

SUBJECT:

**Change Order Policy for Work
Off-site to Base Contract Project**

**POLICY NUMBER 300-18
ADOPTED 8-10-88**

It is the policy of the City Council that the City Engineer and/or Public Works Manager be authorized to solicit quotes from contractors with existing contracts for time-critical work at an off-site location. The lowest responsible bidder may be authorized to perform the work through execution of a change order to the base contract.

The City Engineer and/or Public Works Manager shall be the official responsible for soliciting quotes and shall approve the change order, or recommend approval to the City Council/CDC/Harbor Board/OPFA where existing change order policy requires, to the lowest responsible bidder. The staff report to Council, if required, shall list the contractors contacted and their response.