 1 of 2 |
|  FOR CONTRACTS LESS THAN $5 MILLION |  |

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| 1. |  |
|  | 1. This form is to be used for all Facilities Management Construction contracts.
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|  | 1. The Board of Visitors has authorized only certain University officials to sign contracts on behalf of the University.
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|  | 1. Virginia law and University policy on procurement must be satisfied before a contract is signed.
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|  | 1. Contracts with additional insurance requirements must be reviewed in advance by the Office of Risk Management.
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|  | 1. If you have any questions concerning these requirements, contact the CC&R Office of Contract Administration Services.
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|  | 1. Please refer to the Higher Education Capital Outlay Manual (HECOM) or the Construction and Procurement Services Manual (CPSM).
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| 2. This signature document serves as a transmittal and informational sheet regarding the attached contract.  |
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| 3. **Approval by the Office of the General Counsel as required:** I have reviewed the HECO-10 Standard Performance Bond, and the HECO-10.1 Standard Labor and Material Payment Bond, as applicable, and approve them as to form and sufficiency.   Date Signature **Richard J. Naddeo Assistant Attorney General and Associate University Counsel 982-2810** Name Title Phone # |

UNIVERSITY OF VIRGINIA

CONTRACT APPROVAL SHEET (Continued) Page 2 of 2

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| 4. **Contract Control # (Assigned by OCA Contract Administrator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| 5. **Capital Construction and Renovations:**   **One Morton Drive, Suite 301**  **Charlottesville, VA 22903** Direct Contract Questions To: **George Cullen** Phone # **982-4620** |
| 6. **Contractor Name & Address:**  |
| 7. **Description:** |
| 8. **Contract Terms:** **Notice to** Dates: Start: **Proceed\_\_** End: \_\_\_\_\_\_ Renewal: **N/A** Payment Due: 20 – 30 days Terms: Payment Amount **Per Schedule** Total Amount Period: **Monthly**  Per Period: **of Values** of Contract: **$\_\_\_\_\_\_\_\_\_\_\_**  Account to be Charged/Credited: 1-79300  |
| 9. **Certification of Agency VCCO:** I am familiar with the procurement of this contract and I am satisfied with the construction procurement methods used and that it was done in accordance with the laws of Virginia and the policies of the State and the University. I am satisfied with the condition of this contract, except as noted in an attached memorandum. A memorandum is is not attached.  Signed by ONE of the following:  (Check One) 🗷 Contract Admin. Manager \*Other Department Employee  Date Signature**Martin E. Best, Jr., VCCO, VCO Contract Administration Manager 243-3541** Name Title Phone # |
| 10. **Person Delegated Procurement Authority for the University by the Board of Visitors to Sign the Contract for the University** As the Contracting Official, I approve this contract. To the best of my knowledge, the University complied with all public procurement laws and policies applicable to this contract. I have reviewed the contract and all memoranda attached to this sheet, and I approve the contract with the changes I have made to it.  Date Signature **Donald E. Sundgren** **Associate Vice President & Chief Facilities Officer** **982-5834**\_ Name Title Phone # |