

RESOLUTION NO. 2016-\_\_\_\_\_

A RESOLUTION TO AMEND AND SUPPLEMENT RESOLUTION NO. 2013-404, FOR CONSULTING SERVICES TO ASSIST THE POLICE DEPARTMENT IN SECURING NEW JERSEY ASSOCIATION OF CHIEFS OF POLICE (NJSACOP) ACCREDITATION, IN THE AMOUNT OF \$1,800.00.

WHEREAS, the City Council of the City of Vineland, on September 24, 2013, adopted Resolution No. Resolution No. 2013-404, entitled "A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH THE RODGERS GROUP, LLC, ISLAND HEIGHTS, NJ, TO PROVIDE ASSISTANCE IN SECURING NJSACOP ACCREDITATION"; and

WHEREAS, there exists a need to amend and supplement the Professional Services contract awarded to Rodgers Group, LLC, Island Heights, NJ, for professional consulting services to Assist the Vineland Police Department in Securing New Jersey Association of Chiefs of Police (NJSACOP) Accreditation as authorized by Resolution No. 2013-404; by change order to Contract No. C13-0102, to extend the contract for six (6) months through March 24, 2016; and

WHEREAS, the City Comptroller has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT Resolution No. September 24, 2013, adopted Resolution No. Resolution No. 2013-404, entitled "A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH THE RODGERS GROUP, LLC, ISLAND HEIGHTS, NJ, TO PROVIDE ASSISTANCE IN SECURING NJSACOP ACCREDITATION"; be and the same is hereby amended and supplemented to increase maximum amount of the contract by \$1,800.00.

2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order #1 to Contract No.C13-0102 in the amount of \$1,800.00.

Adopted:

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President of Council

ATTEST:

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City Clerk



February 2, 2016

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 1  
Contract No. C13-0102  
Rodgers Group, LLC, Island Heights, NJ

Dear Mayor and Member of Council:

We are requesting an amendatory supplemental change order to Contract No. C13-0102, issued to Rodgers Group, LLC, Island Heights, NJ, for professional consulting services to Assist the Vineland Police Department in Securing New Jersey Association of Chiefs of Police (NJSACOP) Accreditation. This contract was authorized by Resolution No. 2013-494, adopted by City Council on September 24, 2013.

The change order requested in the amount of \$1,800.00 will provide for an extension of the contract period for six (6) month through March 24, 2016. This change order will increase the original contract amount from \$45,000.00 to \$45,800.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:34-4.1 et seq.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Dickenson", written over a large, stylized flourish.

Robert Dickenson  
Assistant Business Administrator

RD/wr

REQUEST FOR CHANGE ORDER



FOR:

Rodgers Group Consulting Services in Securing NJSACOP Accreditation

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Police

FROM: Sgt. C. Fulcher

This is a request for change order # 1 to Contract # C13-0102 for:

Project Name Rodgers Group Consulting Services in Securing NJSACOP Accreditation

Name/Address of

Contractor: Rodgers Group- PO Box 831 Island Heights, NJ 08732

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>45,000.00</u>
Amount of this change order:	\$ <u>1,800.00</u>
Previous Change Orders:	\$ <u>0</u>
Total Revised Amount:	\$ <u>1,800.00</u>

APPROVED BY: Chief Timothy Codispoti  
Print/type

*Chief Tim Edo*  
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 # 001-2502-502.30-44 (Professional Services)

CC: Purchasing Division

# **REQUEST FOR CHANGE ORDER**

## **FOR:**

Rodgers Group Consulting Services in Securing NJSACOP Accreditation

The change order is necessary because:

To include the option, "To provide for additional time required by VPD in order to comply with the accreditation program requirements in the amount of \$300 per month, for each month after the conclusion of the 12 months for assistance necessary to complete the program requirements."

It is estimated that an additional six (6) months will be necessary to complete all program requirements.  
Total of \$1,800.00.



Vineland PD Accreditation Proposal  
**Ability to Perform**

1. The Rodgers Group, LLC is capable and in fact has repeatedly demonstrated its ability to perform projects under the Scope of Services as set forth in this proposal.
2. The Rodgers Group, LLC, its principals, and all of its members have never had any contract terminated for any reason.
3. The Rodgers Group, LLC, its principals, and all of its members have never had any claim resulting in litigation or arbitration at any time.
4. The Rodgers Group, LLC is a New Jersey Registered Business.
5. The Rodgers Group, LLC is fully insured.
6. The Rodgers Group, LLC is in compliance with all applicable EEO/AA requirements.

**Scope of Work:**

**A. Accreditation**

Oversight and direct mentorship of the process of the securing NJSACOP Accreditation of the Vineland Police Department by meeting all of the programs standards.

This includes the complete update or rewrite of the Vineland Police Department's written directive system including SOPs, General Orders and Rules and Regulations to make them compliant with the standards required for NJSACOP Accreditation, and oversight of the processes necessary to assemble the proofs of compliance, file construction, and on-site assessments.

**Fee Schedule**

- A. Accreditation \$45,000. (Payable in 12 monthly payments of \$3,750.00)**

**NOTE: This proposal is designed to be executed in 12 months in exchange for the fee detailed above.**

**OPTION-** In the event that additional time is required by the Vineland Police Department in order to comply with the accreditation program requirements, the Rodgers Group will bill the Township \$300. for each month after the conclusion of the 12 months that our assistance is necessary and requested to complete the program requirements.