

# **ATTACHMENT E**

**Municipal Code 2.28.180**

2.28.180 - Construction contract change orders.

- (a) All construction contract change orders shall comply with the city of Victorville standard construction specifications and/or such construction specifications as may be set forth in the contract documents for a particular public works project. The work description and justification should relate to the original project and should be necessary to achieve its original scope. Change Orders should not be used for additional tasks/work unrelated to the original contract unless the city council has waived the competitive bidding requirements and adopted a resolution making one or more of the findings in accordance with section 2.28.230. Change orders shall be approved and issued in writing by the city manager prior to the work being performed, subject to the provisions of the following subdivision (b).
- (b) Provided the funding for the public works project contract has been previously approved and the expenditure of funds authorized by the city council, the city manager shall have the authority to execute change orders; provided however, that if a single contract change order (or the cumulative amount of change orders on a given public project) exceeds fifteen percent of the total contract price or two hundred thousand dollars (whichever amount is less), the city manager shall obtain city council approval prior to executing the change order. In emergency situations where stopping the work will result in severe repair or replacement delays and subject the city to excessive additional costs due to the delay in the project, the city manager may approve a change order that exceeds these limits provided he/she presents said change order to the city council for ratification at the next city council meeting.

(Ord. No. 2381, § 2, 9-18-18; Ord. No. 2429, § 10, 5-17-22)