

RESOLUTION NO. 2018-214

A RESOLUTION TO AMEND AND SUPPLEMENT RESOLUTION NO. 2017-124 AUTHORIZING A CONTRACT FOR PUBLIC RELATIONS/MARKETING SERVICES, IN THE AMOUNT OF \$4,260.94.

WHEREAS, the City Council of the City of Vineland, on February 28, 2017 adopted Resolution No. 2017-124, entitled “A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF VINELAND AND LEE TOFANELLI AND ASSOCIATES, LANDIS AVENUE VINELAND, NEW JERSEY FOR PUBLIC RELATIONS/MARKETING SERVICES”; and

WHEREAS, there exists a need to amend and supplement the Professional Services contract awarded to Lee Tofanelli and Associates, Landis Avenue Vineland, New Jersey, for Public Relations/Marketing Services, as authorized by Resolution No. 2017-124; by change order to Contract No. C17-0033, for the redesign of the City of Vineland and Ancillary Department’s websites; and

WHEREAS, the Chief Financial Officer has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT Resolution No. 2017-124, entitled “A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF VINELAND AND LEE TOFANELLI AND ASSOCIATES, LANDIS AVENUE VINELAND, NEW JERSEY FOR PUBLIC RELATIONS/MARKETING SERVICES”; be and the same is hereby amended and supplemented to increase maximum amount of the contract by \$4,260.94.

2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order #2 to Contract No. C17-0033, in the amount of \$4,260.94.

Adopted:

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President of Council

ATTEST:

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City Clerk



May 15, 2018

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 2  
Contract No. C17-0033  
Public Relations/Marketing Services for the redesign of the City of Vineland website  
Lee Tofanelli and Associates, Landis Avenue, Vineland, New Jersey

Dear Mayor and Member of Council:

We are requesting an amendatory supplemental change order to Contract No. C17-0033, issued to Lee Tofanelli and Associates, Inc., Landis Avenue, Vineland, New Jersey for the redesign of the City of Vineland website to include the Municipal Utilities, Health Department, Economic Development Department, Police Department and Fire Department. This contract was authorized by Resolution No. 2017-124, adopted by City Council on February 28, 2017.

The change order requested in the amount of \$4,260.94 provides for the redesign of the City of Vineland and Ancillary Department's websites. This change order, plus change order #1 (\$64,500), will increase the original contract amount from \$88,000.00 to \$156,760.94.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:34-4.1 et seq.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert E. Dickenson, Jr.", is written over the typed name and title.

Robert E. Dickenson, Jr.  
Business Administrator

RD/wr



REQUEST FOR CHANGE ORDER

PROVIDE MARKETING, ADVERTISING, PROMOTIONAL & PUBLIC RELATIONS/CONSTITUENT CONSULTING SERVICES FOR THE CITY OF VINELAND

PROJECT NAME

TO: BUSINESS ADMINISTRATION *(BW)*

DEPARTMENT: Purchasing FROM: Miguel A. Mercado

This is a request for change order # 2 to Contract # C17-0033 for: Provide Marketing, Advertising, Promotional & Public Relations/Constituent Consulting Services for:

Project Name: Provide Marketing, Advertising, Promotional & Public Relations/Constituent Consulting Services for The City of Vineland.

Name/Address of Contractor: Lee Tofanelli

The change order is necessary because: (use additional pages if necessary to explain your reason and you must attach \*documentation to support the necessity of this change order. \*(Documentation from contractor, engineer, etc.)

Redesign City of Vineland and Ancillary Department's websites

<b>Original Contract Amount:</b>	<b>\$ <u>88,000.00</u></b>
<b>Amount of this change order:</b>	<b>\$ <u>4,260.94</u></b>
<b>Previous Change Orders:</b>	<b>\$ <u>64,500.00</u></b>
<b>Total Revised Amount:</b>	<b>\$ <u>156,760.94</u></b>

APPROVED BY: Miguel A. Mercado Miguel A. Mercado  
Print/type Signature

**NOTE:**  
**CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT**

Please provide the account number that the change order will be charged to:


Account # 025-0-00-50-5001-2-6142104

CC: Purchasing Division

**SUMMARY  
FOR  
CHANGE ORDER NO. 2 TO CONTRACT C17-0033**

**PROVIDE MARKETING, ADVERTISING, PROMOTIONAL &  
PUBLIC RELATIONS/CONSTITUENT CONSULTING SERVICE  
FOR THE CITY OF VINELAND**

Contract C17-0033 was awarded in the amount of \$88,000.00. On September 13, 2017, Change Order No. 1 was issued in the amount of \$64,500.00 for additional website redesigns bringing the total changed contract amount to \$152,500.00. To date a total of \$140,445.94 has been paid under this contract. Two (2) outstanding invoices in the amount of \$16,315.00 are on hold as they would bring the total amount to \$156,760.94 exceeding the contract total by \$4,260.94. Change Order No. 2 is needed so that these outstanding invoices can be paid

  
Miguel A. Mercado, QPA  
Purchasing Agent