

RESOLUTION NO. 2016-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VINELAND AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1, TO CONTRACT NO. C15-0090, ISSUED TO LEE TOFANELLI & ASSOCIATES, INC., VINELAND, NJ.

WHEREAS, the City Council of the City of Vineland, on August 25, 2015, adopted Resolution No. 2015-350, entitled “A RESOLUTION AWARDING A CONTRACT TO LEE TOFANELLI & ASSOCIATES, INC., VINELAND, NJ TO PROVIDE MARKETING, ADVERTISING, PROMOTIONAL AND PUBLIC RELATIONS/CONSTITUENT CONSULTING SERVICES FOR THE CITY OF VINELAND”; and

WHEREAS, N.J.A.C. 5:30-11.9 sets forth the procedures for processing change orders which exceed the 20 percent limitation; and

WHEREAS, the Mayor has requested that an amendment be made to contract awarded to Lee Tofanelli and Associates, Inc., Vineland, NJ, to provide Marketing, Advertising, Promotional and Public Relations/Constituent Consulting Services, awarded in an amount not to exceed \$50,000.00 and further reimbursed for any outside artwork in an amount not to exceed \$15,000.00; said amendment is necessary to extend the contract expiration date to December 31, 2016 to allow sufficient time to advertise, receive bids and award a new contract; and

WHEREAS, this change order will provide for an additional amount of \$17,000.00 for specified services and an additional \$2,500.00 shall be reimbursed for any outside artwork; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.9, and to that end herewith files with the governing body a report stating the facts involved and indicating that said 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 as stated above; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order to Contract No. C15-0090, issued to Lee Tofanelli and Associates, Inc., Vineland, NJ, in the amount of \$17,000.00 for specified services and an additional \$2,500.00 shall be reimbursed for any outside artwork, be and the same is hereby ratified and approved.

Adopted:

President of Council

ATTEST:

City Clerk



August 16, 2016

TO THE MAYOR AND COUNCIL
OF THE CITY OF VINELAND

RE: Amendatory Supplemental Change Order No. 1, Contract No. C15-0090
Marketing, Advertising, Promotional and Public Relations/Constituent Consulting Services
Lee Tofanelli and Associates, Inc., Vineland, NJ

We are requesting an amendatory supplemental change order to Contract No. C15-0090, issued to Lee Tofanelli and Associates, Inc., Vineland, NJ to provide Marketing, Advertising, Promotional and Public Relations/Constituent Consulting Services. This contract was authorized by Resolution No. 2015-350, adopted by City Council on August 25, 2015.

This contract was awarded in an amount not to exceed \$50,000.00 and further reimbursed for any outside artwork in an amount not to exceed \$15,000.00.

The change order requested is for an extension of the contract expiration date to December 31, 2016 allowing sufficient time to advertise, receive bids and award a new contract. This change order will provide for an additional amount of \$17,000.00 for specified services and an additional \$2,500.00 shall be reimbursed for any outside artwork.

The amendatory supplemental change order which exceeds the 20% limitation, for which authorization is herein requested, may be authorized in accordance with N.J.A.C. 5:30-11.9.

Respectfully submitted,

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

Robert Dickenson

Assistant Business Administrator

RD/wr
Encl.

REQUEST FOR CHANGE ORDER

FOR:

Marketing, Advertising & Promotional and Public Relations/Constituent Consulting Servs.

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Mayor's Office FROM: _____

This is a request for change order # 1 to Contract # C15-0090 for:

Project Name _____

Name/Address of

Contractor: Lee Tofanelli & Associates, Vineland, NJ

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.)

To extend the contract expiration date to December 31, 2016 to allow

for sufficient time to advertise, receive bids and award a new contract.

Original Contract Amount: \$50,000 for specified services & \$15,000 for reimbursement for outside artwork

Amount of this change order: \$17,000 for specified services & \$2,500 for reimbursement for outside artwork

Previous Change Orders: \$-0-

Total Revised Amount: \$67,000 for specified services & 17,500 for reimbursement for outside artwork

APPROVED BY: Ruben Bermudez

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 # _____

CC: Purchasing Division