



	<p>2. The Superintendent is authorized to enter into contracts and or change orders on existing construction contracts including but not limited to change orders by the District for construction and repairs which exceed Six Thousand, One Hundred (\$6,100) Dollars, but are Fifteen Thousand, Two Hundred (\$15,200) Dollars or less, provided that either written construction proposals or telephone price quotations are requested from at least three (3) qualified and responsible contractors, or in lieu of obtaining price quotations, preparation and filing of a memorandum showing that fewer than three (3) qualified contractors exist in the school district's market area. Records of all price quotations and memoranda shall be maintained for a period of not less than three years for auditing purposes.</p> <p>For change orders to existing construction contracts between Six Thousand, One Hundred (\$6,100) Dollars and Fifteen Thousand, Two Hundred (\$15,200) Dollars, the Superintendent will seek the advice of the Buildings and Grounds Committee preferably at one of their regularly-scheduled Committee meetings or by phone/voice mail if the need for the change order could adversely slow the project if not approved. If a majority of the Buildings &amp; Grounds Committee gives permission, the Superintendent may authorize the change order.</p> <p>3. The Superintendent is authorized to entire into contracts including change orders on existing construction contracts by the District for construction and repairs which do not exceed Six Thousand, One Hundred (\$6,100) Dollars.</p> <p>4. Any change order approved by the Superintendent or Buildings &amp; Grounds Committee will be presented to the Board for ratification at their next regularly-scheduled voting meeting.</p>
<p>3. Responsibility</p>	<p>5. All contracts for construction and repairs shall be consistent with the provisions of the Public School Code relating to contracts let on bids and exceptions thereto, the grounds for acceptance and rejection, the exceptions, prohibitions against entering into piecemeal and series contracts to obtain contracts under \$15,200, procedures, notice requirements, and other relevant matters as contained in applicable laws and regulations and as directed by the Superintendent.</p> <p>It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation and enforcement were necessary.</p>