

RESOLUTION NO. 2015-277

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 2 TO CONTRACT NO. C13-0109, ISSUED TO CAYENTA – A DIVISION OF N. HARRIS COMPUTER CORPORATION, BURNABY, BC CANADA, IN THE AMOUNT OF \$30,000.00.

WHEREAS, the City Council of the City of Vineland, on December 10, 2013, adopted Resolution No. 2013-522, entitled “A RESOLUTION AWARDING A CONTRACT WITH CAYENTA – A DIVISION OF N. HARRIS COMPUTER CORPORATION, BURNABY, BC CANADA, FOR MUNICIPAL UTILITIES SOFTWARE & IMPLEMENTATION SERVICES”; 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 management personnel of the Electric Utility has requested that an amendment be made to contract awarded to Cayenta, - a Division of N. Harris Computer Corporation, Burnaby, BC Canada, for Municipal Utilities Software & Implementation Services, as authorized by Resolution No. 2013-522, said amendment is made necessary for additional labor and reporting hours along with additional travel expenses due to the funeral leave of a key member of the project, delaying the go live date; 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 City Comptroller has certified the availability of funds for the amendatory supplemental change order for which authorization is requested in the amount of \$30,000.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order to Contract No. C13-0109, issued to Cayenta, - a Division of N. Harris Computer Corporation, Burnaby, BC Canada, in the amount of \$30,000.00, be and the same is hereby ratified and approved.

Adopted:

President of Council

ATTEST:

City Clerk



October 7, 2014

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 2
Contract No. C13-0109
Municipal Utilities Software & Implementation Services
Cayenta, Burnaby, BC Canada

Dear Mayor and Members of Council:

We are requesting that an amendatory supplemental change order be issued for Contract No. C13-0109, issued to Cayenta, - a Division of N. Harris Computer Corporation, Burnaby, BC Canada for Municipal Utilities Software & Implementation Services. This contract was authorized by Resolution No. 2013-522, adopted by City Council on December 10, 2013.

Due to the funeral leave of a key member of the project, the go live date was delayed. The change order requested, in the amount of \$30,000.00, will provide for additional labor, reporting hours along with additional travel expenses and support for the City's staff.

This change order, plus change order #1 (\$140,000), represents an increase of approximately 12.1429% over the original contract amount of \$1,400,000.00.

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

Robert Dickenson
Assistant Business Administrator

RD/wr
Encl.



June 25, 2015

To: Robert Dickenson, Assistant Business Administrator

From: Robert A. Napier, Superintendent Electric Distribution

A handwritten signature in blue ink that reads "Robert A. Napier".

Subject: Change Order Request

Cayenta

Municipal Utilities Software & Implementation Services

Purchase Order 14-1113, Contract No. C13-109, Change Order Number 2

Cayenta has been working with VMU staff on installing software, configuring systems and converting data for the new customer care and billing solution for the Vineland Municipal Utilities and solid waste services. We have gone live on the new Software on June 22nd. Cayenta and City staffs have been fixing issues relating to converted data quality and correcting system functional issues that are found. All in all the software is functioning well aside from the minor issues expected in a system conversion of this magnitude.

Project funding had been as needed until we pushed the go live date back one week and had to remobilize staffing. To allow the required delay post go live support was reduced to stay within authorized contract limits. I am requesting a final change order up to \$30,000.00 which is 2.2% of the original contract. The total change order dollars would be under the 20% threshold. Change order dollars will only be expensed for approve out of scope items that exceed the already authorized project dollars.

This software project is funded through a capital improvement authorization by Ordinance No. 2013-47 and all funding will remain within the authorized spending limits.

Should you have any questions, please call me at extension 4304.

Approval:

A handwritten signature in black ink that reads "Joseph Isabella".

Joseph Isabella
Director

cc: John T. Boyle.

RAN/ran

Reid Wanda

From: Napier Robert
Sent: Monday, June 29, 2015 2:56 PM
To: Lewis Yvonne
Cc: Reid Wanda; Dickenson Bob
Subject: RE: Change Order - Cayenta

The change order is required due to a delayed in the go live date.

Additional labor and reporting hours along with additional travel expenses are needed due to the delay.

Robert A. Napier
Superintendent Distribution
Vineland Municipal Electric Utility
rnapi@vinelandcity.org
(856) 794-4000 x4304 Fax (856) 405-4623

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From: Lewis Yvonne
Sent: Monday, June 29, 2015 10:11 AM
To: Napier Robert
Cc: Reid Wanda; Dickenson Bob
Subject: Change Order - Cayenta

Hi Bob,
Received your Request for a Change Order to Cayenta for Change Order #2 for \$30,000

I am not clear on why you are asking for a change order for \$30,000.

There isn't a clear reason why this is needed.

You should only request a change order for actual needs.

Please advise.

Thanks

**Yvonne Lewis, RPPO
Purchasing Agent
City of Vineland
640 E. Wood Street
PO Box 1508**



REQUEST FOR CHANGE ORDER

FOR:

Municipal Utilities Software and Implementation Services

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Electric Utility

FROM: Robert Napier

This is a request for change order # 2 to Contract # C13-0058 0109 for:

Project Name Municipal Utilities Software & Implementation Services

Name/Address of

Contractor: Cayenta A Division of N. Harris Computer Corp. 4200 N. Fraser Way Suite 201 Burnaby BC Canada

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:	\$ <u>1,400,000.00</u>
Amount of this change order:	\$ <u>30,000.00</u>
Previous Change Orders:	\$ <u>140,000.00</u>
Total Revised Amount:	\$ <u>1,570,000.00</u>

APPROVED BY: JA ISABELLA [Signature]
 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 # 022-0-00-00-0000-2-7511900 E383A

CC: Purchasing Division