

Change orders are a common and acceptable part of any construction project, but in order to ensure proper school board of trustees oversight, the following policy exists.

CHANGE ORDERS

1. All change orders in excess of 5% of the project budget will be submitted by the school district superintendent to the school board of trustees for approval.
2. All change orders for 5% or less of the project budget will be approved by the school district superintendent or designee with the stipulation that the change orders will not:
 - a. Provide facilities not included in the standards for facilities as approved by the school board of trustees.
 - b. Authorize bid alternatives specifically excluded in the award of the original contract.
 - c. Extend the contract completion date.
 - d. Significantly alter the design or extent of facilities provided for in the original contract documents.
3. School board of trustees approval must be obtained for all change orders which would alter contracts as indicated in items 2 a. through d. above.



ADOPTED: May 16, 2018 / Chris Hall, Chairperson