

RESOLUTION NO. 2024-552

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1, TO CONTRACT NO. C23-0099, PURCHASE ORDER NO. 24-03548, ISSUED TO PRINT & MAIL AT HARRIS LOCAL GOVERNMENT, EASLEY, SC, IN THE AMOUNT OF \$3,211.50.

WHEREAS, the City Council of the City of Vineland, on August 22, 2023, adopted Resolution No. 2023-398, entitled “A RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO PRINT & MAIL AT HARRIS LOCAL GOVERNMENT, NIAGARA FALLS, NY TO PROVIDE MANAGED PRINT AND MAIL 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 Information Services Director has requested that an amendment be made to contract awarded to Print and Mail at Harris Local Government, for Print and Mail Services as authorized by Resolution No. 2023-398: said amendment is necessary to provide for additional funds needed because the project came in more than the estimated monthly amount; 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 \$3,211.50 ; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #1 to Contract No. C23-0099, Purchase Order No. 24-03548 issued to Print and Mail at Harris Local Government, Easley, SC, in the amount of \$3,211.50, be and the same is hereby ratified and approved.

Adopted: November 26, 2024

President of Council eaa

ATTEST:

City Clerk



November 18, 2024

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1
Contract No. C23-0099, Purchase Order No. 24-03548
Print and Mail Services
Print and Mail at Harris Local Government, Easley, SC

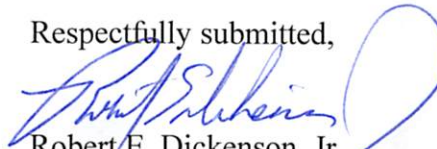
We are requesting that an amendatory supplemental change order be issued to Contract No. C23-0099, Purchase Order No. 24-03548, issued to Print and Mail at Harris Local Government, Easley, SC, for Print and Mail Services. This contract was authorized by Resolution No. 2023-398, adopted by City Council on August 22, 2023.

The change order requested, in the amount of \$3,211.50, will provide for additional funds needed because the project came in more than the estimated monthly amount.

This change order represents, an increase of approximately 1.56449% over the original contract amount of \$303,990.00.

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,



Robert E. Dickenson, Jr.
Business Administrator

RD/wr
Encl.





REQUEST FOR CHANGE ORDER FOR
CONTRACTS

PROJECT NAME: Harris Print & Mail Services

CONTACT NAME: Alanna Ocasio DEPARTMENT: IS Division

CHANGE ORDER REQUEST NUMBER: 1 CONTRACT NUMBER: C23-0099

PO NUMBER: 24-03548

NAME AND ADDRESS OF CONTRACTOR: Print & Mail At Harris Local Government
2017 E. Main Street, Easley, SC 29640

REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST.
USE ADDITIONAL PAGES IF NECESSARY): PO is short by \$3,211.50. Project came in more than
the estimated monthly amount.

Contract Period = Sept 2023 - Sept 2024

Funds needed to cover total amount billed on Sept. 2024 invoice for services.

Table with 2 columns: Description and Amount. Rows include ORIGINAL CONTRACT AMOUNT (\$303,990.00), AMOUNT OF THIS CHANGE ORDER REQUEST (\$3,211.50), PREVIOUS CHANGE ORDER AMOUNTS (\$0.00), and TOTAL REVISED CONTRACT AMOUNT (\$307,201.50).

ACCOUNT NUMBER FOR CHANGE ORDER: 4-05-05-502-9004-53044 - 50%
4-07-55-502-8011-53044 - 50%

TRACKING ID(S): E903 COMMODITY CODE(S): 920

APPROVED BY: Tony Quigley

(PRINT NAME)

Handwritten signature of Tony Quigley

(SIGNATURE)

PLEASE NOTE: CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

COPY TO:
PurchasingOffice@vinelandcity.org



Remit To: Harris Computer Systems
 PO BOX 74008484
 Chicago, IL 60974-8484

Invoice
 Date
 Page

TBPM00004617
 9/30/2024
 1 of 1

Bill To

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08380
 United States

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08380
 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
DC-VMU14-08022023	VIN800		LOCAL DELIVERY	Due on Receipt

Ordered	Item Number	Description	Unit Price	Ext Price
1	PRTSVC - UB	job ticket#18875-PRINTING: Vineland Utility Bills Sept 2024 - (Qty total: 35188 Unit Price: .18)	US\$6,333.48	US\$6,333.48
1	NOTE	job ticket#18875-PRTSVC - UB - Vineland Sept 2024	US\$0.00	US\$0.00
1	PRTSVC - UB	job ticket#18875-PRINTING: Vineland Inserts - 2-sided full color	US\$1,732.00	US\$1,732.00
1	PM POSTAGE - UB	job ticket#18875-POSTAGE: Vineland Sept 2024	US\$17,858.81	US\$17,858.81
1	PRTSVC - UB	job ticket#18875-PRINTING: Vineland Second Page Sept 2024 (Qty total: 13227 Unit Price: .07)	US\$925.89	US\$925.89
			Subtotal	US\$28,847.99
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$28,847.99

Invoice Questions? Please call Raheemat Oyelola at 1-888-847-7747 ext. Raheemat Oyelola OR
 e-mail ar_hlg@harriscomputer.com