BOARD POLICY

The Board of Trustees is responsible for all capital construction contracts. No contract may commit funds for a project until the fund resource has been identified and approved by the Board of Trustees with the exception of Task Force for Building Renewal funds which require approval by the Chancellor. While Task Force projects must follow all other requirements in this policy, unless otherwise noted, 309 funding does not have to be accepted by the Board prior to committing funds in accordance with this policy. Further, for state-funded projects, the appropriation must have been received before construction contracts are submitted for approval. For revenue bond projects, bond proceeds or Surplus Funds must be available and their expenditure approved by the Board before construction contracts are submitted for approval.

The following types of contracts are to be submitted to the Board for approval:

1. Construction contracts and land purchases amounting to one hundred thousand dollars ($100,000) or more. If approval of the contract is critical to the schedule of the project, the following exception will be made:

   The Chancellor shall be authorized to approve construction contracts and land purchases above one hundred thousand dollars ($100,000) so long as the Board has authorized the project and compliance with all specifications, bidding and contract procedures has taken place. Notification of these approvals shall be provided as an information item to the Board at a subsequent meeting.

2. Any contract or agreement with an engineer or architect if the fee would exceed seventy thousand dollars ($70,000). If approval of the contract is critical to the schedule of the project, the following exception will be made:

   The Chancellor shall be authorized to approve engineer or architect contracts above seventy thousand dollars ($70,000) so long as the Board has authorized the project and compliance with all consultant selection procedures has taken place. Notification of these approvals shall be provided as an information item to the Board at a subsequent meeting.

3. Contract change orders involving additional expenditure over fifty thousand dollars ($50,000). Total change order amount shall include increases to architect or engineer fees, construction contract, equipment purchases and all other miscellaneous expenditure items related to that change order.

   If approval of the change order is critical to the schedule of the project, change orders involving an expenditure in the range from fifty thousand dollars ($50,000) up to and including one hundred thousand dollars ($100,000) may be approved by the Chancellor and provided as an information item at the next Board meeting.

Once approved by either the Board or the Chancellor, the documents shall be signed by the vendor, the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.

The President or Vice President for Administration and Finance is delegated the responsibility for bidding, negotiating and signing on behalf of the Board the following types of construction contracts and change orders:

1. Any contract for the construction, alteration, renovation, remodeling, repair, or demolition of any building or other improvement to real property under which payment by the College will not exceed one hundred thousand dollars ($100,000).
2. Contracts with architects or engineers where the fee will be less than seventy thousand dollars ($70,000).

3. Contract change orders involving each additional expenditure under fifty thousand dollars ($50,000).

Appropriate bidding/contracting procedures will be followed in all circumstances. Contracts for construction-type projects of less than one hundred thousand dollars ($100,000), architectural/engineering contracts whereby the fee is less than seventy thousand dollars ($70,000) and contract change orders amounting to less than fifty thousand dollars ($50,000) shall be reported by the College at the next Board meeting in a format developed by the System Office.

All contracts for construction and other related services in excess of one hundred thousand dollars ($100,000) will be reviewed by the legal counsel or Vice Chancellor for Facilities and Information Technology prior to submission to the Board for consideration and action. Contract forms developed by the System Office shall be used for all construction projects and other related services where the cost will be less than one hundred thousand dollars ($100,000).