



Facilities Management

Office of the Associate Vice President and Chief Facilities Officer

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## LETTER TO CLIENTS

Facilities Management strives to provide outstanding support for the faculty and staff of the University of Virginia. As a service organization, our Facilities Planning & Construction department (FP&C) is responsible for the planning, construction, and renovation of the University's buildings and facilities. One of their primary goals is to be the most effective provider of these services – adding value by delivering quality at a fair and reasonable cost. To achieve this goal, and provide adequate time for competitive procurements, it is essential that we receive timely and adequate notification of your planned departmental construction activities.

As a public institution in the Commonwealth, the University must maximize competitive procurements to the extent practicable and consistent with relevant sections of the law. This means that our services to you must comply with the University's Procurement Rules and the University's Higher Education Capital Outlay Manual. As such, please note that the Auditor of Public Accounts has recently notified us that it does not recognize imminent deadlines imposed by requesting clients, or clients initiating preliminary procurement without consulting FP&C, as justifications for non-competitive, Sole Source procurement.

Please let us know how we can help make your construction planning easier. Contact information for University resources can be found on [FP&C's website](#). Online resources are also available to include typical construction procurement timelines for the [Invitation for Bids](#) and [Request for Proposals](#).

I welcome your calls and comments at (434) 982-5834 or [des5j@virginia.edu](mailto:des5j@virginia.edu). We look forward to supporting your facilities needs and exceeding your expectations.

Donald E. Sundgren  
Associate Vice President and Chief Facilities Officer  
UVA Facilities Management