

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: FEA-RA
Responsible 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 policymaking.

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.