

RESOLUTION NO. 2021-577

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO CONTRACT NO. C21-0067, PURCHASE ORDER NO. 21-03444, ISSUED TO BASF CORPORATION, FLORHAM PARK, NJ, IN THE AMOUNT OF \$644.77.

WHEREAS, the City Council of the City of Vineland, on April 13, 2021, adopted Resolution No. 2021-176, entitled “A RESOLUTION AWARDING A CONTRACT TO BASF CORPORATION, FLORHAM PARK, NJ FOR THE FURNISHING OF CARBON MONOXIDE CATALYST FOR DOWN UNIT 11 FOR VINELAND MUNICIPAL ELECTRIC UTILITY, IN THE AMOUNT OF \$257,000.00”; and

WHEREAS, N.J.A.C. 5:30-11.1, et seq., sets forth the requirements for the processing of change orders; and

WHEREAS, the Director of Utilities has requested that an amendment be made to contract awarded to BASF Corporation, Florham Park, NJ, for the furnishing of Carbon Monoxide Catalyst for Down Unit 11, as authorized by Resolution No. 2021-176: said amendment is made necessary due to the fact that the contract for supply of the catalyst did not include delivery charges because the amount was unknown when the contract was entered into; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.1, et seq., and to that end herewith files with the governing body a report stating the facts involved and indicating that the proposed 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 \$644.77; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #1 to Contract No. C21-0067, Purchase Order No. 21-03444 issued to BASF Corporation, Florham Park, NJ, in the amount of \$644.77, be and the same is hereby ratified and approved.

Adopted:

---

President of Council

ATTEST:

---

City Clerk



November 16, 2021

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1  
Contract No. C21-0067  
Furnishing of Carbon Monoxide Catalyst for Down Unit 11  
BASF Corporation, Florham Park, NJ

We are requesting that an amendatory supplemental change order be issued to Contract No. C21-0067, Purchase Order No. 21-03444, issued to BASF Corporation, Florham Park, NJ, for the Furnishing of Carbon Monoxide Catalyst for Down Unit 11. This contract was authorized by Resolution No. 2021-176, adopted by City Council on April 13, 2021.

The change order requested, in the amount of \$644.77, provides for the delivery charges that were unknown when the contract was entered into. This change order represents, an increase of approximately .250884% over the original contract amount of \$257,000.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:30-11.1 et seq.

Respectfully submitted,

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

Robert E. Dickenson, Jr.  
Business Administrator

RD/rl  
Encl.

REQUEST FOR CHANGE ORDER



FOR:

Carbon Monoxide Catalyst for Down Unit 11

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: ADMIN / CITY ENGINEER FROM: Electric utility

This is a request for change order # 1 to Contract # C21-0067 for: PO# 21-03444

Project Name Carbon Monoxide Catalyst for Down Unit 11

Name/Address of

Contractor: BASF Corporation 100 Park Avenue, Florham, NJ 07932

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.)

This change order is necessary because the contract for supply of the catalyst did not include

delivery charges because the amount of which was unknown when the contract was entered into.

Original Contract Amount:	\$ <u>257,000.00</u>	<u>llg</u> 11/3/21
Amount of this change order:	\$ <u>644.77</u>	
Previous Change Orders:	\$ <u>0</u>	
Total Revised Amount:	\$ <u>257,644.77</u>	

APPROVED BY: John Lillie John Lillie  
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 # 1-05-55-512-9001-52000

CC: Purchasing Division



November 3, 2021

Tom,

The city entered into a contract with BASF for the supply of a carbon monoxide catalyst. A purchase order in the amount of \$257,000 was issued to BASF. A payment of \$25,700, ten percent of the contract, was made in August. On Monday I received the attached invoice in the amount of \$231,644.77. The aggregate amount of the two invoices is \$257,644.77, which is \$644.77 more than the contract price. The additional amount is for delivery. Please see the attached page from BASF's proposal indicating a unit price of \$257,000 with delivery FCA, Huntsville, Alabama. I had no idea when the purchase order was issued what the delivery charge would be. A change order will need to be issued to cover the delivery charge.

Joe Colla