



**POLICY: 6Hx28:11-07**

**Responsible Executive:** Executive Vice President, Administrative Services

**Policy Contacts:** Asst VP, Facilities & Maintenance Operations

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1013.48, F.S.

**Effective Date:** 06-22-2023

**Date of Last Policy Review:**  
06-22-2023

---

## Changes in Construction After Award of Contract

---

### Policy Statement:

- I. After the award of a construction contract, the College may make changes in the scope of the contract by change orders which shall be submitted and processed in compliance with the contract and applicable provisions of State Board of Education Rules. The District Board of Trustees authorizes the College President or designee(s) to approve change orders in the name of the District Board of Trustees up to 10% of the value of the contract, and/or threshold of \$325,000, whichever is lower. Such administrative approval of change orders shall be for the purpose of expediting the work in progress or to make changes due to additional program needs or to make additions or changes which the College may require and shall be reported to the District Board of Trustees at the next official meeting.
- II. The College President or designee(s) shall establish procedures to implement this policy.

---

### Policy History:

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 10-16-07; Amended 6-22-2023; Formerly 6Hx28:11-13

---

### Procedures:

- I. The proposal to change shall be supported by accurate cost data, establishing the fair and current market value of the labor, materials, equipment, and incidentals required to accomplish the change plus the amount stipulated in the contract for administration and profit.
- II. Cost data shall be in sufficient detail as will enable any qualified architect or engineer to confirm the accuracy of such proposal.
- III. Deduct alternates listed in the bidding document may be reinstated at any time by normal change order procedure provided the contractor who is to perform the work is low bidder on the combination of the base bid and the alternates involved.
- IV. Approved changes in the contract price shall be immediately reflected in the amount of the performance and payment bonds.
- V. All change orders shall be submitted as they occur to the assistant vice president for facilities and maintenance operations, through and approved by the project architect and/or engineer, for review to determine compliance with applicable laws and regulations.
- VI. Change orders are submitted once per month in sufficient time to be received by both the architect and owner and placed on the agenda for the next scheduled Board meeting.
- VII. Except as provided otherwise by this policy, change orders are not approved until Board action takes place.

---

**Procedure****History:**

Adopted 11-18-92; Amended 10-16-07; Amended 6-22-2023; Formerly 6Hx28:11-13

---

**Date of Last Procedure Review: 06-22-2023**