

## Kensington Police Protection and Community Services District

### **CHANGE ORDER POLICY**

#### **Policy Statement**

Change orders can result from unforeseen or changed conditions, design errors or omissions, or added or deleted scopes of work. A change order is appropriate when a portion of a project is changed to maintain the continued quality or viability of the project without delaying completion. Sufficient contingency funds should be maintained to cover possible change orders. Contingency funds should be replenished, as needed, to allow prompt funding of needed change orders.

#### **Approval Authority**

- Change orders for an amount equal to or less than Five Thousand Dollars (\$5,000) may be approved by the designated project manager in writing by utilizing the change order form.
- Change orders for an amount equal to Five Thousand One Dollars (\$5,001) to Fifteen Thousand Dollars (\$15,000) may be approved by the designated project manager with approval of the General Manager in writing by utilizing the change order form.
- Change orders for an amount equal to Fifteen Thousand One Dollars (\$15,001) to Twenty-Five Thousand Dollars (\$25,000) may be approved by the designated project manager with approval of the General Manager and the President or Vice President of the Board of Directors or their designee in writing by utilizing the change order form.

#### **Emergencies**

In emergency situations, the Project Manager may issue a change order beyond the authority limits described above in the following instances:

1. To prevent interruption of the work which would result in a substantial increase in the cost to the District, or liability to the District.
2. To protect the work, equipment, material, human safety, or the environment at or near the work from substantial and immediate danger or additional damage or injury.

#### **Change Order Form**

The Change Order Form should be utilized to record and approve all change orders,