

CHANGE ORDER POLICY

POLICY

It is the policy of Black Hawk County to consider all Change Orders due to a change in the original specifications and or modification of a project that the Board has previously approved.

SCOPE

This policy applies to all departments that have submitted final bids and costs for Board approval on various County projects.

PROCEDURES/REQUIREMENTS

1. All proposed changes that vary from the original Board approved bid that result in an increase in the total dollar amount above \$100 first must be approved by the Board of Supervisors at its next regularly scheduled Board meeting.
2. Change Orders should include the project description, explanation for the changes, the cost, any past Change Orders and any other relevant information.
3. Change Orders should be submitted to the Board of Supervisors in accordance with Agenda deadlines prior to the Board meeting.
4. In extraordinary circumstances (e.g. where work stoppages would occur or an added cost to the County may be incurred), the department head may proceed with the changes but must contact the Board's Chairman or Chair Pro-tem within 24 hours of the changes from the original approved bid outlining the Change Order's cost and explanation, and follow up with a written explanation to the entire Board at its next regularly scheduled Board meeting.
5. Any Change Order that results in a decrease in the original approved bid by the Board should also be reported to the Board at its next regularly scheduled Board meeting.