

RESOLUTION NO. 2022- 323

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO CONTRACT NO. C19-0091, ISSUED TO ASPLUNDH TREE EXPERT LLC, DOVER, DE, IN THE AMOUNT OF \$60,000.00.

WHEREAS, the City Council of the City of Vineland, on July 27, 2021 adopted Resolution No. 2021-342, entitled “A RESOLUTION AMENDING RESOLUTION NO. 2020-249, AUTHORIZING RENEWAL OPTION OF THE CONTRACT ISSUED TO ASPLUNDH TREE EXPERT LLC, DOVER, DE FOR FURNISHING TREE TRIMMING AND REMOVAL FOR OH LINE CLEARANCE FOR THE ELECTRIC UTILITY – DISTRIBUTION DIVISION”; 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 Municipal Utilities has requested that an amendment be made to Contract No. C19-0091 awarded to Asplundh Tree Expert LLC, Dover, DE, exercising the contract option year for furnishing Tree Trimming and Removal for OH Line Clearance for the Electric Utility – Distribution Division as authorized by Resolution No. 2021-342:

WHEREAS, said amendment is made necessary to provide additional funds needed through August 31, 2022, ending the second contract option year; 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 \$60,000.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order to Contract No. C19-0091, issued to Asplundh Tree Expert LLC, Dover, DE, in the amount of \$60,000.00, be and the same is hereby ratified and approved.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk



August 1, 2022

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1  
Contract No. C19-0091  
Tree Trimming and Removal for OH Line Clearance-E.U.-Distribution Div.  
Asplundh Tree Expert LLC, Dover, DE

We are requesting that an amendatory supplemental change order be issued to Contract No. C19-0091, issued to Asplundh Tree Expert LLC, Dover, DE, exercising the contract option year for furnishing Tree Trimming and Removal for OH Line Clearance for the Electric Utility – Distribution Division. This contract was authorized by Resolution No. 2021-342, adopted by City Council on July 27, 2021.

The change order requested, in the amount of \$60,000.00, will provide for additional funds needed through August 31, 2022, ending the second contract option year. This change order represents, an increase of approximately 5% over the second extension year contract amount of \$1,200,000.00.

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 "R. E. Dickenson, Jr.", with the initials "FOR RD" written in blue ink to the right of the signature.

Robert E. Dickenson, Jr.  
Business Administrator

RD/rl  
Encl.

REQUEST FOR CHANGE ORDER

FOR:

Tree Trimming and Removal for OH Line Clearance (2nd YR renewal RES 2021-342)

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Electric Utility FROM: John Boyle

This is a request for change order # 1 to Contract # RES2021-342 for:

Project Name CONTRACT C19-0091, Renewal RES 2021-342

Name/Address of

Contractor: ASPLUNDH Tree Expert LLC, 100 Carlson Way, Suite 14, Dover, DE 19901

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.)

VMU authorized additional work charged to 2021 Budget that amounted to \$120,000 paid under the original renewal.

We now need to \$60,000 to continue work through the end of the contract period August 31st, 2022.

Original Contract Amount: \$ 1,200,000.00

Amount of this change order: \$ 60,000

Previous Change Orders: \$ 0

Total Revised Amount: \$ 1,260,000.00

*J.B. 7/25/22*

APPROVED BY: John Lillie  
Print/type

John Lillie  
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 # 2-05-55-502-9300-53382

CC: Purchasing Division

**Brownlee Jeanine**

---

**From:** Boyle John  
**Sent:** Wednesday, July 13, 2022 3:10 PM  
**To:** Lillie John  
**Cc:** Brownlee Jeanine  
**Subject:** CO Request Tree Trimming and Removal for OH Line Clearance RES 2021-342.pdf  
**Attachments:** CO Request Tree Trimming and Removal for OH Line Clearance RES 2021-342.pdf

John:

This request for Change Order is to increase the amount of the original Contract 2nd Year Extension that runs through August 31<sup>st</sup>, 2022.

As you may recall, we authorized additional work in December 2021 against the 2021 Budget. The additional work came to approximately \$120,000.00.

However, there was no CO request at that time because we had sufficient funding in the contract authorization.

I estimate that we will need CO approval for \$60,000 to cover the last couple of weeks in August.

If there are any questions, please contact me.

-john