

RESOLUTION NO. 2025-43

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 2 TO CONTRACT NO. C24-0116 AND PURCHASE ORDER 24-04723, ISSUED TO CAPRI CONSTRUCTION CO., VINELAND, NJ, IN THE AMOUNT OF \$100,000.00.

WHEREAS, the City Council of the City of Vineland, on July 9, 2024, adopted Resolution No. 2024-308, entitled “A RESOLUTION AWARDING A CONTRACT TO CAPRI CONSTRUCTION CO., VINELAND, NJ, FOR PUBLIC WORKS/ENGINEERING DEPARTMENT RENOVATIONS”; 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 Director of the Department of Public Works has requested that an amendment be made to contract awarded to Capri Construction Co., Vineland, NJ, for the Public Works/Engineering Department Renovations, as authorized by Resolution No. 2024-308: said amendment will provide for the addition of a contingency for unforeseen changes in the contract, as recommended by the CFO; 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 \$100,000.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #2 to Contract No. C24-0116, issued to Capri Construction Co., Vineland, NJ, in the amount of \$100,000.00, be and the same is hereby ratified and approved.

Adopted: January 28, 2025

\_\_\_\_\_  
President of Council pfs

ATTEST:

\_\_\_\_\_  
City Clerk kp



January 21, 2025

TO THE MAYOR AND COUNCIL  
OF THE CITY OF VINELAND

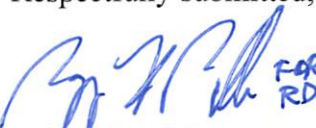
Amendatory Supplemental Change Order No. 2  
Contract No. C24-0116  
Public Works/Engineering Department Renovations  
Capri Construction Co., Vineland, NJ

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We are requesting an amendatory supplemental change order to Contract No. C24-0116, issued to Capri Construction, Co., Vineland, NJ, for Public Works/Engineering Department Renovations. This contract was authorized by Resolution No. 2024-308, adopted by City Council on July 9, 2024.

The change order requested, in the amount of \$100,000.00 will provide for the addition of a contingency for unforeseen changes to the contract as recommended by the CFO. This change order, plus change order #1 (\$7,505.03) represents an increase of 4.87551156% over the original contract amount of \$2,205,000.00.

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,  
  
Robert E. Dickenson, Jr.  
Business Administrator

RD/wr  
Encl.



**REQUEST FOR CHANGE ORDER FOR  
CONTRACTS**

PROJECT NAME: Renovations for new Pblc Works & Engineering Divisions

CONTACT NAME: H. James Neher DEPARTMENT: Public Works

CHANGE ORDER REQUEST NUMBER: 2 CONTRACT NUMBER: C24-0116

PO NUMBER: 24-04723

NAME AND ADDRESS OF CONTRACTOR: Capri Construction Company

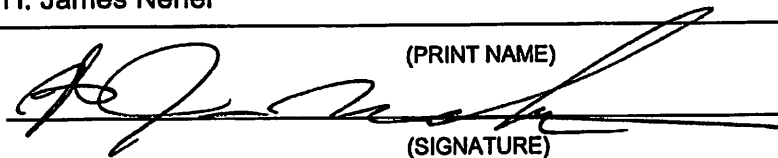
REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST.  
USE ADDITIONAL PAGES IF NECESSARY): \_\_\_\_\_  
Adding is contingency for unforeseen changes in contract, per CFO.

ORIGINAL CONTRACT AMOUNT:	\$ <u>2,205,000.00</u>
AMOUNT OF THIS CHANGE ORDER REQUEST:	\$ <u>100,000.00</u>
PREVIOUS CHANGE ORDER AMOUNTS:	\$ <u>7505.03</u>
TOTAL REVISED CONTRACT AMOUNT:	\$ <u>2,312,505.03</u>

ACCOUNT NUMBER FOR CHANGE ORDER: 4-01-99-800-2024-10004

TRACKING ID(S): \_\_\_\_\_ COMMODITY CODE(S): \_\_\_\_\_

APPROVED BY: H. James Neher

  
(PRINT NAME)  
(SIGNATURE)

