

## **Construction Contract Administration**

Contracts shall be awarded by the Board and administered by the superintendent or his or her designee. Such administration includes authorization to approve change orders. This authorization, however, shall be limited to an aggregate five percent of the individual contract and funds available and shall fall within the scope of the contract. Change orders beyond the aggregate five percent, and any individual change that exceeds \$25,000, shall be approved by the Board. Exceptions may be made by the superintendent or designee in cases of emergencies or circumstances that could not have been foreseen.

If the estimated cost of the work does not exceed \$50,000, the matter shall be reported to the Board no later than its next regular meeting. If the estimated cost of the work exceeds \$50,000, the Board shall be notified immediately to determine whether a review may be requested before proceeding with the work. A summary report of the construction contract shall be presented to the Board at least monthly, showing the original contract price, change orders to date, and revised contract price. If necessary, such a report may be submitted more frequently.

Nothing in this procedure shall preclude the Board from selecting the construction process desired. Further, should the Board deem an emergency exists, any or all conditions of this procedure may be waived by the Board.

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