

## CHAPTER 8.00 - AUXILIARY SERVICES

### CHANGE ORDERS

8.52

The Superintendent or his or her facility designee 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 School Board. Each approval shall be reported by the Superintendent to the School Board and entered in the official minutes at the next regular School Board meeting.

- I. 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 School Board for review and action thereon. No such change order shall be binding until it is approved and executed by the School Board.
- II. 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).
- III. 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.
- IV. With all requested change orders the architect of record for the project shall certify in writing to the Superintendent and the School 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.
- V. 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), whichever is less, without prior School Board approval.
- VI. Emergency Change Orders in Construction Contracts - The Superintendent shall have the authority to approve emergency change orders in contract for construction or alteration of school facilities. Any such change orders shall be submitted to the School Board for information and entered in its official minutes.
- VII. All change orders shall be in compliance with Florida Statutes, Florida Department of Education publication *State Requirements for Educational Facilities, 1999*, or any successor statute or rule.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1013.48, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-2.0010

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