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The Purchasing and Materials Management Department shall work collaboratively with
the Construction Services Department and Facility Services Department to develop
requests for price quotes, invitations to bid and requests for proposals as appropriate for
each construction project. The Purchasing and Materials Management Department
shall be responsible for soliciting and receiving such price quotes, bids and proposals.

The director of construction services and director of facility services shall have authority
to independently approve fee amendments and change orders in the aggregate amount
of up to 10% of the dollar amount of the original written agreement.

For original written agreements of $250,000 or more, every fee amendment and change
order that increases the dollar amount of the agreement shall be promptly reported in
writing to the Board of Education. The Board of Education may at any time in its sole
discretion appoint an independent committee or individual to oversee or process fee
amendments and/or change orders regarding such agreements, and shall appoint an
independent committee or individual to oversee or process fee amendments and/or
change orders regarding such agreements when in the aggregate the fee amendments
and/or change orders equal or exceed 10% of the dollar amount of the original written
agreement.

For original written agreements of less than $250,000, written notice shall be provided
to the superintendent when in the aggregate fee amendments and/or change orders
equal or exceed 10% of the dollar amount of the original written agreement. Upon
receipt of such notice, the superintendent or his/her designee shall appoint an
independent committee or individual to oversee or process fee amendments and/or
change orders regarding such agreements.

Adopted by Superintendent: March 8, 2017
Revised by Board: February 26, 2019

CROSS REFS:
DJ, Purchasing
DJA, Purchasing Authority
DJB, Purchasing Procedures
DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations
FEAA, Construction Project Prequalification