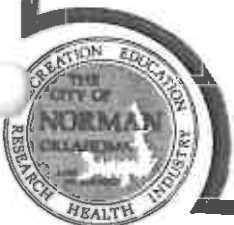


A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DELEGATING ADMINISTRATIVE AUTHORITY TO APPROVE CERTAIN CHANGE ORDER REQUESTS TO THE CITY MANAGER AND DIRECTING THE REPORTING THEREOF.

- § 1. WHEREAS, the Citizens Contract Advisory Committee (CAC) was formed during the fall of 2004; and
- § 2. WHEREAS, the CAC discussed issues with the performance of certain public construction contracts on City of Norman projects; and
- § 3. WHEREAS, the CAC discussed management of contracts for public construction contracts and the procedures used to manage and implement these contracts; and
- § 4. WHEREAS, as a result of the work of the CAC, Council approved Resolution No. R-0405-78 on April 12, 2005, requiring all change orders be presented to City Council at a conference in advance of presenting them on the Council Agenda for approval; and
- § 5. WHEREAS, a review of change orders that have been processed since the adoption of Resolution No. R-0405-78 indicates that they have been processed appropriately; and
- § 6. WHEREAS, many times change orders are for amounts less than forty thousand dollars (\$40,000) or, in fact, are change orders that result in savings to the City; and
- § 7. WHEREAS, the Oklahoma Competitive Bidding Act, 61 O.S. § 121 allows change order adjustments up to forty thousand dollars (\$40,000) or 10% of any contract, whichever is less, to be approved administratively with the reasons for approval to be recorded in the permanent records of the governing body; and
- § 8. WHEREAS, the permanent records of the governing body of the City of Norman are kept by the City Clerk of the City of Norman; and
- § 9. WHEREAS, the delegation of authority to approve change order requests that fall with the statutory guidelines to the City Manager will result in a more efficient process, result in savings to the City of Norman on certain projects, and result in more confidence by contractors working with the City of Norman that are asked to perform work on behalf of the City of Norman prior to formal approval of a change order request.



NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- §10. That the Council delegates administrative authority to the City Manager or his designee, at his discretion, to approve change order requests that result in adjustments up to forty thousand dollars (\$40,000) or 10% of any contract, whichever is less.
- §11. That such administrative approvals of change orders shall be reported to the City Council with the City Manager's Report and at the next regularly scheduled Council meeting and shall be filed with the original contract in the permanent records of the City Clerk.
- §12. That change orders in excess of forty thousand dollars (\$40,000) or 10% of a contract, whichever is less, will continue to be presented to City Council at a conference in advance of presenting them on the Council Agenda for approval.
- §13. That contractors electing to complete additional work requiring approval by City Council before receiving such approval shall be advised that such work is being done at their own risk.

PASSED AND ADOPTED this 8<sup>th</sup> day of November, 2011.

ATTEST:

Brenda Hall  
City Clerk

Cindy S. Rosenthal  
Mayor

