

P7141 EMERGENCY CHANGE ORDERS TO CONSTRUCTION CONTRACTS

BOARD POLICY:

In an emergency situation, a change order to a construction contract that will increase the contract amount may be executed without prior Board of Education approval.

Administrative Implemental Procedures:

1. Definition.

An emergency situation shall be defined as one in which failure to act immediately shall cause a delay in the execution of the contract.

2. Limitations.

The Division Director of Facilities may authorize the issuance of a change order in an emergency situation in an amount not to exceed \$7,500, or an amount not to exceed \$10,000 with the approval of the Superintendent of Schools.

3. Change orders in excess of \$5,000.

The Superintendent of Schools shall inform Board members as early as possible when an emergency change order in excess of \$5,000 has been approved.

4. Report to the Board.

The nature and reasons for the emergency change order approval shall be reported to the Board on the next Board meeting agenda.

Administrative Responsibility: Facilities Division

Latest Revision Date: May 2017

Previous Revision Date: April 2015 P7141