

7080 CHANGE IN CONSTRUCTION (CHANGE ORDERS)

The School Board may make changes in the scope of the work required to be performed by the contractor by making additions or omissions without invalidating the contract, without relieving or releasing the contractor from any of his/her obligations under the contract or any guarantee given by him/her pursuant to the contract provisions, without affecting the validity of the guaranty bonds, and without relieving or releasing the surety or sureties of the bonds. All such work shall be executed under the items of the original contract unless expressly provided otherwise.

If applicable unit prices are not contained in the agreement, the architect shall, before ordering the contractor to proceed with desired changes, request an itemized proposal covering the work involved in the change after which the procedure shall be as follows:

1. If the proposal is acceptable, the architect shall prepare the change order for acceptance by the contractor.
2. Each change order shall include in its final form:
 - a. A detailed description of the change in the work.
 - b. The contractor's proposal (if any) or a conformed copy.
 - c. A definite statement as to the resulting change in the contract price and/or time.
 - d. The statement that all work involved in the change shall be performed in accordance with contract requirements except modified by the change order.
3. No extra work shall be done nor any obligation incurred for payment except upon a written order fully signed by the owner's representative.
4. All change orders which are within the scope of the project and do not put the project over budget can be approved by both the Staff Architect and the Director of Business and Finance.
5. All change orders that fall outside the parameters listed above or that exceed \$5,000 shall be presented to the Business Services Committee for approval.
6. The School District will engage a construction observer, on an hourly basis, to periodically report to the Business Services Committee on a random inspection of change orders, including the analysis of why it occurred and how the cost was determined.

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