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

COPY TO:  
PurchasingOffice@vinelandcity.org

**From:** Ron Portadin <[rportadin@mmpfa.com](mailto:rportadin@mmpfa.com)>

**Sent:** Monday, January 13, 2025 3:51 PM

**To:** Baldosaro Susan M <[sbaldosaro@vinelandcity.org](mailto:sbaldosaro@vinelandcity.org)>; Neher Jim <[jneher@vinelandcity.org](mailto:jneher@vinelandcity.org)>; Maillet David <[dmaillet@vinelandcity.org](mailto:dmaillet@vinelandcity.org)>

**Cc:** Crystal Hart <[chart@mmpfa.com](mailto:chart@mmpfa.com)>

**Subject:** Public Works/Engineering Park & West

Susan, what is the status of the \$100,000 contract adjustment for the Park & West project, I want to make sure we get that processed so we can get the next payment application updated accordingly, there are several items that need to be invoiced against the new contract amount.

In addition when the project was still in the design phase the City gave us the ok to have a video investigation done for the underslab piping, there were no existing drawings that we could utilize to determine plumbing tie in locations. We were told to hire a consultant for the work (GE Mechanical) and that the City would approve this as a change order to our contract amount. I don't believe this was ever done, and our engineering (who contacted GE Mechanical) has now invoiced MMPF for the work completed.

I have attached that invoice, can we please get a purchase order for this work so we can bill the City and pay our consultant.

Thanks very much, have a great day.

Ron Portadin, AIA | Partner  
[rportadin@mmpfa.com](mailto:rportadin@mmpfa.com)

Manders Merighi Portadin Farrell Architects, LLC  
1138 East Chestnut Avenue  
Vineland, NJ 08360

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w. [www.mmpfa.com](http://www.mmpfa.com)



# AIA® Document G701® – 2017

## Change Order

**PROJECT: (Name and address)**  
City of Vineland  
Public Works / Engineering Department  
Renovations

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 7/11/2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 2  
Date: 12/4/2024

**OWNER: (Name and address)**  
City of Vineland  
  
640 E. Wood Street  
Vineland, NJ 08360

**ARCHITECT: (Name and address)**  
Manders Merighi Portadin Farrell  
Architects, LLC  
1138 E. Chestnut Avenue #4  
Vineland, NJ 08360

**CONTRACTOR: (Name and address)**  
Capri Construction, Inc.  
  
4266 Post Road  
Vineland, NJ 08360

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. Electrical Work Credit for electrical revisions in the General Office Area as shown on revised drawings provided by MMPF (attached) as per PCO #6 dated 10/7/2024.....(\$1,938.29)
2. Delete Furnish & Installation of Wall Base in the Main Corridor/Hallway from Scope of Work as per PCO #7 dated 10/8/2024.....(\$532.00)
3. Remove existing insulation at top 2' +/- of exterior walls & at ceiling areas, replace with new R13 unfaced insulation at walls and R19 unfaced insulation at ceiling as per PCO #8 dated 10/10/2024.....\$9,318.21
4. Delete relocation of storm piping at (2) locations from Scope of Work. Existing storm piping to remain. as per PCO #9 dated 10/15/2024.....(\$1,329.31)
5. Layout, cut and patch existing GWB Cutting & Patching for Electrical Revisions. as per PCO #10 dated 11/4/2024.....\$587.83
6. Credit for Water Main Tap Fee associated with new domestic water service to the building as per PCO #11 dated 12/2/2024.....(\$7,500.00)
7. Additional Outlets in Conference Room 27 as per PCO #12 dated 12/4/2024.....\$2,818.75
8. Additional Outlets for TV in General Office as per PCO #13 dated 12/4/2024.....\$3,086.52
9. Additional Outlets for Timeclock as per PCO #14 dated 12/4/2024.....\$2,612.15

The original Contract Sum was	\$ 2,205,000.00
The net change by previously authorized Change Orders	\$ 7,505.03
The Contract Sum prior to this Change Order was	\$ 2,212,505.03
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,123.86
The new Contract Sum including this Change Order will be	\$ 2,219,628.89
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be Unchanged	

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have

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User Notes:

(3B9ADA39)

been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Manders Merighi Portadin Farrell  
Architects, LLC  
\_\_\_\_\_  
ARCHITECT (Firm name)

Capri Construction, Inc.  
\_\_\_\_\_

City of Vineland  
\_\_\_\_\_

CONTRACTOR (Firm name)

OWNER (Firm name)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Ronald Portadin, Partner  
\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
PRINTED NAME AND TITLE

12/4/2024  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE