Policy:

All change orders will be placed on the Board agenda for approval and confirmation. Change orders shall be processed according to the procedure listed below:

1. Change orders up to $5000 may be approved by the President.

2. Change orders in excess of $5000 that would not delay a construction project shall be handled as a routine agenda item and placed on the agenda of the next scheduled District Board of Trustees' meeting.

3. Change orders in excess of $5000, which if not approved prior to the next regularly scheduled Board meeting would result in a delay or work stoppage of the construction project, will be reviewed by College staff and recommended for approval to the President. If the President approves the proposed change order, the contractor will be notified to proceed with the work, or the President or designee could poll the Board for a decision on these change orders before authorizing the contractor to proceed. All change orders are to be approved and signed by the President or designee, the designing architect, the contractor, and the Director of the Facilities.

A. Professional architects or engineers shall be selected for construction projects in accordance with Chapters 1013 and 287 F.S.

B. The President or designee shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the College. Board authorization or approval shall be required for the following:

1. Construction project priorities
2. Campus facility master plans
3. Campus architectural concept
4. Project budget
5. Change of project scope
6. Project preliminary plans
7. Project working drawings and bid documents
8. Project bidding  
9. Awarding of bids  
10. Change orders  
11. College occupancy of project  
12. Notice of completion  

C. The Board authorizes the President or designee to approve change orders up to $12,000 per change order between Board meetings. Any such action shall be reported to the Board for ratification at the next regularly scheduled meeting.  

D. Payment to Contractors  

A schedule of payments for contractors shall be included in the bid and contract documents. Such schedules shall adhere to the following guidelines:  

1. Move-in and set-up costs may be billed to the College according to contract.  
2. Estimates of the costs plus overhead of project work completed and the value of material on hand which has not been used may be submitted to the College monthly for payment.  
3. All change orders, both additions and subtractions, shall be included in the monthly cost items.  
4. Upon review and approval by the project inspector and the appropriate College administrator, payment for the work less ten percent retainage shall be made to the contractor.  
5. The retainage shall be paid to the contractor upon completion and acceptance of the project less the cost, if any, of work remaining to be done on the project but which the contractor declines to perform.  
6. The Board may waive the retainage or reduce its percentage for those projects which are small in cost, short term in length, or paid in lump sum upon completion.  
7. At its discretion the Board may decline to release all or part of the retainage if any unreasonable amount of time lapses in resolving disputed items required for completion of the project.  

E. Formal Acceptance and Release of Retainage  

A construction project which has been approved by the Board shall be formally accepted by the Board on completion before the retainage is released and final payment is made. The President or designee shall be responsible for determining that all obligations have been met and all appropriate inspections have been made in accordance with the provisions of the State Board of Education rules.