



Meeting Date: October 29, 2026 **Agenda Type:** Consent Items for Action

From: Anna Melton **Reviewed by:** Kimberly DaCosta
Procurement Manager Director of Financial Services

Submitted by: Jessica Williams **Approved by:** Ryan Kelso
Chief Financial Officer Chief Executive Officer

RECOMMENDED ACTION: Approve the NBU Headquarters Change Order Log from September 15, 2026, through October 13, 2026

BACKGROUND

The Board of Trustees approved the NBU Purchasing Policy on May 26, 2026. The Purchasing Policy defines the process for obtaining approval of change orders. In addition to the individual approval by the Board of Trustees for change orders greater than \$50,000, the policy further states, “Each director or department manager, as appropriate, will keep a log of all change orders and forward that log on a monthly basis to the Purchasing Manager before each Board of Trustees’ meeting. The Purchasing Manager will prepare a consent agenda item to request approval of those change orders at the next Board of Trustees’ meeting.”

Listed below are the change orders for the construction of NBU’s Headquarters submitted to the Procurement Manager for the period of September 15, 2026, through October 13, 2026.

FINANCIAL IMPACT

Change orders less than \$50,000:

None.

Change orders more than \$50,000:

Item #	Project Name	Description of Work	Vendor	Change Order #	Cost Change in \$ +/-
1	NBU Headquarters	Owner Contingency Request for the additional labor, material, equipment, and supervision to complete the IH-35 TXDOT work based upon the IH-35 TXDOT Improvements approved	SpawGlass	OCT 039	277,183.00

		permit set, and the driveway revision permit set, including the added contractual time of 40 calendar days / 28 work days as a result of delays receiving the TXDOT permit.			
Total change orders more than \$50,000:					\$277,183.00

LINK TO STRATEGIC PLAN

Infrastructure and Technology

EXHIBITS

None