

TOWN OF GRAND CHUTE  
BOARD OF SUPERVISORS  
(OUTAGAMIE COUNTY, STATE OF WISCONSIN)  
RESOLUTION 6 - SERIES OF 2020

**ADOPTING CHANGE ORDER AUTHORIZATION POLICY**

The Town Board hereby resolves to adopt the Policy set forth below, concerning authorization to approve change orders, for an indefinite term to continue until terminated or modified by further action of the Town Board.

**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 Town Board 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 Town Board, 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 Town Board at a public meeting.

Resolution adopted and effective this 20 day of February, 2020.

TOWN OF GRAND CHUTE

BY: \_\_\_\_\_

David Schowalter, Town Chairman

BY: \_\_\_\_\_

Angie Cain, Town Clerk