

RESOLUTION NO. 2018-297

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO CONTRACT NO. C17-0086, ISSUED TO RST SECURITY & INVESTIGATIONS, LLC, VINELAND, NJ IN THE AMOUNT OF \$12,900.00.

WHEREAS, the City Council of the City of Vineland, on August 8, 2017 adopted Resolution No. 2017-343, entitled "A RESOLUTION AWARDED AN OPEN-END CONTRACT TO RST SECURITY & INVESTIGATIONS, LLC, VINELAND, NJ FOR THE FURNISHING OF SECURITY GUARD SERVICES, IN THE AMOUNT OF \$34,100.00"; and

WHEREAS, N.J.A.C. 5:30-11.9 sets forth the procedures for processing change orders which exceed the 20 percent limitation; and

WHEREAS, the Director of Public Works has requested that an amendment be made to contract awarded to RST Security & Investigations, LLC, Vineland, NJ for the furnishing of Security Guard Services, as authorized by Resolution No. 2017-343, said amendment is made necessary to provide for an increase in the original estimated hours due to the additional coverage required for vacation/personal/sick time of current City Employee and due to the change in the Municipal Court work schedule; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.9, and to that end herewith files with the governing body a report stating the facts involved and indicating that said change order may be allowed under these regulations; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for the amendatory supplemental change order for which authorization is requested in the amount of \$12,900.00.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #1 to Contract No. C17-0086, issued to RST Security & Investigations, LLC, Vineland, NJ, in the amount of \$12,900.00, be and the same is hereby ratified and approved.

Adopted:

President of Council

ATTEST:

City Clerk



July 19, 2018

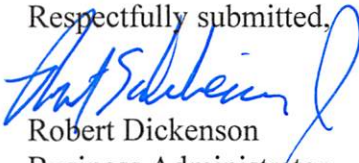
TO THE MAYOR AND COUNCIL
OF THE CITY OF VINELAND

Amendatory Supplemental Change Order No. 1
Contract No. C17-0086
Security Guard Services
RST Security & Investigations, LLC, Vineland, NJ

We are requesting an amendatory supplemental change order to Contract No. C17-0086, issued to RST Security & Investigations, LLC, Vineland, NJ, for the furnishing of Security Guard Services. This contract was authorized by Resolution No. 2017-343, adopted by City Council on August 8, 2017.

The change order requested, in the amount of \$12,900.00, provides for an increase in the original estimated hours due to the additional coverage required for vacation/personal/sick time of current City Employee and due to the change in the Municipal Court work schedule. This change order represents, an increase of approximately 37.8300% over the original contract amount of \$34,100.00.

The amendatory supplemental change order which exceeds the 20% limitation, for which authorization is herein requested, may be authorized in accordance with N.J.A.C. 5:30-11.9.

Respectfully submitted,

Robert Dickenson
Business Administrator

RD/wr
Encl.

ChangeOrder1-security guard

REQUEST FOR CHANGE ORDER

FOR:



OPEN-END CONTRACT FOR SECURITY GUARD SERVICES

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Purchasing/Public Works

FROM: Miguel A. Mercado

This is a request for change order 1 to Contract # C17-0086 for Security Guard Services

Name/Address of Contractor: RST Security & Investigations, LLC, 629 E. Wood St., Ste. 210, Vineland, NJ 08360

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.)

See Attached

Original Contract Amount: \$34,100.00

Amount of this change order: \$12,900.00

Previous Change Orders: \$ N/A

Total Revised Amount: \$47,000.00

APPROVED BY: Miguel A. Mercado
Print/type

Miguel A. Mercado
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 # 001-0-16-30-3101-0-5023037 (50%)
- Account # 002-0-54-90-9007-2-7023053 (45%)
- Account # 003-0-43-80-8014-2-5023037 (5%)

PM

FROM THE DESK OF
MIGUEL A. MERCADO



July 9, 2018

MEMORANDUM TO ROBERT E. DICKENSON JR:

Re: Change Order #1

An Open-End Contract for Security Guard Services was awarded to RST Security & Investigations, LLC for an estimated cost of \$34,100.00 with an option for one (1) additional option renewal as approved by RES2017-343.

Received a call from Charlotte Lauria at Public Works that the estimated cost of \$34,100.00 will be exceeded as they have unpaid invoices totaling \$3,402.23 and have already paid \$31,406.82 through June 1, 2018 leaving a balance of \$2,693.18. There are still eight (8) weeks left in the first year of the contract, which expires 8/31/18. The minimum weekly cost of the services for the remaining 8 weeks is \$778.87. This minimum does not cover additional coverage that RST must provide when City Employee calls out sick or takes vacation/personal time off.

Change Order #1, in the amount of \$12,900.00, is needed to cover the negative balance of \$709.05 (unpaid invoices), \$6,230.96 ($\778.87×8) minimum amount of the 8 weeks left in the contract period and an estimated amount of \$5,959.99 for any additional coverage required for vacation/personal/sick time of current City Employee.

It is also my understanding that the Court House changed their working hours causing an increase in the original estimated hours which directly affected the estimated amount of contract hours and contract amount to be much higher.

If you need any additional information, please contact me.

Sincerely,


Miguel A. Mercado, QPA
Purchasing Agent