



ADMINISTRATIVE MEMORANDUM

CHANGE ORDERS | 6001.1

The superintendent, or his designee, is charged with approving change orders to any district contracts. The following procedures shall be used for approving change orders.

Major Capital Improvement Change Orders

The superintendent, through his designee, will provide the Facilities Committee with a quarterly report of all change order activity.

For each project, the district will track change orders including the amount of the change, the reason for the change, and a running tally of all project change orders by type. Change orders totaling more than \$100,000, or 15% of a project budget, will be discussed with the committee prior to superintendent or designee approval. Exceptions to this threshold will be in the case of emergencies involving safety, or if waiting for a Facilities Committee meeting will cause a significant delay in scheduling. In these cases, the Director of Facilities will contact all current committee members electronically to notify them of the change order as soon as practical.

Any change orders involving the movement of funds from one school construction project line to another will follow 29 Del.C. § 6406A. In addition, the exceptions in 29 Del.C. § 6904 must be met.

Food Service, Technology, Transportation, and Maintenance Change Orders

Every attempt should be made to address possible changes in work through the initial solicitation or advertisement through the use of alternates, or unit pricing. However, change orders to existing contracts will be approved by the superintendent or his designee when the exceptions to public bidding (29 Del.C. § 6904) have been met.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.