



CHANGE ORDERS

The policy of the Sumner-Bonney Lake School Board (the Board) is to discourage or minimize change orders through careful prior planning and design of all capital projects. The Board recognizes that modifications to the contracted plans and specifications may be necessary while the projects are in progress. These modifications begin as proposal requests and become change orders once approved by the school district.

The following policies govern the approval of change orders by the Board of Directors:

MAJOR CAPITAL PROJECTS:

In accordance with state bidding laws, projects that are \$350,000 and over are required to be advertised and bid publicly. These shall be referred to as MAJOR capital projects. The Board shall award the bid to the lowest qualified bidder, including any alternate bids or unit costs, after careful research and recommendation by the Superintendent or Chief Finance Officer.

1. As part of the bid approval process, the Superintendent or Chief Finance Officer shall submit to the Board for approval a construction contingency in the amount of 7% of the award for new buildings and 10% for modernization projects. The Board shall authorize the Superintendent to spend up to the contingency amount without prior approval from the Board.
2. Individual change orders above \$40,000 shall require the signature of the Superintendent or Chief Finance Officer.
3. In each month in which there is change order activity, the Superintendent or Chief Finance Officer shall report to the Board the current status of cumulative change orders for each project. This shall be done as part of New Business in a report format approved by the Superintendent.
4. Change orders which will deplete the construction contingency reserve and/or require additional funding beyond the set aside contingency reserve shall be reviewed by the Superintendent and brought before the Board for approval prior to the contractor proceeding with the work.

MINOR CAPITAL PROJECTS:

Minor capital projects are those that have a value of less than \$350,000 and are not required to be advertised per state law. Since these do not require public bidding, Board approval of these projects shall be through the voucher approval process.

1. Any changes to the contract amount will be done through the purchase order system. The revised purchase order to increase or decrease the contract shall be approved by the Board through the standard voucher approval process.
2. Additive changes to the contract in the amount of \$15,000 or greater shall require approval by the Superintendent or Chief Finance Officer.

The Superintendent shall develop administrative procedures that spell out the steps to be taken when processing capital projects proposal requests through change order status.

Adopted 3/2019

Revised 11/2024