

# BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries:FEA-RAResponsible Office:Chief Operating Officer

## **Construction Change Order Policy**

#### A. PURPOSE

To specify the authority for the approval of construction contract change orders

## B. PROCESS AND CONTENT

- 1. All change orders in excess of \$100,000 will be submitted by the superintendent of schools to the Board of Education for approval.
- 2. All change orders for \$100,000 or less will be approved by the superintendent of schools or his/her designated representative with the stipulation that the change orders will not:
  - a) Provide facilities not included in the standards for facilities as approved by the Board of Education
  - 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. Board of Education approval must be obtained for all change orders which would alter contracts as indicated in Items 2 a) through d) above.
- 4. The superintendent's designee will forward a copy of all change orders to the State Interagency Committee for Public School Construction (IAC) for approval if state funds are involved.

## C. REVIEW AND REPORTING

This policy will be reviewed on an ongoing basis in accordance with the Board of Education's policy on policysetting.

*Policy History:* Adopted by Resolution No. 461-73, July 23, 1973; amended by Resolution No. 935-83, November 8, 1983; reformatted by Resolution No. 333-86, June 12, 1986, and Resolution No. 458-86, August 12, 1986, and accepted and amended by Resolution No. 210-91, February 25, 1991; amended by Resolution No. 172-01, March 13, 2001.