

**BOARD OF COUNTY COMMISSIONERS**  
**SARPY COUNTY, NEBRASKA**

**RESOLUTION APPROVING PROJECT CHANGE ORDER GUIDELINES AND PROCEDURES**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6)(Reissue 2012), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103(Reissue 2012), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, from time to time, change orders are required for contracts approved by the County Board; and,

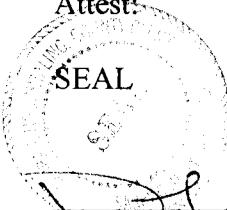
WHEREAS, it is prudent for Sarpy County to have a policy regarding change orders to ensure consistency and proper approval procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS, that the attached Project Change Order Guidelines and Procedures are hereby adopted and all County departments are directed to follow such Guidelines and Procedures.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 15<sup>th</sup> day of October, 2013.

  
 Sarpy County Board Chairman

Attest:

 **SEAL**  
  
 County Clerk

# Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE  
PAPILLION, NE  
593-4155  
[www.sarpy.com](http://www.sarpy.com)

ADMINISTRATOR Mark Wayne  
DEPUTY ADMINISTRATOR Scott Bovick  
FISCAL ADMIN./PURCHASING AGT. Brian Hanson



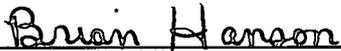
<u>COMMISSIONERS</u> Don Kelly District 1 Jim Thompson District 2 Tom Richards District 3 Brenda Carlisle District 4 Jim Warren District 5
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## Memo

To: Sarpy County Board  
From: Brian Hanson  
Re: Change Order Policy

The attached Resolution and Change Order Policy have been placed on the October 15, 2013 Board agenda for your consideration. A discussion was held at the October 1, 2013 Board meeting regarding the thresholds for approval by the County Administrator or County Engineer.

The attached policy follows Option 1 which requires Board approval on change orders over \$10,000 for contracts \$500,000 or less and on change orders over \$20,000 or 2% (whichever is greater) for contracts over \$500,000. Change orders under this criteria may be approved by the County Administrator or County Engineer, but the County Board must be notified of such approval.

  
\_\_\_\_\_  
Brian E. Hanson

BEH/mg

cc: Mark Wayne  
Scott Bovick  
Deb Houghtaling  
Denny Wilson  
John Reisz

## PROJECT CHANGE ORDER

### GUIDELINES AND PROCEDURES

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<b>Effective Date:</b>	<b>November 1, 2013</b>
<b>Approved by County Board:</b>	
<b>Revision Number:</b>	<b>N/A</b>
<b>Revision Dates:</b>	<b>N/A</b>

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#### 1. PURPOSE

It is the policy of Sarpy County to approve change orders in a manner consistent with the Nebraska State Statutes and standard purchasing procedures. A change order is required when the amount to be billed varies from the amount of the contract awarded by the County Board of Commissioners, either by unit pricing or lump sum. The change order must be approved before additional costs are incurred unless doing so will increase the total cost of the change order.

#### 2. PROCESS

##### **General Requirements:**

The County, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions, or other revisions; the contract sum and the contract time being adjusted accordingly. All such changes in the work shall be authorized by change order on the appropriate form (Attachment A, when possible, or a standard AIA form), and shall be performed under the applicable conditions of the contract documents. The County will not be responsible for additional costs resulting from acts or omissions by the Vendor.

The cost or credit to the County resulting from a change in the work shall be determined by the unit price stated in the contract documents, when unit prices are stated in the Contract. If unit prices are not stated in the Contract, the cost shall be determined by mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation.

##### **Construction, Equipment, Goods and Services:**

All change orders within amounts appropriated in the current fiscal year budget for the subject of the bid award will be authorized and executed in the following manner.

### Non-Public Works Projects

For contracts of \$500,000 or less, if the cumulative change orders are for less than \$10,000 the County Administrator will have authority for approval or rejection. For contracts over \$500,000 if the change orders do not exceed a cumulative \$20,000 or 2% whichever is greater the County Administrator will have authority for approval or rejection. The County Board of Commissioners will have the final authority to sign change orders not meeting the above criteria. It is the responsibility of the department head who will submit the invoice for approval to submit the change order for approval by the County Board or County Administrator and to ensure that sufficient appropriations are available to cover the cost of the change order. The Board shall be notified of any change orders approved by the County Administrator.

### Public Works Projects

For contracts of \$500,000 or less, if the cumulative change orders are for less than \$10,000 the County Engineer will have authority for approval or rejection. For contracts over \$500,000, if the change orders do not exceed a cumulative \$20,000 or 2% whichever is greater the County Engineer will have authority for approval or rejection. The County Board of Commissioners will have final authority to sign change orders not meeting the above criteria. It is the responsibility of the County Engineer to submit the change order for approval by the County Board if required and to ensure that sufficient appropriations are available to cover the cost of the change order. The Board shall be notified of any change orders approved by the County Engineer.

### Emergency Approval

Project additions that result in a change order that are project and time critical may require field decisions for approval. The County Administrator or County Engineer, as applicable, shall have the authority to make all required field decisions, even if the criteria above are exceeded. These change orders will be on the County Board of Commissioners agenda for recommended ratification.

**SARPY COUNTY PURCHASING  
CHANGE ORDER REQUEST FORM**

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Department: \_\_\_\_\_

Vendor: \_\_\_\_\_

ITEM No.	ITEM & DESCRIPTION OF CHANGES	QTY CHANGE (+/-)	EXTENDED CONTRACT PRICE	
			Decrease	Increase

**Summary of Budget and Contract Value is changed as follows:**

Contract Amount as approved by County Board \$ \_\_\_\_\_

Contract Price reflecting previous change orders: \$ \_\_\_\_\_

Net Increase/Decrease resulting from this change order: \$ \_\_\_\_\_

Contract Price resulting from this change order: \$ \_\_\_\_\_

**JUSTIFICATION:**

Owner Directed  
Discovery of Unknown Conditions

Required by Others  
Engineer/Architect Error or Omission

Recommended, Department Head:

\_\_\_\_\_

Date: \_\_\_\_\_

Project Engineer (If Applicable):

\_\_\_\_\_

Date: \_\_\_\_\_

Approval Recommended, County Administrator or  
County Engineer:

\_\_\_\_\_

Date: \_\_\_\_\_

Approval Recommended, County Board:

\_\_\_\_\_

Date: \_\_\_\_\_