TOWN OF GRAND CHUTE  
OUTAGAMIE COUNTY  
SANITARY DISTRICTS #1, #2, and #3  

RESOLUTION SD123-02-2020  
CHANGE ORDER AUTHORIZATION POLICY  

Pursuant to a joint Resolution of the Commissions of Sanitary Districts #1, #2, and #3 adopted the date set forth below, the policy concerning authorization to approve change orders set forth herein has been adopted and authorized by the Commission for an indefinite term to continue until terminated or modified by further action of the Commission.

CHANGE ORDER POLICY PROVISIONS

1. **Purpose.** The purpose of this Policy is for the administrative convenience and efficiency of administering public improvement contracts that the Commission has approved by means of a statutory public bidding process.

2. **Change Orders.** Change orders increasing the base price for any public improvement may be authorized and approved up to the maximum of the contingency dollar amount, set forth in the contract approved by the Commission, by the Authorized Personnel, and subject to the Financial Limits, set forth herein, applicable to any publicly bid improvement contract. Change Orders extending the contract time for completion may also be authorized and approved by the Authorized Personnel described below.

3. **Authorized Personnel.** Any such change order within the parameters set forth herein shall be approved in writing, and signed by, both the Town Public Works Director and the Town Administrator. In the event the Town Administrator is unavailable approval by the Town Treasurer is authorized in place of the Town Administrator.

4. **Financial Limits.** Financial Limits of any single change order authorized for approval by Authorized Personnel under this Policy shall not exceed $30,000 and all change orders in total shall not exceed a combined total of the lesser of $300,000, or the contingency amount included in the contract, under a single public improvement contract.

5. **Change Orders Exceeding Financial Limits.** Any single change order or combination of change orders exceeding the Financial Limits of authorization set forth herein shall be submitted to and approved by the Commission at a public meeting.

Dated and effective this 3rd day of March, 2020 pursuant to resolution of the Commission.

TOWN OF GRAND CHUTE  
Sanitary Districts #1, #2, and #3  

BY: [Signature]  
David Schowalter, President

BY: [Signature]  
Angie Cain, Town Clerk