

Dear IU Construction Contractor:

We are continually working to improve our business practices at Indiana University. Beginning January 1, 2013 my role will include an enhanced review process of all Construction Change Directives (CCD's). As we are at the halfway point of December and nearing calendar year closeout, I feel the following points need brought up again:

- CCD applicable charge rates will only include labor + fringe benefits submitted rates must mirror the rate provided in the project Spec Book Wage Scale. If inconsistencies are found during the review of a CCD throughout the routing process, payment will be held and you will be notified to correct the discrepancy.
- Contractors will also need to include all supporting documentation for the increase or decrease stated in the "Reason for Change" box.

If you have any questions, please contact me at your convenience.

Thank you,

Kyle Jewart  
Construction Business Coordinator  
Capital Projects Business Office, Indiana University  
812-855-9234