

Commissioner's Order 247-09

A COMMISSIONER'S ORDER TO AUTHORIZE EXECUTION OF AN EMERGENCY CHANGE ORDER TO A SERVICE CONTRACT BETWEEN THE COMMUNITY DEVELOPMENT DEPARTMENT AND ST. CLOUD REFRIGERATION PRIOR TO APPROVAL BY THE ADMINISTRATION POLICY BOARD.

WHEREAS, the Administration Policy Board is required to approve all Executive Branch contracts in excess of \$5000 pursuant to 7 MLBSA § 26(b)(3);

WHEREAS, changes to existing contracts in excess of 5% of the total contract amount must be approved by the formal approving bodies pursuant to 7 MLBSA § 28(b);

WHEREAS, in the event that the Administration Policy Board is unable to perform its duties due to a lack of quorum, the Commissioner of Administration may issue a Commissioner's Order, pursuant to 4 MLBSA § 9(a), to implement a matter until the Administration Policy Board is able to meet;

WHEREAS, an emergency service contract was approved on January 28th, 2009 with St. Cloud Refrigeration to repair mechanical systems at the East Lake Minisinaakwang School in the amount of \$8,500.00;

WHEREAS, the Community Development Department requires an emergency change order to the January 28th contract in the amount of \$1,896.00, which is more than 5% of the original contract amount; and

WHEREAS, the Administration Policy Board is unable to hold an emergency session due to a lack of quorum.

NOW THEREFORE, be it ordered that the Assistant Commissioner of Administration, as acting Commissioner of Community Development, is authorized to execute an emergency change order to an existing emergency service contract with St. Cloud Refrigeration in an amount not to exceed \$1,896.00 to finish repairs to the heating system.

DATED At Vineland, Minnesota, this 9th day of February in the year two thousand and nine.

Expiration Date: March 15, 2009



John Dunkley
Commissioner of Administration

**APPROVED AS TO FORM
EXECUTION AND NUMBERING**



Rjay Brunkow
Solicitor General