

CHAPTER 8.00 - AUXILIARY SERVICES

Change Orders

8.28

- (1) The Superintendent is authorized to approve and execute any construction contract Change Order which will decrease the construction contract amount or which will increase the construction contract amount by twenty-five thousand dollars (\$25,000.00) or less, provided the approval is in the best interest of the Board. To assure that the Board receives quality work and maximum value, changes in the work shall be placed out for bid whenever practical or feasible. Each approval shall be reported by the Superintendent to the Board and entered in the official minutes at the next regular Board meeting.
- (2) Any Change Order which will increase the construction contract amount by more than twenty-five thousand dollars (\$25,000.00) shall be submitted by the Superintendent to the Board for review and action thereon. No such Change Order shall be binding until it is approved and executed by the Board.
- (3) Requested Change Orders concerning the same subject shall not be split in the event that the sum total of the initial requested change increases the contract amount by more than twenty-five thousand dollars (\$25,000.00).
- (4) With all requested Change Orders the Contractor shall provide, prior to commencing the work involved, accurate cost data in sufficient detail to enable any architect or engineer to evaluate and confirm its accuracy and the fair market value of all labor, materials, equipment, and incidentals required to accomplish the change.
- (5) With all requested Change Orders the Architect of Record for the project shall certify in writing to the Superintendent and the Board that the cost of the requested change is fair, reasonable, and in proper proportion to the cost of the original work of the contract and shall recommend action thereon.
- (6) The cumulative total of all approved Change Orders on any project shall not increase the original construction contract amount by more than eight percent (8%) or one-hundred thousand dollars (\$100,000.00), whichever is less, without prior Board approval.
- (7) The Director of Facilities shall serve in the Superintendent's capacity for Change Order authorization whenever the Superintendent is absent from St. Johns County or is ill. It is the intent of the Board that this provision be used sparingly. When construction changes can wait for the

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Superintendent's return, without undue harm or project delay, the approval shall wait for the Superintendent's personal review and signature.

- (8) All Change Orders shall be in compliance with Florida Statutes; the Florida Department of Education publication titled "State Requirements for Educational Facilities, 1999"; or any successor statute or rule.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1013.48, F.S.

HISTORY:

ADOPTED: 08/18/98
REVISION DATE(S): 11/21/06