

CHANGE ORDER PROCEDURE SURVEY OF SELECTED CITIES IN WASHINGTON STATE

JAN 1991

AGENCY	DO YOU HAVE A FORMAL/INFORMAL CHANGE ORDER POLICY	DOES POLICY INCLUDE CITY COUNCIL ACTIVITY	IS RESPONSIBLE PERSON RESTRICTED IN DOLLAR AMOUNT OF CHANGE ORDER?	DOLLAR RESTRICTION AMOUNT IS	DO YOU HAVE A WRITTEN POLICY?	SEND COPY OF STUDY
ABERDEEN	INFORMAL-DEPT. SUPER. SIGNS	NO	NO	NONE	NO	YES
ANACORTES						
AUBURN	INFORMAL	YES	YES	SOME HAVE BEEN \$5,000	NO	YES
BELLEVUE						
BELLINGHAM	INFORMAL-PROJ. ENGR-CITY ENGR	NO	NO	NONE	NO	
BOTHEL	INFORMAL REVIEW BY ENGR, APPROVAL BY DPW	WHEN SCOPE CHANGES	NO	NONE	NO	YES
BREMERTON	INFORMAL-BY CITY ENGR.	ONLY IF OVER BUDGET	YES	10% OF CONTRACT AMOUNT	NO	YES
EDMONDS	FORMAL-BY CITY ENGR AND MAYOR	NO	NO	NONE	NO	YES
ELLENSBURG	FORMAL	YES FOR OVER \$3,000 OR CHANGE OF SCOPE	YES	CITY ENGR. \$1,000 CITY MGR. \$1,000-\$3,000	YES	YES
KENNEWICK	INFORMAL-REVIEW BY CITY ENGR, PWD AND SIGNED BY CITY MGR.	IF OVER BUDGET	NO	NONE	NO	YES
KENT						
KIRKLAND	INFORMAL	NO	NO	NONE	NO	YES
LACY	INFORMAL	ONLY IF OVER BUDGET	NO	NONE	NO	YES
LONGVIEW	INFORMAL-PROJ. ENGR THEN CITY ENGR APPROVAL	NO	NO	NONE	NO	YES
LYNNWOOD	INFORMAL-PROJ. ENGR-ENGR SVCS. M PWD-MAYOR	NO	NO	NONE	NO	YES
MERCER ISLAND	INFORMAL-ASST. CITY MGR. SIGN	ONLY IF OVER BUDGET OR CHANGE IN SCOPE	NO	NONE	NO	YES
OLYMPIA	FORMAL	BASED ON % OF CHANGE ORDER	YES	DIRECTOR 5% [OVER \$100,000] 10% [UNDER \$100,000] CITY MGR. 10% [OVER \$100,000] 15% [UNDER \$100,000]	YES	YES
PASCO	INFORMAL-CITY ENGR-DPW	NO	NO	NONE	NO	YES
PORT ANGELES	INFORMAL-INSPECTOR-CITY ENGR-DPW	ONLY IF OVER BUDGET	NO	NONE	NO	YES
PULLMAN	FORMAL-RESOLUTION BY COUNCIL	YES-IF OVER BUDGET OR OVER 25% OF BID TOTAL	YES	25% OF BID TOTAL	RESOLUTION	YES
REDMOND	FORMAL IN CONTRACT DOCUMENTS	YES-IF OVER 2% OF BID TOTAL FOR ONE OR COMBINATION OF CO'S	YES	2% OF BID TOTAL	YES	YES
RENTON						
RICHLAND	FORMAL-INCLUDED IN STD. SPECS CITY ENGR. APPROVES	ONLY IF BUDGET EXCEEDED	YES	25% OF BID TOTAL 25% OF MAJOR ITEM	SPECS	YES
SPOKANE	INFORMAL	YES	NO	NONE	NO	YES
TACOMA	FORMAL ORDINANCE	YES, BASED UPON VALUE OR ACCU VALUE OF CHANGE ORDER	YES	DIRECTOR 10% OR \$25,000 NOT OVER \$100,000	YES	YES
VANCOUVER						
WALLA WALLA						
WENATCHEE	INFORMAL-THE COMMISSION APPROV	YES ON ALL	YES	\$0	NO	YES
YAKIMA	INFORMAL	NO	YES	INSPECTOR \$0-\$500 CONSTR. ENGR \$500-\$1,000 CITY ENGR. \$1,000-\$2,500 PWD \$2,500-\$10,000 CITY MGR. \$10,000+	NO	YES