

RESOLUTION NO. 2022- 368

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO PURCHASE ORDER NO. 21-09031, ISSUED TO MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC, VINELAND, NJ FOR ELECTRIC UTILITY DISTRIBUTION GARAGE, IN THE AMOUNT OF \$5,500.00.

WHEREAS, on December 31, 2021, the City of Vineland issued Purchase Order No. 21-09031 in the amount of \$41,000.00, to Manders Merighi Portadin Farrell Architects, LLC, Vineland, NJ, for Electric Utility Distribution Garage; and

WHEREAS, said Purchase Order was issued under the bid threshold, in accordance with Local Public Contracts Law, and as such, no resolution award was required; and

WHEREAS, the Director of Municipal Utilities has requested a Change Order No 1 to Purchase Order No. 21-09031, for additional cost to add demolition plans and specs to bid package not included in original quotation; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for said change order for which authorization is requested in the amount of \$5,500.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said Change Order No. 1 to Purchase Order No. 21-09031, issued to Manders Merighi Portadin Farrell Architects, LLC, Vineland, NJ, in the amount of \$5,500.00, be and the same is hereby ratified and approved.

Adopted:

President of Council

ATTEST:

City Clerk



September 6, 2022

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1
Purchase Order No. 21-09031
Electric Utility Distribution Garage
Manders Merighi Portadin Farrell Architects, LLC, Vineland, NJ

We are requesting that an amendatory supplemental change order be issued to Purchase Order No. 21-09031, issued to Manders Merighi Portadin Farrell Architects, LLC, Vineland, NJ, for additional cost not included in original quotation. This contract was authorized by Professional Services Contract C21-0013.

The change order requested, in the amount of \$5,500, provides for additional cost to add demolition plans and specs to bid package. This change order represents an increase of approximately 13.4147% over the original contract amount of \$41,000.00.

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 "Bob Dickenson", is written over the typed name and title.

Robert E. Dickenson, Jr.
Business Administrator

RD/rl
Encl.

REQUEST FOR CHANGE ORDER

FOR:

Manders- Merighi- Portadin -Farrell -Architects

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Electric Distribution

FROM: John Lillie

RFP 2020-35

This is a request for change order # 1 to Contract # _____ Professional Services for:

C21-0013 PO 21-09031

Project Name Electric Utility--Distribution Garage

Name/Address of

Contractor: MMPF--1138 East Chestnut Ave 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.)

Additional Cost to Add Demolition Plans and Specs to

Bid Package not included in original quotation

Original Contract Amount: \$ 41,000.00

Amount of this change order: \$ 5,500.00

Previous Change Orders: \$ 0

Total Revised Amount: \$ 46,500.00

APPROVED BY: John Lillie
Print/type

John Lillie
Signature
8-22-22

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 # 1-05-55-512-9003-52000-E361-1

CC: Purchasing Division

(Handwritten initials)

Change Order #1

manders | merighi | portadin | farrell

mmpf
architects

August 18, 2022

Mr. John Lillie, Director
Vineland Municipal Utilities
640 East Wood Street
PO Box 1508
Vineland, NJ 08360-1508

**Re: City of Vineland
Electric Utility Distribution Garage
Proposal Number 21.192**

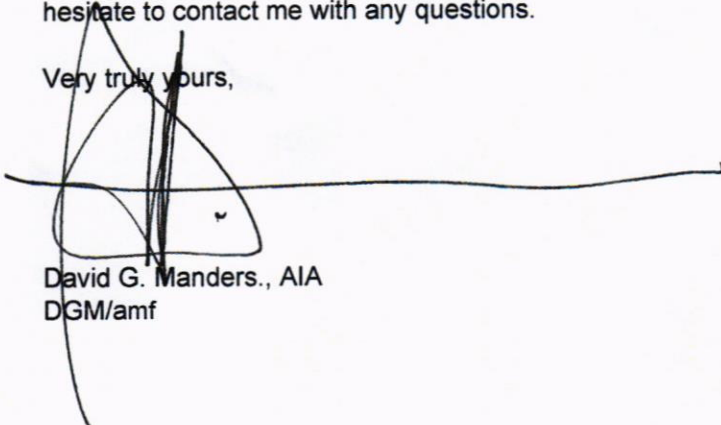
Dear Mr. Lillie:

Attached please find a copy of our original proposal for architectural/engineering services for this project.

As we subsequently discussed, we were not aware of the time that we would be responsible for a drawing and specifications for the demolition of the existing building. The additional fee to perform this work will be five thousand, five hundred **(\$5,500.00)** dollars, bringing the total fee to forty-six thousand, five hundred **(\$46,500.00)** dollars.

Thank you for giving us the opportunity of completing the documents for this project. As always, please do not hesitate to contact me with any questions.

Very truly yours,



David G. Manders., AIA
DGM/amf