

# Antrim County Construction Project Change Order Policy

Amended: February 7, 2019

Purpose: Antrim County engages in construction projects regularly. From time to time the need for a change order becomes necessary. In some cases approval of a change order can wait until the next regularly scheduled meeting of the Board of Commissioners. In other cases a change order is of an immediate nature and cannot be put off until the next Board of Commissioners' meeting. This policy will address the latter case when an immediate decision is necessary.

1. The need for a change order will be brought to the attention of the Administrator. The Administrator or his/her designee will work with the contractor, engineer or architect to determine if the change order needs immediate action.
2. Once it is determined the change order needs immediate action, the Administrator or his/her designee will contact the Chair and the Vice Chair of the Board of Commissioners to inform each of them of the needed change order.
3. If both the Chair and the Vice Chair of the Board of Commissioners agree that the change order needs immediate action, approval will be granted to begin implementation of the change order.
4. Although work can begin immediately, a change order will be prepared by the contractor, engineer or architect and submitted for formal approval at the next Board of Commissioners' meeting. Appropriate budget adjustments shall be approved at the same meeting, as necessary.
5. The approved change order document shall be filed with the plans and contract for the project.