SECTION 7: ACQUISITION PROCEDURES

SUBJECT: CAPITAL PROJECTS OFFICE (CPO) REVIEW Procedure 7.2.12

POLICY: All Public Works projects conducted by the University of Washington must comply with Chapter 39.04 RCW and RCW 28B.10.350. The University of Washington’s Capital Projects Office (CPO) handles all Public Works projects on the University of Washington campus. If Procurement Services receives a request that may be a Public Work, Procurement Services shall contact the CPO Contracts Office.

PROCEDURE:
All Public Works are subject to the Washington State Public Works laws. A Public Work includes all work, construction, alteration, repair\(^1\) or improvement, other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with chapter 39.12 RCW. Definition adapted from RCW 39.04.010(4).

Any projects that meet the definition above must be handled by the University of Washington Capital Projects Office.

Public Works include projects for new construction or renovation of existing structures. Public Works may also be relatively smaller projects, such as installation of large machinery or other equipment. However, an installation or related project may not be a Public Work if the installation portion of the contract is de minimis compared to the purchase price of the item to be purchased and installed. A project may be a Public Work under Washington law at any dollar amount.

Ordinary maintenance is not Public Works. For example, if a project is for the ordinary maintenance and upkeep of a facility, the project is not a Public Work.

Any Procurement Services staff members who receive a request that may be a Public Work should contact a supervisor. Staff should not attempt to make the determination whether a project is, in fact, a Public Work, and instead should contact a supervisor if there is any question regarding whether the project may be a Public Work. The supervisor may consult with other Procurement Services staff in reviewing the request, and Procurement Services will contact the CPO Contracts Office if there is a genuine question regarding whether the request is or may be a Public Work.

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\(^1\) At the University, repair projects that cost less than $45,000 for single-trade work or $90,000 for multiple-trade work are not usually considered to be Public Works. Repair projects greater than those dollar amounts may be Public Works, depending on the project facts. Moreover, if there is a question regarding whether the project is legitimately for maintenance or repair, CPO should be contacted.