

	<b>CHANGE ORDERS</b>	<b>Approval Date</b> 01/16/13
	<b>DIVISION AND POLICY NUMBER</b> <b>PURCHASING - 1085</b>	<b>Revision Date</b> 8/26/14

**PURPOSE:**

To define the process and approvals required to effect a change in an active Purchase Order or Contract.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**POLICY:**

A Change Order is a bilateral agreement between Adams County and the contractor to modify costs, scope of work, performance period, or contract specification changes. The end result of a Change Order is to modify an existing Purchase Order or an Agreement or both.

Change Orders shall require approval using the same dollar limit approval authority outlined in Policy #1010. Construction project change orders must also be approved by the Architect, if applicable, the Project Manager representing Adams County, the Contractor and the appropriate Adams County approval authority as defined in Policy #1010 referenced above.

A Change Order can be initiated in writing from the Contractor listing in detail and specific dollar amounts, where appropriate, based on circumstances that it believes have caused a change in an existing active contract. This could also be based upon written communication from Adams County or its designated representative that the Contractor considers to be a Contract Change. A Change Order can also be initiated by Adams County by specifying a potential change in the work and/or technical specifications. For purposes of applying Policy #1010 – Approval Authorization Levels for Purchasing Transactions, the total contract value including change orders must be considered when determining authorization to approve change orders. Change orders shall not be used to circumvent the authorized approval limits. Change orders for contracts or agreements originally approved by the Board of County Commissioners or change orders which cause the total contract or agreement value to exceed the signature authority of the County Manager must go the BOCC for approval. Written documentation for the Change including the appropriate approval authorization(s) must accompany the request to the Purchasing Division.

Once a contractual change is agreed to it is executed through a Change Order, see Appendix G which effects a Contract modification. This could include price, performance time, specifications, or other mutually agreed upon changes. All Purchase Order or Contract changes shall be executed by the Purchasing Division as Adams County Representative.

Renewals and/or extensions will follow Policy #1095.

**EXCEPTIONS:**

There are no defined exceptions to this Policy.

**PROCEDURE:**

There are no specific procedures related to this Policy.