

Policy on Change Orders

PURPOSE

This Policy ensures that contracted work is not delayed, due to the approval process for change orders, while maintaining appropriate oversight and fiscal responsibility.

POLICY

1. The College President or Executive Vice President for Business and Finance is authorized to approve change orders without prior approval from the Board of Trustees, provided that:
 - a. The amount of the change order does not exceed the bid threshold established by N.J.S.A. 18A:64A-25.3.
 - b. The aggregate total of the change order authorized without Board approval does not increase the contract sum by more than ten (10%) percent.
 - c. All change orders approved under this policy must be reported in writing to the Board of Trustees' Lands & Buildings Committee