

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-008

Title: Change Orders

Effective Date: March 25, 2008

Revised Date: May 26, 2015

I. Scope:

The procedures set forth in Section II and III below apply only to change orders that are processed through the Office of Central Purchasing. Change orders for competitively awarded construction contracts shall be processed under the terms set forth in each contract. A copy of a properly approved construction contract change order shall be sent to the Office of Central Purchasing immediately after approval.

II Purpose:

To establish change order procedure.

- A. Change orders are to be processed for changes that affect the original purchase order amount by increase or decrease of quantity or pricing and shall be submitted in writing to the Office of Central Purchasing. Requesting department shall prepare a requisition and state it's for a change order showing the adjustment to be made to the purchase order involved.

Departments are requested to use courier mail in lieu of faxing routine change order requests. Courier mail typically provides timely delivery and will help the Office of Central Purchasing reduce confusion over receiving a faxed change order request and later receiving the same request in the courier mail.

Even more critical are backup attachments, which may not be sent with the faxed change order request. Change Orders with backup attachments (marked with the Purchase Order Number) must be received in one package to assure accuracy, timely processing and eliminate duplication.

In those cases where departments have an EMERGENCY CHANGE ORDER REQUEST, please call the appropriate Purchasing Buyer, fax the requisition to 850-892-8145 with all related backup and then send the original to the Purchasing Agent, via courier, with a note that it was faxed previously.

- B. Change Orders will also be required, regardless of the monetary value, when changes occur to contracts awarded by the Board of County Commissioners.
- C. Change Orders will also be required to alter, adjust, revise, terminate or cancel the purchase order.
- D. Change Orders will require the same approvals as were required for the **original** purchase order in accordance with the Office of Central Purchasing Procedure and with Signature Authority.
- E. Change Orders should state the reason for the change.

III. Procedure:

All Change Orders amount equal to or less than \$50,000 – County Administrator

1. The initiating Department completes the Request for Change Order form with all required information and the Department Head and Division Director or authorized representative signs on the departmental approval line.
2. The initiating Department forwards the form to the County Administrator, who will review and sign.
3. The County Administrator will forward Change Order to the Office of Central Purchasing, who will process accordingly. Do not verbally commit to a Change Order with a vendor.

All Change Orders of \$50,000 or more goes to the Board of County Commissioners for consideration