



POLICY NO. 8000

APPROVAL OF FACILITIES' CONSTRUCTION CONTRACT CHANGE ORDERS

THE SCHOOL BOARD HEREBY AUTHORIZES THE APPROVAL OF CHANGE ORDERS IN THE NAME OF THE BOARD, PURSUANT TO THE RULES LISTED BELOW.

RULES

1. The Superintendent is authorized to approve all change orders up to \$5,000, based on the recommendation of the District's Program Management Organization and provided the cumulative total of all change orders for a specific project has not reached the cumulative limits identified in Rule 3 below.
2. The Superintendent is authorized to approve change orders above \$5,000 and up to \$50,000, provided the cumulative total of all change orders for a specific project has not reached the cumulative limits identified in Rule 3 below. All change orders above \$5,000 will be reviewed by the District's Change Order Review Process (CORP) and a recommendation will be provided to the Chief Facilities Officer prior to any authorization by the Superintendent.
3. Cumulative Limits – For construction projects \$3 Million or less, the cumulative limit of authority shall be 3 percent of the original construction contract amount. For construction projects over \$3 Million, the cumulative limit of authority shall be 3% of the first \$3 Million of original construction contract amount, plus 1% of the balance of the original construction contract amount over \$3 Million, up to a maximum of \$250,000. When the cumulative total of all change orders on a project has exceeded the ceiling established above, all subsequent change orders will require prior Board approval, except in emergency cases as declared by the Superintendent, or where the change order in question would be in the form of a credit, thereby reducing the Adjusted Contract amount.
4. Subsequent to approval of change orders by the superintendent in accordance with Rules 1 and 2, notice shall be provided to the Board in a monthly report, outlining such approvals. Although all change orders will be confirmed by the Board at project closeout, this does not preclude change orders outlined in Rule 3 above from requiring prior Board approval.

Policy Custodian: Capital Programs

Former Policy Number: 7006

Policy Status: Active

Authority: F.S. 1001.41(1)(2) , F.S. 1013.48

Policy Adopted: 9/3/87, Amended 9/13/2022, 12/13/2022