CAPITAL IMPROVEMENTS

A Capital Improvement Plan will be presented to the Commission through the budget process.

a. **Bids/Contracts:** Any member of the Executive Committee are authorized to approve bids and execute contracts for capital improvements, except that the total expenditures cannot exceed the total amount of the Commission-approved Capital Improvement Plan. In addition, the Director of General Services is authorized to approve bids and execute contracts for capital improvements for projects amounting to $100,000 or less and may delegate this authority to others under his/her supervision by written advisory filed in the General Services Division. This approval is subject to concurrent or prior approval of the Office of Administration and/or the Board of Public Buildings, where applicable.

b. **Capital Improvement Plan Construction Change Orders:** Change orders may be executed as delegated by the Chief Financial Officer through a written advisory to the General Services Director; however, revisions in the contract amounts meeting any of the three following criteria must be approved by any member of the Executive Committee: (1) additions greater than 25% if the original contract amount was $100,000 or less; (2) additions greater than 10% if the original contract amount was greater than $100,000; or (3) additions greater than $200,000.

**Executive Committee**

For purposes of this policy the term Executive Committee includes the individuals who fill the positions of Director, Deputy Director/Chief Engineer, Assistant Chief Engineer, Chief Safety and Operations Officer, Chief Administrative Officer, and Chief Financial Officer.

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