

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7020

TITLE: CHANGE ORDERS AFFECTING CONSTRUCTION CONTRACTS/FINAL
PAYMENT

BASED ON POLICY: 7.02 CONSTRUCTION CHANGE ORDERS AND FINAL PAYMENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose:

To provide procedures for negotiating unforeseen, but necessary, changes in orders after the award of a construction contract

II. Procedure:

A. Change order:

1. To expedite the change order process and not delay construction in progress, the president or designee may authorize change orders in the name of the South Florida State College District Board of Trustees (DBOT) which involve either:
 - a. No change; or
 - b. A reduction in project cost.
2. The change order will be prepared by the architect/engineer and contractor, and the proposed change will be supported by accurate cost data, establishing the fair and current market value of the labor, materials, equipment, and incidentals required to accomplish the change, a reasonable increase or decrease to represent the contractor's profit and overhead, and any change in time of completion of the project.
3. The architect/engineer must certify that in his/her opinion the prices quoted are fair and reasonable.
4. Change orders may be presented at the meeting in which the DBOT accepts the project as complete.

B. Final payment:

Per FAC 6A-2.0111 (State Requirements for Educational Facilities), Section 4.2(3), the final payment for a DBOT-awarded construction project shall not be made until:

1. The project has been completed
2. An occupancy certificate has been issued
3. The DBOT has accepted the project

HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89

Reviewed: 10/29/04, 10/29/07

Revised: 11/30/93, 10/30/01, 12/08/20