

1.0 Construction Contract Change Orders Associated with Bids

- 1.1 Changes to bids will be in conformance with Public Contract Code.
- 1.2 Change orders that do not exceed fifteen thousand dollars (\$15,000) or ten percent (10%) of the contract price shall be approved by the Chancellor or designee and ratified by the Los Rios Community College District Board of Trustees. Change orders that exceed bid limits or ten percent (10%) of the original contract price (whichever is higher) shall be bid.

2.0 Changes to Purchase Orders and Requisitions

- 2.1 A change to the authorized amount of a purchase order or requisition that is seven hundred fifty dollars (\$750.00) or less can be processed by purchasing staff without additional authorization from the Chancellor or College/District designee.
- 2.2 A change to a purchase order or requisition over seven hundred fifty dollars (\$750.00) must be authorized by the Chancellor or College/District designee.

3.0 Emergency Purchases

- 3.1 For Contracts that fall under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), in cases of emergency, when repair or replacements of public facilities are necessary, the Board of Trustees may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. The notices to be given and the procedures to be followed shall follow Public Contract Code section 22050.
 - 3.1.1 In cases of emergency, the Board of Trustees by four-fifths vote shall delegate to the Chancellor or designee the authority to enter into emergency contracts, subject to report to the Board of Trustees within 7 days or at its next regularly scheduled meeting which shall be no more than 14 days after the action was taken.
 - 3.1.2 The Chancellor or designee must report at each subsequent meeting until the contract is completed or terminated.
 - 3.1.3 During each regularly scheduled meeting after entering into an emergency contract, the Board of Trustees shall determine, by a four-fifths vote, that there is a need to continue the action and shall terminate the action at the earliest possible date.

- 3.2 In emergencies not covered by CUPCCAA, in order to prevent work stoppage with respect to any building program, the Chancellor or designee shall be authorized to use individual judgment, subject to a later report to the Board of Trustees and ratification of that action by the Board of Trustees. A unanimous vote of the Board of Trustees is required for emergency purchases. (Pub. Contract Code, § 20654)

4.0 Stop Notices

If a District contractor or subcontractor submits a stop notice or any documentation related to a stop notice, the District shall follow the Stop Notice Procedure attached to this Administrative Regulation as [Attachment A](#).

5.0 Determination of Undue Burden/Fundamental Alteration

- 5.1 The determination of whether making ICT accessible will place an undue burden on the District/College, or fundamentally alter the nature of the educational program or service, shall be made in accordance with the procedures of Board Policy and Administrative Regulation 2731.
- 5.2 Any determination that making the ICT accessible will place an undue burden on the District/College shall be made in consultation with the Vice President of Student Services and the General Counsel.

6.0 Purchasing Accessible Technology

- 6.1 As part of the purchasing process of ICT, the vendor shall supply:
- 6.1.1 A verified Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) version 2.2;
 - 6.1.2 a statement that provides an evaluation of the product's accessibility; and
 - 6.1.3 Test results showing the product is accessible.
- 6.2 The District/College making the purchase will provide the following to their IT Department:
- 6.2.1 Documentation regarding accessibility supplied by the vendor;
- 6.3 In the event that no suitable product can be found that meets minimum accessibility requirements, a description of the reason the product was selected should be submitted to the Vice President of Administration at the College or the Associate Vice Chancellor of Finance at the District Office.

EXPENDITURES

Contracts and Contract R-8321
Procedures; Information and
Communication Technology
Accessibility

Purchasing

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LRCCD

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Board Policy: [P-8321](#)