

Facilities Management Manual (FAC)

FAC 202–02: Estimates

Effective: 1/1/1965

Revised: 11/1/2019

Purpose

To define a procedure for requesting cost estimates from Facilities Management

Sources

Arizona Procurement Code

Arizona Board of Regents Policy Manual - 3–804

Facilities Management

Applicability

All departments or individuals who need estimating services from Facilities Management

Policy

Formal Estimates

Facilities Management provides estimates at no charge. If the department accepts the estimate and desires to proceed with the [billable service](#), a dollar encumbrance must be entered in the university financial system. Actual final cost will generally be within 10 percent of the estimate. However, unknown field conditions could cause final cost to exceed estimates by more than 10 percent.

Informal Estimates

A department may wish to request that work be done immediately without a formal estimate; however, Facilities Management will attach a dollar amount to the project for the purpose of encumbering funds in the university financial system. This procedure does not limit the total project cost to the initial dollar amount established.

A department may wish to have a [firm price quote](#) from Facilities Management. A firm price quote is a fixed price guarantee. Generally the firm price quote will exceed a formal estimate due to the need to anticipate the possibility of unknown field conditions that are found during the course of the work.

Responsibilities for Estimates

All estimates requests are reviewed by the Work Induction Board and projects are assigned to either Capital Programs Group or Facilities Management based on complexity of scope.

Procedure

Responsibility	Action
Requesting department	1. Submit on online request to Facilities Management (FACMAN) for service. Include requester identification (name, building and room number, and telephone number) and description of the job to be estimated.
Maintenance Operations Management	2. Assign a job number to the request and generate a formal estimate. Return the estimate to the requester for review and signature.
	If the estimate is accepted:
Requesting Department	3. Requests for billable services require an appropriate funding source provided by the requesting department before those services will be provided by Facilities Development and Management.
Maintenance Operations Management	4. Receive the request and assign a job number.
	If the estimate is rejected:
Requesting department	5. Terminate the job request.
Maintenance Operations Management	6. Hold the estimate in active status.
	If no action is taken:
	7. Cancel the estimate.

Cross-References

For specific details on requesting billable services after receiving estimates, see [FAC 202-01](#), “Billable Services.”

For additional information on project estimates, see the *Financial Services Policies and Procedures Manual*—[FIN 401-02](#), “Provost/Vice Provost/Vice President Approvals.”