

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: October 10, 2022

Subject: **CONSIDERATION AND POSSIBLE ACTION REGARDING THE CHANGE ORDER AUTHORITY
OF THE SUPERINTENDENT FOR 2022-2023 SCHOOL YEAR CONSTRUCTION PROJECTS**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

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Information Only

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Action Needed

B. Authority for this Action:

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Local Policy _____

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Law or Rule CV Legal / Education Code 44.0411

C. Strategic Objective, Goal, or Need Addressed:

To set the Superintendent change order authority to \$50,000.

D. Summary:

Board policy CV (LOCAL) states "a contract with an original contract price of \$1 million or more may not be increased by more than 25 percent. If a change order for a contract with an original contract price of less than \$1 million increases the contract amount to \$1 million or more, the total of the subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract price."

A \$15,000 contingency was built into the contract for the construction of the welding lab. The contingency was fully utilized and the district wishes to execute an additional change order to adjust the look of our booth curtains. The current change order is approximately \$4,000. The district wishes to be proactive and establish a threshold to allow the Superintendent to approve change orders. We recommend the threshold be set to \$50,000.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

Administration recommends the Board of Trustees delegate authority to the Superintendent to execute change orders for the 2022-2023 school year construction projects in the amount up to \$50,000.