

SUBJECT: Change Orders and AllowancesChange Orders

Changes in work ("Change Orders") may be needed after the award of a contract. The procedure to be followed in connection with Change Orders is as follows:

Any change order from original construction specifications must be recommended and justified by the architect, with a detailed summary of additional costs or savings involved. The Superintendent of Schools and/or his /her designee is authorized to approve such change orders that do not exceed \$10,000 in additional cost to the District. The Superintendent of Schools and/or his/her designee, in consultation with the President of the Board of Education (or in the absence of the President, the Vice President of the Board of Education) is authorized to approve such change orders up to the New York State bidding threshold. Except as noted below, such change orders above the bidding threshold must be presented to the Board of Education for its consideration.

Notwithstanding the foregoing, if the architect and/or construction manager advises the Superintendent of Schools in writing that a change order in excess of the bidding threshold is required prior to the next scheduled meeting of the Board of Education due to a condition that presents a danger to the health and/or safety of school district personnel, students or the community or a condition that requires immediate remediation or attention in order to avoid significant additional expense to the district, then the Superintendent of Schools, in consultation with the President of the Board of Education (or, in absence of the President, the Vice President of the Board of Education) is authorized to approve the change order with written notice to the full Board of Education of the reasons for the decision.

Allowances

In the course of preparing project specifications, it may be necessary to include allowances in the construction contract. Allowances are items included in the construction scope of work which are not specifically defined prior to public bidding and the commencement of work. Each allowance is assigned a specific dollar amount which is then included in the bid specifications. The procedure to be followed in connection with Allowances is as follows:

- Project allowances and their specific dollar amounts shall be identified in the recommendation for award presented at a regularly scheduled Board of Education meeting.
- The Superintendent of Schools and/or his /her designee is authorized to approve allowances up to and including the full contract allowance amount specified in the bid documents. However, prior to his/her approval, the Superintendent and/or his /her designee shall obtain the architect's and/or construction manager's recommendation concerning the allowance.
- All unused allowance amounts shall be deducted from the contractor's contract sum and credited back to the district in the form of a deduct change order to be executed when the work of the contract has been completed.