1.0 Construction Contract Change Orders Associated with Bids

1.1 Changes to bids will be in conformance with Public Contract Code.

1.2 Change orders that do not exceed fifteen thousand dollars ($15,000) or ten percent (10%) of the contract price shall be approved by the Chancellor or designee and ratified by the Los Rios Community College District Board of Trustees. Change orders that exceed bid limits or ten percent (10%) of the original contract price (whichever is higher) shall be bid.

2.0 Changes to Purchase Orders and Requisitions

2.1 A change to the authorized amount of a purchase order or requisition that is seven hundred fifty dollars ($750.00) or less can be processed by purchasing staff without additional authorization from the Chancellor or College/District designee.

2.2 A change to a purchase order or requisition over seven hundred fifty dollars ($750.00) must be authorized by the Chancellor or College/District designee.

3.0 Emergency Purchases

3.1 In emergencies, in order to prevent work stoppage with respect to any building program, the Chancellor shall be authorized to use individual judgment, subject to a later report to the Board of Trustees and ratification of that action by the Board of Trustees. A unanimous vote of the Board of Trustees is required for emergency purchases. (Pub. Contract Code, § 20654)

4.0 Stop Notices

If a District contractor or subcontractor submits a stop notice or any documentation related to a stop notice, the District shall follow the Stop Notice Procedure attached to this Administrative Regulation as Attachment A.