## SHALER AREA SCHOOL DISTRICT No: 610.1

**SECTION: FINANCES** 

 $\textbf{Title: Construction Contracts, Bidding Awards and Approval of Change Orders \ to}\\$ 

EXISTING CONSTRUCTION CONTRACTS ADOPTED: MARCH 21, 2007 REVISED: OCTOBER 13, 2010

	610.1 CONSTRUCTION CONTRACTS, BIDDING, AND AWARDS AND APPROVAL OF CHANGE ORDERS TO EXISTING CONSTRUCTION CONTRACTS  The Public School Code of 1949, as amended, including Section 751, designates the Board of School Directors as the contracting authority for the construction, reconstruction, repair, maintenance or work of any nature,
1. Purpose SC 751	including the introduction of plumbing, heating, and ventilating or lighting systems ("construction and repairs") on or upon any building or property and presents statutory procedures to be used in the implementation of this policy. Section 751 also provides that the Board may authorize the secretary or other executives to award contracts in amounts less than \$15,200 for construction or repairs, without soliciting competitive bids.
2. Authority	It is the objective of this policy to delegate authority for construction contracting and the approval of change orders to existing construction contracts to the Superintendent to the extent allowable by law, in order to facilitate construction and repair of District property, and to provide for competitive bids and Board approval for contracts in excess of \$15,200.
	It shall be the policy of the Shaler Area Board that the contracts for construction and repairs and for change orders to existing construction contracts shall be approved and awarded as follows:
	1. Contracts and change orders for existing construction contracts by the District for construction and repair of any buildings and property of the District where the entire cost, value, or amount of such construction and repair, including labor and materials, shall exceed Fifteen Thousand, Two Hundred (\$15,200) Dollars shall be entered only after approval and award by the Board. For new contracts, the lowest responsible bidder upon proper terms, after due public notice has been given asking for competitive bids, shall be awarded the bid.
	Change orders to existing construction contracts over \$15,200 shall be approved by the Board preferably at a voting meeting, but if construction is adversely affected, the change order can be communicated to the Board via phone/voice mail by the Superintendent and ratified at their next voting meeting, assuming verbal permission to proceed is given to the Superintendent by at least a majority of the Board.

## 610.1 - CONSTRUCTION CONTRACTS, BIDDING AWARDS AND APPROVAL OF CHANGE ORDERS TO EXISTING CONSTRUCTION CONTRACTS REVISED OCTOBER 13, 2010

The Superintendent is authorized to enter into contracts and or change 2. orders on existing construction contracts including but not limited to change orders by the District for construction and repairs which exceed Six Thousand, One Hundred (\$6,100) Dollars, but are Fifteen Thousand, Two Hundred (\$15,200) Dollars or less, provided that either written construction proposals or telephone price quotations are requested from at least three (3) qualified and responsible contractors, or in lieu of obtaining price quotations, preparation and filing of a memorandum showing that fewer than three (3) qualified contractors exist in the school district's market area. Records of all price quotations and memoranda shall be maintained for a period of not less than three years for auditing purposes. For change orders to existing construction contracts between Six Thousand, One Hundred (\$6,100) Dollars and Fifteen Thousand, Two Hundred (\$15,200) Dollars, the Superintendent will seek the advice of the Buildings and Grounds Committee preferably at one of their regularly-scheduled Committee meetings or by phone/voice mail if the need for the change order could adversely slow the project if not approved. If a majority of the Buildings & Grounds Committee gives permission, the Superintendent may authorize the change order. The Superintendent is authorized to entire into contracts including change orders on existing construction contracts by the District for construction and repairs which do not exceed Six Thousand, One Hundred (\$6,100) Dollars. 4. Any change order approved by the Superintendent or Buildings & Grounds Committee will be presented to the Board for ratification at their next regularly-scheduled voting meeting. All contracts for construction and repairs shall be consistent with the provisions of the Public School Code relating to contracts let on bids and exceptions thereto, the grounds for acceptance and rejection, the exceptions, prohibitions against entering into piecemeal and series contracts to obtain contracts under \$15,200, procedures, notice requirements, and other relevant matters as contained in applicable laws and regulations and as directed by the Superintendent. 3. Responsibility It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation and enforcement were necessary.