

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: September 21, 1999	Number: 400-18
Date Reviewed: November 15, 2005	
Subject: Change Order Procedure	Date Approved: October 19, 1999 December 13, 2005 Date Revised: November 15, 2005 Date Effective: October 19, 1999 December 13, 2005

1. PURPOSE

To establish change order procedures.

2. POLICY

A. All change order proposals shall be reviewed utilizing the following procedures:

- (1) The Design and Construction Manager will review all Change Order proposals with the project architect, in a timely manner.
- (2) All Change Order proposals for \$15,000 or more shall be submitted by the Director of Facilities and Transportation, with a recommendation, including funding, to the Superintendent of Schools for approval.
- (3) Prior to any consideration, Change Order proposals exceeding the project contingency funds shall require Board of Education approval for funding.
- (4) All Change Order proposals shall be included in a monthly status report submitted by the Director of Facilities and Transportation to the Superintendent of Schools for Board of Education review. The status of Change Order proposals, along with the status of the project contingency funds, will be included in the Monthly Building Status Report.
- (5) For projects in which state funds are involved, Change Orders shall be submitted to the Interagency Committee on Public School Construction in accordance with the Administrative Procedures Guidelines for Public School Construction. Change Orders which are deemed eligible by the state will be reimbursed on a matching funds basis within the approved state contingency amount.