

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHANGE ORDERS

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POLICY 3328

ADOPTED: 01/22/91

AMENDED: 03/16/93

AMENDED: 08/20/13

Definition

A change order is technically defined as anything that changes the time, price, or specifications of a project. Thus changes are contractual agreements to modify the original contract.

Background

1. Sources of Change Order Requests:

- a) Owner (user) request – change not captured in original plan/bids. Usually occurs as a result of not involving appropriate users in planning, adding a new administrator, new opportunity, changing needs, or simply changing decisions made earlier.
- b) Notice by contractor and/or architectural initiated design modifications, usually occur as result of one or more of the following:
 - 1) Discovery – original drawings differ from conditions found at site, e.g. underground, behind walls, ceilings, floors, and etc.
 - 2) Discrepancies – usually differences between experts, e.g. architects, engineers, etc.
 - 3) Human error – oversights, omissions, and etc.
 - 4) Products – equipment, materials, and etc. may change between time of bid and actual work, e.g. availability and consideration of durability, maintenance, energy, or code requirements.

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2. Change Order Process:

- a) Initiation of the change.
- b) Modification to the contract documents.
- c) Request for proposal from the contractor.
- d) Request for change order from the contractor.
- e) Review of the requested change by the architect.
- f) Recommendation and review with the owner.
- g) Execution of the change order document (signatures).
- h) Commencement of the change order work.
- i) Maintenance of a log of all change orders by project.

3. Change Order Authorizations:

- a) Board of Trustee Approval
 - 1) Change orders resulting in an increased cost of \$25,000 or more;
or
 - 2) Change orders resulting in an increased cost of 10 percent (10%)
or more of the total project cost.
- b) Vice President of Business Services Approval
 - 1) Change orders resulting in an increased cost of less than \$25,000;
or
 - 2) Change orders resulting in an increased cost of less than 10
percent (10%) of the total project cost.

The Vice President of Business Services shall also approve all change orders resulting from an acknowledgment of a Capital Development Board approved change order(s).